

Revised to reflect
the 2007
Guidelines for
Food & Beverage
Sales in BC
Schools

The Fun Food Resource

A Guide to Offering Better Nutrition at School

and

Organizing A Fun Food Event



**Food Services
School District No. 36 (Surrey)**

May 2008

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Introduction

November 27, 2007

Dear Parent Advisory Committee Representative;

First released in 1998, the Fun Food Resource has been updated to share recommendations from a variety of sources on how to make a Fun Food Event healthier, safe and fun for everyone.

The most recent revisions provide information on how to implement the Guidelines for Food and Beverage Sales in BC Schools (2007).

Health experts, parents and educators are increasingly concerned about the number of overweight and obese children in Canada. As adults, we all have a role to play to ensure that our children learn and practice healthy eating and active living.

I would like to thank the Parent Advisory Councils of Pacific Heights Elementary for their review of the draft document.

Please consider this a "work-in-progress". Please share any comments or recommendations with me, so this resource can be improved and updated as needed. Please call me at 604-592-4278.

Thank you for your support.

Julie Stephenson, RD
Food Services Manager

Nutrition and Children

Growing Concerns:

The healthy eating and physical activity choices that children and their families make everyday have potentially life-long consequences. Good nutrition and active living are essential for optimal growth and development.

Since 1981, the number of overweight and obese Canadians – both children and adults - has increased dramatically. Statistics Canada recently published study data identifying that in children aged 2 to 11 years old, approximately 38% of boys and 34% of girls are overweight.¹ Health professionals are concerned that Canadian children are on the brink of a health crisis both now and in their adult futures.

In addition, recent nutrition studies have revealed that most Canadian children do not consume enough milk products, or fruits and vegetables to meet their minimum nutritional requirements to achieve optimum health.

Future Health Consequences

Poor nutrition may result in serious health consequences as well as reduced ability to concentrate on learning at school.

In addition, overweight and obesity are associated with the development of chronic diseases, such as diabetes, high blood pressure and heart disease. These diseases, more commonly thought of as diseases found primarily in older adults, are now being diagnosed in school-aged children.

Healthy Weights for Children

Children, like adults, come in different body shapes and sizes, with normal variation in the range of healthy weights. As children grow older, their amount of body fat changes. Especially in the pre-adolescent years, it is anticipated that children will put on body fat to prepare for growth. The proportion of body fat for boys and girls is naturally different, and this difference increases as they mature (girls having more).

Healthy weights for children are assessed using the Body Mass Index for Children (BMI). Parents who are wondering about their child's weight should contact their family doctor for assessment and advice.

¹ The National Longitudinal Survey of Children and Youth: Childhood Obesity, Human Resources Development Canada, available at <http://www.statcan.ca/Daily/English/021018/d021018b.htm>

Basic Recommendations: Canada's Food Guide to Healthy Eating

This important tool provides Canadians with the essential information they need to eat a healthy diet. Each of the four food groups of Canada's Food Guide makes an important contribution of vitamins, minerals, protein and energy and recommends the number of servings (and portion sizes) from each food group for each day.

The amount of food each individual requires every day from the four food groups and other foods depends on age, body size, activity level, gender and whether the individual is pregnant or breast-feeding. Canada's Food Guide gives recommended number of servings for each food group by age and/or sex. For example, young children need a lower number of servings, while active teenager boys need a higher number of servings. Together, the appropriate number of servings from each food group provides a balanced diet, essential for good health.

A copy of Canada's Food Guide to Healthy Eating has been included in this resource. This guide and a wealth of reliable nutrition information are available at Health Canada's website http://www.hc-sc.gc.ca/hpfb-dgpsa/onpp-bppn/food_guide_rainbow_e.html and at the Dietitians of Canada website, <http://www.dietitians.ca/>.

Moving Forward

Improving nutrition for children means offering and encouraging foods from each of the four food groups, selecting foods prepared with less fat and added sugar, and thoughtful consideration of appropriate portion sizes.

As parents and educators, we all need to model healthy eating in food choices, live out our commitment to physical activity and practice moderation in all aspects of daily life.

Children need to see the nutrition education they receive in school reflected in the choices we all make in everyday life.

The Fun Food Resource is a step to providing better choices for students, implementing the Guidelines for Food and Beverage Sales in BC Schools by January 2008 (elementary schools) and September 2008 (secondary schools).

Guidelines for Food and Beverage Sales in BC Schools

The Guidelines for Food and Beverage Sales in BC Schools were revised in 2007 to be consistent with the Canada's Food Guide released in 2007. The complete document can be found at www.bced.gov.bc.ca/health/guidelines_sales07.pdf .

The Guidelines divide foods into groups according to common ingredients and detailed nutrition criteria. It categorizes foods as *Not Recommended*, *Choose Least*, *Choose Sometimes* or *Choose Most*.

e.g. Whole Wheat Crackers are a Grain Food, and depending on their fat, sugar and salt content will fall into one of the food categories, perhaps *Choose Least*.

Under the Guidelines, foods and beverages sold at school must consist of at least 50% *Choose Most* foods and up to 50% *Choose Sometimes* foods.

Foods that are very high in fat, sugar and salt are rated *Not Recommended* or *Choose Least* foods, and are not allowed.

