



Appendix A: Letter Outlining Key Requirements of School Participation in a Student Nutrition Program

Dear Principals & School Coordinators,

Please find included in this letter information on the goals and funding requirements of Student Nutrition Programs.

Should your school develop a Nutrition Program, and apply and be approved for funding, you will receive funding, with allocations distributed in two installments in September and January of each year. Your school's funding will come through the Central Eastern Ontario lead agency, the Peterborough Family Resource Centre (PFRC), from the Ministry of Children and Youth Services.

The goal of SNP is to provide universal access to nutritious meals and snacks for children and youth so they are ready to learn. Participation in a nutrition program can play an important role in maximizing student success and the healthy development of children and youth.

These funds are designed to provide a foundation to enable local programs to enhance their funding base and obtain additional contributions to support program delivery. To operate successfully, the SNP requires support from a variety of contributors including parents/caregivers, municipalities, schools, volunteers, local businesses and community organizations.

When a grant is provided to a school, the recipient agrees to undertake the following:

1. **Sign the attached authorization form** and return it to your SNP Coordinator.
2. **Offer nutritious food** to children and youth to enhance their healthy development and ability to learn following the Nutrition Guidelines issued in Sept. 2008. Please contact your SNP Coordinator (see p.3) if you require a copy.
3. **Provide an accounting report of expenditures** for food at least up to the amount of the grant(s) and provide these semi-annually to the SNP Community Development Coordinator (end of January and June).

Schools should have a separate account for school financial summaries for student nutrition programs and all expenses and donations that apply to the program should be documented in detail and accounted for and up to date for January and June. Ministry funding is to be used for food and consumable supplies for student nutrition program only.

4. **Complete a monthly tracking form** for the purposes of Ministry reporting and program development and fax it to your SNP Coordinator.

Strengthening Families,
Celebrating Children

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Peterborough Family
Resource Centre



Brighter Futures
Peterborough



United Way
Member Agency

5. **Ensure the funded program:**
 - Takes a universal approach and serves all children and youth regardless of socioeconomic status.
 - Ensures the community works together and shares their knowledge, experience and resources to effectively serve children and youth.
 - Is flexible to address the specific needs of the community.
 - Encourages parental involvement and other contributions.
 - Engages community groups and local stakeholders in the design and implementation of student nourishment programs.
 - Provides a socially positive environment that engages children and youth.

6. **Work with your Community Partnership Committee, school community, and other local partners to obtain the additional funds required for programs** from other sources such as parents or caregivers, corporate sponsors and local charities.

7. **Work with your Community Partnership Committee, school community, and other local partners (churches, service groups, etc.) to develop and maintain a sufficient number of volunteers** to successfully implement the program.

8. **Acknowledge the Ministry of Child and Youth Services** when appropriate opportunities arise (media coverage, special events, school newsletters, etc.)

Thank you for your interest in Student Nutrition Programs, and for all you are doing to support children and their learning!

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicola Lyle', written in a cursive style.

Nicola Lyle
Central East Student Nutrition Program Team Leader
Peterborough Family Resource Centre