

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

1 Ensure the BC Agriculture in the Classroom (BCAITC) 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-2 school be enrolled in +Milk.

Before preparing product for distribution to students:

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- 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-2 schools enrolled in +Milk.

5 Allergies and their management is the responsibility of the school. YOU must notify the BCAITC Program Office if you want your school's delivery of a scheduled product to be CANCELLED due to an allergy. Four weeks notice is required. For those K-2 schools enrolled in +Milk, a fortified soy beverage will be offered as an alternative.

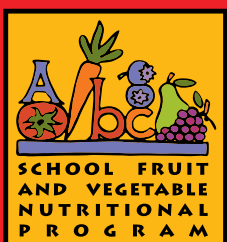
6 Delivery dates, product listing, product information sheets and product reporting log sheets are found on the BCAITC website www.aitc.ca/bc under Programs-BCSFVNP-School Log In.

7 If your order has not arrived by 3:00 pm on your delivery day, notify the BCAITC 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. Email your school name, contact info and pictures to the BCAITC Program Office at help@aitc.ca

9 Complete your product report on-line and submit it to the BCAITC Program Office.

10 Submit your school's Annual Renewal Form online to the BCAITC Program Office in JUNE to ensure a smooth transition to the following year. Email help@aitc.ca if you do not know your school's user name and password.



PROGRAM INFO:

website: www.aitc.ca/bc

email: help@aitc.ca

toll free: 1-866-517-6225



Watch for this sticker on all product cases