The Guidelines apply to everyone selling food on site at a school where students are the immediate customers, including school stores, vending machines, cafeterias, sports events, fundraisers, and community events.

To help with menu planning, the table on the next page provides examples of *Choose Most* and *Choose Sometimes* foods.

For more complete information, including the nutrition details, please consult the 2007 Revised Guidelines for Food and Beverage Sales in BC Schools

Choose Most and Choose Sometimes Examples

(This is not a complete list.)

Ingredients and nutrients can change from one brand to another and also change over time. Each item should be checked using the website, brandnamefoodlist.ca		
Category	Choose Most examples (must be 50% or more of menu choices)	Choose Sometimes examples (may be up to 50% of menu choices)
Grains	Whole grain bread, rolls, tortillas, pancakes, muffins, etc. Whole grain pasta Brown or wild rice Whole grain cereal with added fibre, fruit or nuts.	Enriched bread, rolls, tortillas, pancakes, muffins, bagels etc. Pasta Unsweetened cereals Rice, rice noodles and rice wrappers Baked tortilla chips Lightly salted popcorn
Vegetables and Fruit	Fresh, frozen and dried fruits and vegetables, plain, lightly seasoned or dressed Fruits and vegetables canned in water or fruit juice. Frozen fruit bars made with pureed fruit	Most fresh, frozen and dried fruits and vegetables, plain, lightly seasoned or dressed Fruit canned in light syrup Canned vegetables Baked potato chips, lightly salted
Vegetables and Fruit Juices	None.	100% Fruit Juice (250 ml maximum for elementary students, 360 ml maximum for secondary students) Low sodium tomato and vegetable juices
Milk - based Foods	Cheeses (unprocessed), e.g. cheddar, mozzarella, marble Cheese strings	Flavoured yoghurts Yoghurt tubes Puddings with milk as the first ingredient Small servings of ice cream and frozen yoghurt (no added candy).
Milk and Milk Alternative Beverages	Plain unflavoured milk Plain soy drinks Decaffeinated, unsweetened teas and coffees	Flavoured milk (e.g. chocolate) Yoghurt drinks Decaffeinated teas and coffees with added milk (Chai, lattes, etc.) Hot chocolate made with milk
Meat and Alternates	Plain lean meats, fish and poultry, eggs and tofu, prepared without added salt and minimal fat Fish canned in water or broth Dal Falafel	Deli meats (not too salty e.g. ham) Chicken, tuna or egg salad without added salt, and only lightly moistened with salad dressing or mayonnaise.
Nuts and Seeds	Peanut and other nut butters (no chocolate added) Trail mix with nuts, seeds or fruit, as the first ingredients and no added candy or chocolate	Nut/seed bars and mixes with nuts/seeds as the 1 st ingredient. May contain yoghurt, candy or chocolate if sugar is 4 th or later ingredient listed

Choose Most and Choose Sometimes Examples

(This is not a complete list.)

Ingredients and nutrients can change from one brand to another and also change over time. Each item should be checked using the website, brandnamefoodlist.ca		
Category	Choose Most examples (must be 50% or more of menu choices)	Choose Sometimes examples (may be up to 50% of menu choices)
Mixed Entrée Foods (These foods typically combine a protein source, a grain food, and vegetables, served together.)	Whole grain sandwiches made with lean fillings (beef, poultry, egg, etc) and plenty of vegetables Pizza with lots of vegetables Tortillas filled with lean meat or bean fillings Stir-fries only lightly seasoned with low sodium sauces (e.g. soy or black bean sauce), served with rice Stews, Chilis, Casseroles, Pilafs and Curries, without added salt or salty ingredients.	Sandwiches made with lean fillings (beef, poultry, egg, etc) Lean hamburgers and chicken burgers Cheese or meat pizzas Pizza bagels Pizza pockets Tacos with lean meat or bean fillings Sushi Stir-fries only lightly seasoned with salty sauces (e.g. soy or black bean sauce) Stews, Chilis, Casseroles, Pilafs and Curries, lightly salted Pasta with milk-based or low sodium tomato-based sauces
Soups	Soups made with no salt, salty ingredients or soup bases.	Low sodium soups (canned or packaged) Soups made with a less than the recommended commercial soup bases
Candy and Chocolate	None	Secondary Schools Only: Sugar-free gum, mints and cough drops
Other Beverages	Water Flavoured water with no added sweetener Flavoured water with artificial sweetener (secondary only) Soda water Fruit and herbal teas, unsweetened Decaffeinated tea and coffee	Flavoured water with no added sugar or sweetener Diet soft drinks with no caffeine

While the Guidelines are written to be as inclusive as possible, sometimes it's easier to think of what does *not* fit in the *Choose Sometimes* or *Choose Most* categories:

FOODS THAT DO NOT FIT THE GUIDELINES

These foods are rated *Not Recommended* or *Choose Least* and cannot be sold in schools.

