Student Nutrition: Local Nutrition Program Committee

Overview:

Ontario's Student Nutrition Programs are community-based programs that rely on volunteers to deliver the programs at each school.

Program sites are required to establish a Local Nutrition Program Committee (LNPC) to oversee the administration and operation of the program in partnership with the Principal and/or school designate.

Purpose of the LNPC:

Plan and coordinate activities and financial matters to build capacity and sustainability of programs.

Members can be:

Parents, students, volunteer nutrition coordinator, school staff and administrators, public professionals, local business, community organization and faith group representatives. Members should reflect the demographics of the school population. Any and all individuals that support student nutrition programs are considered volunteers.

Operation:

LNPC can operate as:

- a stand-alone committee
- part of the school council
- a sub–committee of the School Council

If a school does not have an LNPC, then SNP can be included as a standing agenda item during school council meetings

The LNPC meets as often as needed to make decisions. Two meetings a year is the minimum requirement as part of the municipal/provincial funding criteria.

Responsibilities of LNPC:

- **Food Safety/Menu**
  - Ensure food and menu are in compliance with Toronto Public Health Nutrition Guidelines and Food Safety regulations.

- Create menus that meet budget cost, are inclusive and reflect the demographics and culture of the school population while being mindful of allergies and religious restrictions.
- Ensure the space used for the nutrition program is safe, clean and meets the Toronto Public Health regulations regarding proper facilities (sinks, refrigeration, equipment), fire regulations and room capacity restrictions.
- Financial/Budget
- Apply for applicable grants
- Develop and monitor operating budget which includes food costs, equipment, and small wares.
- Decide if the SNP program will operate with volunteers only or if additional support is needed.
- Implement and collect parent contributions.
- Develop and organize a fundraising plan to ensure budget/program sustainability.
- Ensure monthly financial reporting is completed.

➢ **TDSB Policies**

- Ensure that TDSB policies are followed; such as Anaphylaxis, Equity, Universality, Vulnerable Sector Police Check, Privacy and Confidentiality, School Emergency Protocol, Duty to Report, PPM 150, and any and all other applicable policies accordingly.
- Ensure universality and equity of the program; every student receives food daily.

➢ **Volunteers**

- Recruit, train and support volunteers.
- Succession planning to maintain momentum and committee sustainability.

➢ **Communications**

- Promote awareness of SNP in the school community, through newsletters, school website, e-mails and events.

Work with your TDSB Nutrition Liaison Officer for guidance and support.

Find the Nutrition Liaison Officer for your School: Click HERE

For general inquiries: studentnutrition@tdsb.on.ca