

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 the following:

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

5. The recipient will ensure the funded program:

- \$ Takes a universal approach and serve all children and youth across the province 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.

The application must be signed by two people. One signature must be that of the school principal.

School Board: _____

School: _____

Date: _____

Amount Received: _____

The undersigned, being authorized on behalf of the applicant, hereby acknowledge receipt of the School Nutrition Program cheque, and certify that you agree to provide the services and data set out in the attached letter dated _____, 201__.

Name: _____

Signature: _____

Title: _____

Name: _____

Signature: _____

Title: _____