- Soft drinks and sports drinks
- Fruit drinks made with less than 100% fruit juice (e.g. fruit punches and cocktails)
- Pastry, tarts, pies and similar pastries, doughnuts
- Cookies and baked goods with more sugar than flour
- Cookies and baked goods with icing and/or icing filling, chocolate chips, marshmallows and/or candy.
- Candy
- Sugar-coated popcorn
- Chocolate and chocolate bars
- Fruit snacks (made with added sugar)
- Processed cheese spread and processed cheese slices.
- *Fried* Foods of any kind, including *Fried* Potato Chips, *Fried* French Fries, *Fried* Onion Rings
- Instant Noodle Soups and commercial soups (unless low sodium)
- Pizza with extra cheese and/or meat toppings
- Extra salad dressing, mayonnaise or rich sauces

Please note: This is not a complete list.

Please consult brandnamefoodlist.ca for the rating for a specific food.

Looking for Help?

- **To rate a pre-packaged food or beverage**, go to www.brandnamefoodlist.ca , log in and enter the information from the packaging as requested.
-
- Call Dial-A-Dietitian at 604-732-9191 or contact Food Services at 604-592-4278.
- To learn more about nutrition labelling and shopping, try www.healthyeatingisinstore.ca, a joint project of the Canadian Diabetes Association and Dietitians of Canada.
- www.actnowbc.com provides information on healthy living for British Columbians.

Sample Menus

1. Under the Guidelines, Menus must provide at least 50% *Choose Most* foods and up to 50% *Choose Sometimes* foods.
2. These sample menus do not consider food allergies or other restrictions at your school. Please check the Food Safety section for food allergy information.
3. **The rating for each particular food or a food item from a franchised outlet should be confirmed using brandnamefoodlist.ca. The ratings listed in the menus below may vary from brand to brand.**

Hot Dog Day Menu:

Beef or Chicken or Vegetarian Hot Dog with catsup portion (*Choose Sometimes*)

[Nutrition Tip: Serve the wieners on wholegrain or whole wheat buns.](#)

Mini-carrots (*Choose Most*) with Ranch Dressing Portion

100% Juice Box (*Choose Sometimes*)

100% Dried Fruit Bar (*Choose Most*)

Pizza Day:

Pizza slice (1/8th of a 14 pizza) (*Choose Sometimes*)

[Nutrition Tip: Offer Cheese or Vegetarian Pizza on multigrain crust to keep the fat content low.](#)

Tossed Salad with Ranch Dressing (*Choose Most*)

2% (*Choose Most*) or Chocolate Milk (*Choose Sometimes*) carton

Frozen Yoghurt Tube (*Choose Sometimes*)

[Nutrition Tip: Choose tubes with the lowest amount of added sugars.](#)

Submarine Sandwich Day:

Small Turkey and Cheese Sub with lettuce and salad dressing (*Choose Sometimes*) or Small Veggie Sub (*Choose Most*)

[Nutrition Tip: Add vegetables like cucumber, lettuce, tomatoes or peppers to each sub.
Choose the whole grain rolls.](#)

Baked Nacho Chips (*Choose Sometimes*)

Bottled Water (*Choose Most*)

Simple Oatmeal Raisin Cookie (*Choose Most*)

Hamburger Day:

Hamburger, Cheeseburger or Chicken Burger (*Choose Sometimes*)

[Nutrition Tip: Serve on wholegrain or whole wheat buns.
Serve with lettuce and tomato.](#)

Mini-carrots (*Choose Most*) with Ranch Dressing Portion

2% (*Choose Most*) or Chocolate Milk (*Choose Sometimes*) carton

Bagged Apple Slices or Apples and Grapes (*Choose Most*)

Wrap Menu:

Wrap with Chicken, lettuce and other vegetables (*Choose Most*)

100% Fruit Juice blend (*Choose Sometimes*)

Pudding Tube (*Choose Most*)

[Nutrition Tip: Choose the pudding with milk as the first ingredient and the lowest amount of fat and added sugar. Avoid artificial sweeteners. Confirm rating with \[brandnamefoodlist.ca\]\(http://brandnamefoodlist.ca\)](#)

Sports Day:

Pizza Pretzel (*Choose Sometimes*)

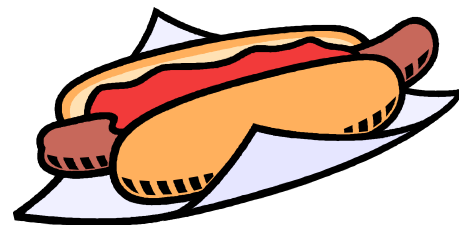
2% (*Choose Most*) or Chocolate Milk (*Choose Sometimes*) carton

Frozen 100% Fruit Bar (*Choose Sometimes*) or Watermelon Slice (*Choose Most*)

For Schools that do not have the School Lunch Program

Sample Elementary School PAC presents

HOT DOG DAY
Friday, October 15, 2008



To order lunch for your child, please:

- Check off the items you would like to order.
- Sign the order form.
- Put the completed order form and the correct payment in the re-sealable bag provided.
- Send the order form and the correct payment to school by Thursday, October 7.
(We regret that we are not able to make change. If you would prefer, please send a cheque for the correct amount.)

If you have any questions about food ingredients for children with food allergies, please call our Fun Food Day Coordinator at (insert telephone number here).

