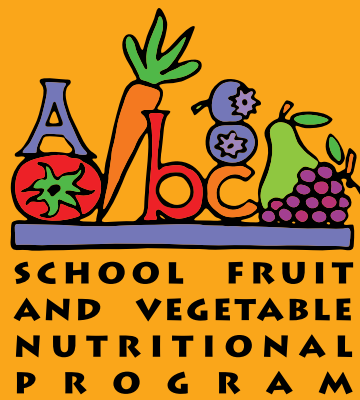


TOP 10

WHAT YOU NEED TO KNOW TO RUN THE BC SFVNP IN YOUR SCHOOL



1 Ensure the BC Agriculture in the Classroom (BCAIRC) Program Office has a copy of your FOODSAFE designate's certificate.

2 Refrigerate product upon its arrival at the school. Product must be eaten in the week that it arrives. When the product arrives, you are responsible for moving it to a FOODSAFE location in the school. Remember, unless it needs to ripen, all product must be refrigerated. This is especially important for milk, should your K-5 school be enrolled in +Milk.

Before preparing product for distribution to students:

3

- Ensure a FOODSAFE Certified designate has checked that the product is safe to eat
- Wash and dry your hands
- Recommend rinsing of fruits and vegetables prior to consumption
- Use only clean distribution bins

4 Parent Permission Forms must go home every September to every NEW student participating in the BCSFVNP. Your school is responsible for creating and distributing the forms. This also applies to those K-5 schools enrolled in +Milk.

5 Allergies and their management is the responsibility of the school. YOU must record the allergy via the school login if you want your school's delivery of a schedule product to be CANCELLED. Three weeks notice is required. For those K-5 schools enrolled in +Milk, a fortified soy beverage will be available as an alternative.

6 Delivery dates, product listing, product information sheets and product reporting log sheets are found on the BCAIRC website www.aitc.ca/bc under Programs-BCSFVNP-school login.

7 If your order has not arrived by 3:00 pm on your delivery day, notify the BCAIRC Program Office at help@aitc.ca or 1-866-517-6225.

8 Poor Quality Product - If the product is not suitable for consumption, take a picture of the product, its box, the bar code and the product expiry date. Upload the pictures on the school login, via the "Complete Log" link next to the product in the delivery list. Follow up with a phone call to BCAIRC Programs Office at 1-866-517-6225.

9 Complete your product log sheets and submit online, via your school login.

10 Submit your school's Annual Renewal Form online to the BCAIRC Program Office in JUNE to ensure a smooth transition to the following year.



PROGRAM INFO:

website: www.aitc.ca/bc

email: help@aitc.ca

toll free: 1-866-517-6225

toll free fax: 1-877-825-6068



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Watch for this sticker on all product cases