
Subject: Management of Food Services in Schools
Effective: April 1, 1983
Revised: June 1994; June 1, 2006

1.0 PURPOSE

- 1.1 This policy establishes the minimum requirements for the management of food services in schools.
- 1.2 This policy was previously titled Policy 127 – *Food Services*.
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2.0 APPLICATION

The policy applies to school districts and schools that offer food services.

3.0 DEFINITIONS

- 3.1 **Cafeteria services** refers to the regular provision of food in a school on a for-profit or not-for-profit basis, excluding breakfast/snack programs and volunteer-organized hot lunch programs or sales.
- 3.2 **Food services** refers to any food served to students in school.
- 3.3 **Use of excess money towards an educational purpose** means towards a project relating to education and includes co-curricular activities, extra-curricular activities, scholarships, prizes and equipment or materials that are not a part of the fundamental program provided by the Minister as free school privileges.
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4.0 LEGAL AUTHORITY

[School Administration Regulation](#) (97-150) under the [Education Act](#)

Section 10 – Sources of money to be earned and retained

10 For the purposes of subparagraph 50.2(3)(b)(i) of the Act, sources from which a District Education Council may earn and retain sums of money are as follows:

- (a) from the operation of a cafeteria;
- ...

Section 10.2 – Operation of a cafeteria

10.2(1) A cafeteria may be operated in a school only if its operation will not create a deficit in the financial account of the District Education Council that is reserved for cafeteria purposes.

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10.2(2) Any money earned and retained by a District Education Council from the operation of a cafeteria shall be expended by the District Education Council

- (a) for the operation of food services, or
- (b) for an educational purpose.

5.0 GOALS / PRINCIPLES

The Department of Education believes that school food services are to be provided in an efficient, safe and responsible manner.

6.0 REQUIREMENTS / STANDARDS

Liability and food safety

- 6.1 The provision of all food services must be in accordance with the regulations for food service establishments found in sections 109 to 195 under *Regulation 88-200* of the *Health Act*.
- 6.2 As of September 1, 2007, a corporation or non-profit organization that provides cafeteria services in schools must possess minimum public liability and property damage insurance for any one accident or occurrence according to the following scale:

Student enrolment	Minimum insurance
Less than 100	\$1.0 million
Between 101 and 299	\$3.0 million
More than 300	\$5.0 million

- 6.3 Food service contracts must be signed by the superintendent or a Department of Supply and Services agent.
- 6.4 Insurance policies may be purchased with funds raised through the operation of food services in schools.

Breakfast/snack programs and volunteer-organized hot lunch programs or sales

- 6.5 Section 6.2 of this policy and section 10.2 of the [School Administration Regulation](#) do not apply to breakfast/snack programs and volunteer-organized hot lunch programs or sales. As per section 6.1 of this policy, organizers of these programs must be made aware of the principles of food safety and security outlined in *Regulation 88-200* under the *Health Act*. Funds raised through volunteer-organized hot lunch programs or sales are to be retained at the school as a school-raised fund.

Cafeteria Funds

- 6.6 In accordance with subsection 10.2(1) of the [School Administration Regulation](#), the accounting for cafeteria funds at the school district is to be treated separately as a Department 19 account (Cafeteria Fund).
- 6.7 In accordance with subsection 10.2(1) of the [School Administration Regulation](#), if a school district chooses to subsidize the operation of a cafeteria in a school, the funds must be from profits raised through cafeterias. The annual operating budget provided to the school district by the Department of Education cannot be used to subsidize cafeterias.
- 6.8 In accordance with subsection 10.2(1) of the [School Administration Regulation](#), any rebates or commissions negotiated with caterers must be recorded as revenue in the school district's Department 19 account (Cafeteria Fund).
- 6.9 In accordance with subsection 10.2(2) of the [School Administration Regulation](#), expenditures from the school district's Department 19 account (Cafeteria Fund) must be related to the continued operation or maintenance of food services or for an educational purpose. Any excess money earned is to be used for upkeep of the cafeteria, towards the purchase of liability insurance, the provision of other food services in the school (i.e. to further subsidize school nutrition programs), or towards an educational purpose as determined by the superintendent, in accordance with the definition outlined in section 3.3 and District Education Council policy (see sections 8.1 and 8.2).

7.0 GUIDELINES / RECOMMENDATIONS

- 7.1 Consistent with [Policy 711 – Healthier Foods and Nutrition in Public Schools](#), school districts and schools should make every effort to promote healthy eating among students and staff.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

- 8.1 District Education Councils may develop policies with respect to food services that are consistent with, or more restrictive than, this provincial policy.
- 8.2 District Education Councils may develop policies with respect to the allocation of funds to schools from the district cafeteria fund, as well as expenditures from the fund.

9.0 REFERENCES

Related Department of Education Policies:

- [Policy 101](#) – *Financial Responsibilities of School Districts*
- [Policy 107](#) – *Purchasing*
- [Policy 213](#) – *Conflict of Interest*
- [Policy 214](#) – *Indemnification of Employees, District Education Council Members, Parent School Support Committee Members, Volunteers and Student Teachers*

[Policy 315](#) – *School/Community Partnerships and Sponsorships*
[Policy 711](#) – *Healthier Foods and Nutrition in Public Schools*

Other Legislation:

Regulation 88-200 under the Health Act

10.0 CONTACTS FOR ADDITIONAL INFORMATION

Department of Education – District Financial Services (Anglophone)
(506) 454-5518

Department of Education – Policy and Planning
(506) 453-3090

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