Please sign and return this form with your order:

<u>Quantity</u>		<u>Price</u>	<u>Amount</u>
_____	Chicken Wiener Hot Dog (<i>Choose Sometimes</i>)	\$1.00	_____
_____	Baked Potato Chips (<i>Choose Sometimes</i>)	\$0.75	_____
_____	Baked Nacho Chips (<i>Choose Sometimes</i>)	\$0.75	_____
_____	Frozen Yoghurt Tube (<i>Choose Most</i>)	\$0.50	_____
_____	Chocolate Milk, 250 ml carton (<i>Choose Sometimes</i>)	\$0.50	_____
_____	100% Fruit Juice Drink Box (<i>Choose Most</i>)	\$0.50	_____
	TOTAL \$:		<input type="text"/>

Student's Name

Teacher's Name

Division

Parent/Guardian Signature

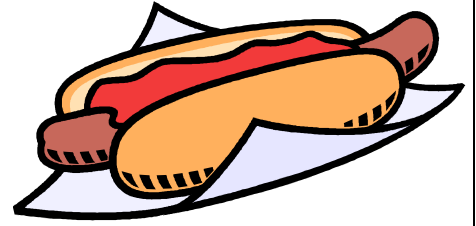
Telephone No.

Please note: We cannot accept late orders. We are not able to give refunds if your child is away on the Hot Lunch Day. If your child is absent, you may pick up his or her lunch at 12:00 pm in the classroom.

For Schools that have the School Lunch Program

Sample Elementary School PAC presents

HOT DOG DAY
Friday, October 15, 2008



To order lunch for your child, please:

- Check off the items you would like to order.
- Sign the order form.
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(We regret that we are not able to make change. If you would prefer, please send a cheque for the correct amount.)

If you have any questions about food ingredients for children with food allergies, please call our Fun Food Day Coordinator at (insert telephone number here).

Students on the School Lunch Program may choose 1 item from each area as their School Lunch Program menu for the day. – or – School Lunch Program students will automatically receive a Hot Dog, Baked Potato Chips, a Yoghurt Tube, and Chocolate milk.

Please sign and return this form with your order:

<u>Quantity</u>		<u>Price</u>	<u>Amount</u>
_____	Chicken Wiener Hot Dog (<i>Choose Sometimes</i>)	\$1.00	_____
_____	Baked Potato Chips (<i>Choose Sometimes</i>)	\$0.75	_____
_____	Baked Nacho Chips (<i>Choose Sometimes</i>)	\$0.75	_____
_____	Frozen Yoghurt Tube (<i>Choose Most</i>)	\$0.50	_____
_____	Chocolate Milk, 250 ml carton (<i>Choose Most</i>)	\$0.50	_____
_____	100% Fruit Juice Drink Box (<i>Choose Most</i>)	\$0.50	_____
		TOTAL \$:	<input style="border: 2px solid black; width: 50px; height: 20px;" type="text"/>

Student's Name

Teacher's Name

Division

Parent/Guardian Signature

Telephone No.

Please note: We cannot accept late orders. We are not able to give refunds if your child is away on the Hot Lunch Day. If your child is absent, you may pick up his or her lunch at 12:00 pm in the classroom.

A FEW IDEAS FOR TREAT DAY

Some schools offer students special treat as a fund-raiser from time to time. Here are a few suggestions.

- Flavoured popcorn – lightly salted, trans fat free (not candy coated or with added salty toppings like powdered cheese.)
- Baked tortilla chips and mild salsa
- Hot chocolate with milk as the first ingredient
- 100% fruit bars (with no added sugar)
- Trail Mix (no nuts, peanuts or candy.)
- Grapes in a cup, Watermelon slices and other fresh fruit in season
- Baked potato chips
- Dried fruit – Unsweetened apple rings, mango slices, raisins, etc
- Bananas with yoghurt dip

Food Safety

Overview:

For the health of every participant, food safety is of vital importance in hosting a successful event that incorporates food.

- By law in the province of British Columbia, a Health Permit is required for events where potentially hazardous foods are offered to the general public. This does not include PAC events when food is served to students, staff, other parents and siblings.

Please contact Fraser Health at 604-572-2600 to obtain the most recent application form and instructions.

- At least one food handler (and as many volunteers as possible) who will be working with food must have successfully completed FoodSafe Level I, the provincial training program in basic food safety.

FoodSafe I is an 8-hour course, available through Surrey Continuing Education (604-583-4040) and costs approximately \$75. (Some PAC's may want to consider sponsoring some members to attend this valuable program.)

- Food should only be purchased from food establishments or retailers (grocery stores, wholesales, etc.) who are approved by a Health Authority. Foods from non-approved facilities (i.e. home-baked goods or home – prepared foods) are subject to special approval from the health department.
- Safe food temperatures must be maintained at every step, from the producer, to food preparation and delivery to the participants. Responsible vendors will be able to provide you with information about how they will maintain proper food temperatures throughout each step of the process, including food preparation, holding once the food is prepared, and delivery.

Two websites that offer valuable information about food safety include:

- www.fightbac.org a service provided by the Partnership for Food Safety Education
- www.homefoodsafety.org supported by the American Dietetics Association and Con-Agra Foods



BASIC FOOD SAFETY PRINCIPLES

CLEAN

- Wash hands often
- Clean surfaces like countertops, cutting boards and utensils with hot soapy water; sanitize with a chlorine bleach solution (30 ml unscented household bleach in 4 litres of hot tap water) prior to and at the completion of the work.
- Use disposable paper towels whenever possible.
- If using cloths:
 - Start with a clean cloth or dishtowel
 - Sanitize with chlorine bleach solution
 - At the end of day, wash cloths in the hot cycle of your washing machine
- Don't use sponges in the kitchen. (Bacteria love to live and grow in damp conditions.)
- Use disposable dishes and cutlery whenever possible.

KEEP COLD FOODS COLD

Refrigerate perishable foods promptly below 40°F (4°C)

- When running errands, do grocery shopping last.
- Never defrost food at room temperature. Thaw food in the refrigerator, in cold running water, or in the microwave if you'll be cooking it immediately.
- Don't overstuff the refrigerator or coolers/bins. Cold air needs room to circulate to keep food safe.
- Keep all perishable foods chilled below 40°F (4°C) right up until serving time by refrigerating or using ice packs in bins/coolers.

SEPARATE

Prevent cross-contamination by:

- Using separate plates for raw foods.
- Using clean scissors to open bags of food.
- Having separate people handle cash from those working with food.
- Avoid direct contact with food as much as possible.
- Wear clean food-grade gloves if you have a cut on your hand.

HANDWASHING TIPS

- Wash hands often in running hot, soapy water for at least 30 seconds.
- Remember to wash between fingers and under fingernails.
- Dry hands with disposable paper towels.



KEEP HOT FOODS HOT

- Prepare food quickly and serve immediately.
- Cook to proper temperatures; internal temperatures of hamburger patties and hot dogs should be 165° F (74°C).
- Use a clean and sanitized thermometer to probe cooked foods; insert a thermometer into the thickest area of meat away from bone or fat.
- Once cooked, keep foods hot at 140°F (60°C) using chafing dishes, crock pots, warming trays, hot ovens or other hot-holding equipment.

FOOD ALLERGIES

For some people, food allergies can be very serious. One bite of a cookie with peanuts can cause a life-threatening emergency in someone with a peanut allergy. Although this is an extreme reaction, it is no wonder many people worry about food allergies.

If you suspect you or someone in your family has a food allergy, it is important to have it properly diagnosed by a medical doctor so that treatment can be undertaken and everyone involved can learn about the precautions that must be taken.

What Exactly Is A Food Allergy?

People with food allergies have an unusually sensitive immune system. Eating, touching or, in some cases, even smelling an allergen (usually a protein from the food in question) causes the person's own antibodies to rush into action to attack the foreign substance. This can cause swelling and irritation in certain parts of the body.

Every allergic reaction can be serious; peanut, tree nut and shellfish allergies are among the most life-threatening allergies, often affecting breathing. The symptoms may become more severe each time the child is exposed to that particular allergen.

Foods that "may contain" a known allergen must never be served to anyone with that food allergy. If the food does happen to contain an allergen, the person's reaction may be serious.

It is also very important to be careful not to contaminate a "safe" food with a known allergen, for example by using utensils or cutting boards which have come in contact with the allergen.

Common Symptoms Of Food Allergy Include:

- Swelling in the lips, throat, tongue or face
- Hives or rash
- Coughing, wheezing or difficulty breathing
- Stomach cramps, diarrhea and other intestinal symptoms

For more information about food allergies, the Canadian Food Inspection Agency's website is a good resource at www.eatwelleatsafe.ca/inhome/allergens.htm as is the Anaphylaxis Network at www.anaphylaxis.org .

Planning A Fun Food Day: How To Protect Students With Food Allergies.

In Advance:

- Ask the Principal what food allergies should be considered in planning the menu. Some classrooms may be designated as “Peanut/Nut-free” or “other allergen free” and may require special consideration.
Note: It may not be possible to offer a menu that all children can safely enjoy.
- Work with vendors/restaurants/suppliers that can provide a complete list of food ingredients.
Tip: Manufacturer labels are a good source of ingredient information.
- Explain the food allergy risk(s) that you are trying to manage. Be sure all those involved understand what is required, and what is necessary to prevent any inadvertent *contamination* in the food preparation process.

On the Order Form for Students:

- Be safe. If you can't be sure of the food's ingredients, don't offer it.
- Consider limiting the number of choices offered to reduce the number of possible food allergens. (Note: This may also simplify the distribution to students.)
- If serving a menu item with peanuts and/or tree nuts, say so, and offer an alternative.
For example:
 - Maple Walnut cookie (contains nuts, may contain peanuts)
 - Crispy Rice Square (peanut and nut free)Tip: One PAC adds this note to the Fun Food Order Form: “Our supplier can't guarantee that this dessert [a plain cookie] is peanut/nut free, so we offer choice # 2 [a crispy rice cereal treat] as an alternative dessert.”
- Include a PAC contact name and number for parents with questions about food and food allergies to call on the Order Form.
- Provide a space on each order form for parent's signature to be sure that they have reviewed the order for their child's safety and are giving their permission for the event.

Placing the Order:

- Provide your completed order in writing to the food provider, including a statement about which foods must be allergen-free.
- Insist that the supplier contact you at least one day in advance for your approval, if any items need to be substituted.

Distribution to Students:

- Check your order carefully as soon as you receive it. Ensure that the products ordered have been received.

**If a student appears to be having any adverse reaction
to a food or substance,
alert school staff immediately.
Emergency medical treatment may be necessary.**

- Designate one person to assemble and distribute foods for children with potentially life-threatening food allergies, so that you can be sure that each order is correct.
- Politely remind children not to trade food items.

FUN FOOD EVENT CHECKLIST

At Least 4 Weeks In Advance

Set up a committee & determine scope of event.....

- How many people will participate?
- Is this a fundraiser or a fun day? Or both?
- How many volunteers will be required and are available?

Confirm the date and nature of event with Principal.....

Plan a menu, considering the event, the number of volunteers available, etc.....

If using a restaurant/caterer, confirm that they have a Permit to Operate a Food Premises that allows them to transport food off-site, and will be using suitable insulated containers to maintain proper food temperatures.

Designate someone with Food Safe I to supervise and coordinate food preparation

If necessary, complete a Temporary Health Permit Application and fax to Fraser Health Authority. (Applications and instructions can be obtained from the Fraser Health Authority offices.)

At Least Two Weeks Prior To The Event

Create a list of equipment needed (BBQs, electrical cords, coolers, tables)

One To Two Weeks Before The Event

Designate the set up crew, food handlers, cash sales people, clean-up team, as needed

Hold a volunteer training meeting.....

- Appoint those with experience as leaders of designated areas
- Leaders should be easily identifiable (vests, aprons)
- Assign duties. Provide a brief written overview, if possible.

Create a list of food and paper supplies required

Purchase food thermometer and disposable plastic (not latex) gloves for food handlers

Purchase cleaning supplies (dish detergent, household bleach for sanitizing solution, gloves, cleaning cloths, paper towels, hand soap, buckets, etc.)

Ask the Principal to proofread notice/advertisement of event.....

Distribute notice/advertisement of event

The Day of Event

Post health permit

Check to see there is adequate supply of paper towels and soap

Instruct all food handlers to wash their hands

Sanitize food preparation surfaces

Check and record food temperatures:

- As soon as the food is received
- During cooking (unless prepared for you by a restaurant/caterer who will be responsible for this step.)
- Before serving food

Essential Food Temperatures

To maintain food safety,

- Hot food must be greater than 165°F (74°C) at final cooking step.
- Hot food must be held at 140°F (60°C) or greater.
- Cold food must be 40°F (4°C) or lower.

Perishable foods held between 4°C and 60°C for 2 hours or longer must be discarded.

For more information about food safety, please contact:

Fraser Health Authority
Health Protection
#350 – 9801 King George Hwy.,
Surrey, BC V3T 5H5
604-587-7610

SAMPLE FOOD PERMIT APPLICATIONS

A sample application for a Hot Dog Day and a blank application form are provided at the end of this booklet to assist you. **Please note: You must submit an application form completed with the *details of your event* to Fraser Health.**

More information and applications forms can be obtained by calling the Fraser Health Authority at 604-572-2600 or applications can be downloaded at <http://www.fraserhealth.ca/HealthInfo/PublicHealth/HealthProtection/FoodEstablishmentClores.htm> (click on **Operating Permit**).



APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES

Person in Charge:		Organization:	
Mailing Address:		City:	Postal Code:
Contact Phone #:	Alternate Phone #:	Fax #:	
Event: SAMPLE HOT DOG DAY			
Location:			
Date(s):		Hours of Operation:	

1. **Where** will food be prepared? Check (✓) all that apply.

<input checked="" type="checkbox"/> At the event.	<input type="checkbox"/> At an approved restaurant/kitchen?	<input type="checkbox"/> No food preparation required.
<input type="checkbox"/> Other – Describe:		(Complete the rest of the application
(Complete ALL remaining items on this application)		EXCEPT for sections 5,6, and 7)

2. Please describe the **food equipment** you will be using to:

Check (✓) all that apply.	Provide equipment details for all checked items.
<input checked="" type="checkbox"/> Transport food.	<u>Purchased at nearby grocery store, transported directly to the school</u>
<input checked="" type="checkbox"/> Prepare raw foods.	<u>Knife, cutting board, tongs, forks</u>
<input checked="" type="checkbox"/> Prepare ready to eat food.	<u>none</u>
<input checked="" type="checkbox"/> Cook food.	<u>Domestic stove, large pot</u>
<input checked="" type="checkbox"/> Refrigerate foods.	<u>Domestic refrigerator at the school, insulated coolers with ice if needed</u>
<input checked="" type="checkbox"/> Hot-hold foods.	<u>Hot dogs assembled and distributed to classrooms as quickly as possible. Less than 1 hours holding in warm oven.</u>
<input checked="" type="checkbox"/> Measure food temperature.	<u>Probe thermometer</u>
<input checked="" type="checkbox"/> Protect food from contamination.	<u>Vinyl gloves (disposable), hand washing with soap, water and disposable paper towels</u>

3. Please describe the **equipment and materials** you will provide:

Check (✓) all that apply.

To wash/sanitize utensils.

For hand washing.

To supply potable water.

To contain wastewater.

To contain garbage.

For flooring.

To protect work surfaces. (tent, umbrella etc)

Provide equipment details for all checked items. (a separate floor plan is advisable)

2 sinks, the first with hot water and detergent, the second with hot water and 30 mls household unscented bleach per 4 liters of water sink, hot water, hand soap, disposable paper towels

Municipal water supply

Municipal sewage connection

School Garbage cans

Linoleum

All preparation to be done in the school kitchen (indoors)

4. For each proposed menu item indicate where the food was obtained (source). If the food requires any preparation **after being obtained**, please indicate which category (offsite/no cooking/cooking) applies from the Chart in Item 5.

MENU ITEM	SOURCE OF INGREDIENTS/MENU ITEMS	OFFSITE/NO COOKING/COOKING
Wieners	Grocery Store	Boiled to a minimum of 74 degrees C.
Hot Dog Buns	Grocery Store	No cooking
Portion or Pump Dispenser Condiments (catsup, mustard, relish)	Grocery Store	No cooking
Single Serving Potato Chips		No cooking
Watermelon Slice	Grocery Store	Wash fruit and cut into slices the morning of the event, and held in coolers with icepacks or refrigerator to keep temperature at 4 degrees C or less. Volunteer to hand slice directly to each child using tongs or disposable vinyl gloves to prevent contamination.
BEVERAGES	SOURCE	See the Food Safety Plan Chart (next section) before deciding which category applies.
2% or Chocolate milk cartons	Delivered to School by Home Delivery Company	
100% juice boxes	Grocery Store	

5. If you are supplying only pre-packaged food from an approved source, proceed to Item 8. Otherwise, you must have a **Food Safety Plan**. Review the following chart and check (✓) all that apply:

TEMPORARY EVENT: FOOD SAFETY PLAN CHART		
☐ PREPARATION OFF-SITE	PREPARATION ON-SITE	
	✓ NO COOKING	✓ COOKING
RECEIVING From approved restaurant/kitchen.	RECEIVING From approved supplier.	RECEIVING From approved supplier.
TRANSPORT (CCP1) Hot: 60 °C or above. Cold: 4 °C or below.	TRANSPORT (CCP1) Cold: 4 °C or below.	TRANSPORT (CCP1) Cold: 4 °C or below.
STORAGE AT EVENT (CCP1) Hot: 60 °C or above. Cold: 4 °C or below	STORAGE AT EVENT (CCP1) Cold: 4 °C or below.	STORAGE AT EVENT (CCP1) Cold: 4 °C or below.
	PREPARATION (CCP2) Prepare small amounts at a time. Thorough hand washing, good hygiene. Use sanitized equipment and utensils.	PREPARATION (CCP2) Prepare small amounts at a time. Thorough hand washing, good hygiene. Use sanitized equipment and utensils.
	COLD-HOLDING (IF APPLICABLE) (CCP1) 4 °C or below	COOKING (CCP3) 74 °C unless specified otherwise. HOT-HOLDING (IF APPLICABLE) (CCP1) 60 °C or above
<ul style="list-style-type: none"> ☞ All foods must be protected from contamination. ☞ Minimize the time between preparation and service. ☞ Foods to be dispensed using sanitized utensils only. 	SERVING	<ul style="list-style-type: none"> ☞ Limit situations where customers can self-serve. ☞ Provide single-use condiment packets or pump-style dispensers. ☞ Staff should handle either money or food, not both.

CCP indicates that this is a **Critical Control Point**, and special care must be taken to ensure that temperature **limits** and safe handling procedures are followed. For each CCP, temperatures must be **monitored** using a probe thermometer. If the limits are not met, you must take **corrective action** as follows:

- ↳ CCP1 Discard the food product if the temperature limit has been exceeded by more than 2 hours total.
- ↳ CCP2 Discard the food product if there is any possibility that it has been contaminated or improperly handled.
- ↳ CCP3 Continue to cook the food item until the required temperature is met.

The Food Safety Plan Chart on this application form is for premises with minimal food preparation or non-potentially hazardous foods. A more detailed plan may be required at the discretion of the PHI.

6. Complete the **Sanitation Plan** below and check (✓) all that apply. If necessary, provide additional information on a separate page.

SANITATION PLAN		
Items to be cleaned/sanitized	How often?	Procedure (include chemical concentrations where applicable)
✓ Food preparation surfaces	Before, during, and after	✓ Clean with <u>Hot, soapy water & rinse</u> ✓ Sanitize with <u>Bleach solution (30 ml unscented household bleach/ 4 litres of hot water)</u>
✓ Utensils, equipment	Before, during, and after	✓ Wash with <u>Hot, soapy water & rinse</u> ✓ Rinse with <u>Hot water</u> ✓ Sanitize with <u>Bleach solution (30 ml unscented household bleach/ 4 litres of hot water)</u>
✓ Hands	Before, after using the washroom or smoking	✓ Wash with <u>Hand Soap & running water</u> ✓ Dry with <u>Disposable paper towels</u>
How will you dispose of wastewater?		Municipal sewage connection.
How will you dispose of garbage?		School district pick up.
What toilet facilities will be available for the staff?		School washrooms

7. At least one person with **FOODSAFE training** must be present on-site at all times. Copies of certificates must be submitted with your application.

FOODSAFE CERTIFICATION	
Name(s) of Person(s) holding a FOODSAFE Certificate who will be on site during the event.	Date FOODSAFE Certificate was Issued

8. Please ensure that you have completed the required sections in as much detail as possible. **Incomplete information could delay processing of your application.**

THE INFORMATION I HAVE PROVIDED IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF THE *FOOD PREMISES REGULATION* (BC REG 210/99) AND ANY REQUIREMENTS OF THE FRASER HEALTH AUTHORITY.

_____	_____	_____
Date of Application	Print Name	Signature

**FOOD PREMISES CANNOT OPERATE WITHOUT APPROVAL FROM THE HEALTH AUTHORITY
THIS APPLICATION FORM IS DUE AT LEAST 14 DAYS PRIOR TO THE EVENT.**

RETURN THIS APPLICATION TO:

Fraser Health Authority
 Health Protection
 #350-9801 King George Hwy.,
 Surrey, BC V3T 5H5
 Fax: 604-587-7615

For Office Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
_____	_____
PHI Signature	Date

KS:RA:RK Revised 2004 October

Food Services
 School District #36 (Surrey)
 November 2007

APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES

Person in Charge:		Organization:	
Mailing Address:		City:	Postal Code:
Contact Phone #:	Alternate Phone #:	Fax #:	
Event:			
Location:			
Date(s):		Hours of Operation:	

1. **Where** will food be prepared? Check (✓) all that apply.

<input type="checkbox"/> At the event.	<input type="checkbox"/> At an approved restaurant/kitchen?	<input type="checkbox"/> No food preparation required.
<input type="checkbox"/> Other – Describe: _____		(Complete the rest of the application
(Complete ALL remaining items on this application)		EXCEPT for sections 5,6, and 7

2. Please describe the **food equipment** you will be using to:

Check (✓) all that apply.

Provide equipment details for all checked items.

- Transport food. _____
- Prepare raw foods. _____
- Prepare ready to eat food. _____
- Cook food. _____
- Refrigerate foods. _____
- Hot-hold foods. _____
- Measure food temperature. _____
- Protect food from contamination. _____

3. Please describe the **equipment and materials** you will provide:

Check (✓) all that apply.

Provide equipment details for all checked items. (a separate floor plan is advisable)

- To wash/sanitize utensils. _____
- For hand washing. _____
- To supply potable water. _____
- To contain wastewater. _____
- To contain garbage. _____
- For flooring. _____
- To protect work surfaces. (tent, umbrella etc) _____

4. For each proposed menu item indicate where the food was obtained (source). If the food requires any preparation **after being obtained**, please indicate which category (offsite/no cooking/cooking) applies from the Chart in Item 5.

MENU ITEM		SOURCE OF INGREDIENTS/MENU ITEMS	OFFSITE/NO COOKING/COOKING
BEVERAGES		SOURCE	

See the Food Safety Plan Chart (next section) before deciding which category applies.

5. If you are supplying only pre-packaged food from an approved source, proceed to Item 8. Otherwise, you must have a **Food Safety Plan**. Review the following chart and check (✓) all that apply:

TEMPORARY EVENT: FOOD SAFETY PLAN CHART		
<input type="checkbox"/> PREPARATION OFF-SITE	PREPARATION ON-SITE	
	<input type="checkbox"/> NO COOKING	<input type="checkbox"/> COOKING
RECEIVING From approved restaurant/kitchen.	RECEIVING From approved supplier.	RECEIVING From approved supplier.
TRANSPORT (CCP1) Hot: 60 °C or above. Cold: 4 °C or below.	TRANSPORT (CCP1) Cold: 4 °C or below.	TRANSPORT (CCP1) Cold: 4 °C or below.
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Additional Information (attach an extra page if needed)		
SERVING		
<ul style="list-style-type: none"> ☞ All foods must be protected from contamination. ☞ Minimize the time between preparation and service. ☞ Foods to be dispensed using sanitized utensils only. 	<ul style="list-style-type: none"> ☞ Limit situations where customers can self-serve. ☞ Provide single-use condiment packets or pump-style dispensers. ☞ Staff should handle either money or food, not both. 	

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The Food Safety Plan Chart on this application form is for premises with minimal food preparation or non-potentially hazardous foods. A more detailed plan may be required at the discretion of the PHI.

9. Complete the **Sanitation Plan** below and check (✓) all that apply. If necessary, provide additional information on a separate page.

SANITATION PLAN		
Items to be cleaned/sanitized	How often?	Procedure (include chemical concentrations where applicable)
<input type="checkbox"/> Food preparation surfaces		<input type="checkbox"/> Clean with _____ <input type="checkbox"/> Sanitize with _____
<input type="checkbox"/> Utensils, equipment		<input type="checkbox"/> Wash with _____ <input type="checkbox"/> Rinse with _____ <input type="checkbox"/> Sanitize with _____
<input type="checkbox"/> Hands		<input type="checkbox"/> Wash with _____ <input type="checkbox"/> Dry with _____
How will you dispose of wastewater?		
How will you dispose of garbage?		
What toilet facilities will be available for the staff?		

10. At least one person with **FOODSAFE training** must be present on-site at all times. Copies of certificates must be submitted with your application.

FOODSAFE CERTIFICATION	
Name(s) of Person(s) holding a FOODSAFE Certificate who will be on site during the event.	Date FOODSAFE Certificate was Issued

11. Please ensure that you have completed the required sections in as much detail as possible. **Incomplete information could delay processing of your application.**

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Date of Application	Print Name	Signature

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