



THE NUNAVUT BREAKFAST PROGRAMS GUIDEBOOK



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INTRODUCTION

Welcome to the Nunavut Breakfast Programs Guidebook!

By talking with breakfast program coordinators, workers, and volunteers, we learned that you would like more practical, appropriate ideas about what foods to serve children in your programs. We also learned that you want to know how to:

- ✓ *Plan a healthy menu*
- ✓ *Make food orders*
- ✓ *Make sure food is safe to eat*
- ✓ *Manage a budget*
- ✓ *Prepare healthy foods that children enjoy eating*

This guidebook is designed for breakfast program coordinators, and will help you to plan, order and budget for your program. It also offers guidance on preparing and serving healthy food to groups of children.



Another companion book has been developed, called the *Nunavut Breakfast Programs Cookbook*. It is intended for the coordinators, teachers, students and volunteers who plan and serve healthy breakfasts to children in Nunavut. It contains more than 20 healthy recipes that children like, as well as ideas for preparing breakfast foods for groups of children and other tips for running a program.

A very special thank you to breakfast program coordinators from across Nunavut who let us know what information should be in the two books. And thank you to everyone else who helped with this project.

We hope you find these books helpful. Please let us know what you think: you can send an email to niqittiavak@gov.nu.ca or a fax to 867-979-8648.

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The Benefits of a Breakfast Program

Eating breakfast ensures children start the school day ready to learn. It also helps them have a healthy body weight and be better nourished overall. When breakfast is eaten at school, more kids come to school and fewer kids are late. Even though eating breakfast is known to be good for health and for learning, children skip breakfast more than they do other meals. Teachers generally agree that, by the time the school day starts, many children are hungry! And being hungry is not good for learning.

A breakfast program that serves healthy store-bought foods and country foods also helps children learn to enjoy these healthy choices. Eating with others encourages children to try foods that they might not try on their own. Breakfast programs are also a good way to involve community members. Elders can be asked to serve and teach about country food. Family members can help plan the program, serve food and clean up. Some individuals might even want to come in and bake healthy bannock, muffins, soups or stews, for the program!

Breakfast programs in Nunavut

Breakfast programs exist in every community in Nunavut and each of them is unique. Some operate very simply, serving a breakfast snack, like cheese and fruit, while others serve hot breakfasts on a regular basis. While they are all different, they have many things in common.

Things that help a breakfast program run smoothly:

- ✓ *Reliable staff*
- ✓ *Having students help with serving and cleaning up*
- ✓ *Having enough cooking and serving equipment*
- ✓ *Getting help planning the menu and sealift order*
- ✓ *Ordering enough on sealift to last the whole school year*
- ✓ *Having elders participate by preparing country food, healthy bannock and muffins*
- ✓ *Having a standing food order with the store and getting it delivered*



Common challenges for breakfast programs:

- ✓ *Having enough money to last the whole school year*
- ✓ *Having a reliable supply of fresh vegetables and fruit, milk, yogurt and whole grain products*
- ✓ *Finding a cook, helper and/or volunteers from the community*
- ✓ *Having enough storage room for the sealift order*
- ✓ *Getting country food*

Clearly, breakfast program delivery in Nunavut is not simple, but it happens every day in every community. We congratulate all breakfast program coordinators for the time and effort they put into helping children get a good start to their day!

Important Best Practices for Nunavut

Advance planning

Advance planning is crucial in Nunavut, where food that arrives by sealift needs to be ordered months ahead of when it will be used. Breakfast program coordinators in Nunavut need more than the usual amount of time for planning. Add notes about important breakfast program tasks, such as proposal writing, sealift ordering and receiving, to your planning calendar.



Community involvement

There are sometimes concerns that providing breakfast to children at school creates dependence and takes away responsibility from families. Getting families and community members involved in the breakfast program could reduce that concern and be a step towards community self-reliance. It would also be in keeping with Inuit Qaujimajatuqangit (IQ) principles of Pijitsirarniq (concept of serving) and Piliriqatigiingniq (concept of working together for a common purpose). Asking families to help with planning and service makes breakfast programs more family-oriented and builds on the idea of families working together.

Volunteering, in the form of helping out family and friends and at community events, is an important part of community life in Nunavut. In breakfast programs where family members are invited to attend, spontaneous, informal helping is common, although it is not called "volunteering".

Breakfast program committee

As a first step in creating more community involvement in the breakfast program, consider forming a breakfast program committee. Invite people from the school and community to join. Some partners might be parents and care-givers, Elders, school representatives, CHR, HTO representative and students.

Meet once a month, to discuss ways of getting the community involved, and other issues that need community support. *Be creative!* Think of ways to increase awareness of the breakfast program in the community. Have children make posters and ask if the local radio can be used for messages about the breakfast program. Let people know that their help is needed. If the early hours of the breakfast program are a barrier to getting helpers, arrange for people to come in the afternoon, to make healthy muffins or bannock for the next morning. Provide incentives for helpers – for example, have a prize draw for people who have helped at least 4 times during the month.

For a list of 'best practices' that were identified in successful Canadian child nutrition programs, see Appendix 2 (page 42).

The rest of the Guidebook is intended to give helpful pointers on how to overcome some of the challenges of breakfast program delivery and build on what's working well!



SECTION 1 • SERVING HEALTHY FOOD

Providing the best food possible

The focus of a breakfast program is to help kids get the nutrition they need to be healthy. Some kids may not be getting a lot of healthy foods at other times of the day. By serving breakfasts that contain foods from 3 to 4 food groups, you are helping kids meet their needs for energy, fibre, vitamin D, calcium and other nutrients.

A breakfast program should aim to serve:

- ✓ *Country foods as often as you can*
- ✓ *Different foods from day to day*
- ✓ *Foods from 3 to 4 food groups, at every meal*
- ✓ *Water or milk to drink, most of the time*
- ✓ *100% fruit juice or chocolate milk (or other flavoured milk), no more than 2 times a week*

Appendix 3 (page 43) is a checklist of these guiding principles that you can copy and place in the breakfast program kitchen.

Tips for choosing foods from the four food groups

The Nunavut Food Guide is a great resource for planning your breakfasts!

Vegetables and Fruit



- Fruit is popular with children. When using canned fruit, choose those that are canned in water or juice, instead of syrup.
- Whole fruit should be served more often than 100% fruit juice.
- Vegetables can also be good for breakfast. Try adding bell peppers, corn, mushrooms or cooked potatoes to scrambled eggs, or serving celery stuffed with peanut butter.

Grain Products

- Choose whole grain foods, such as rolled oats, whole-wheat muffins and bannock, whole grain bread, and whole grain cold cereals (not sugar coated). A list of cold cereals is provided, as part of the list of recommended store-bought foods, in Appendix 4 (page 44).
- Cereal bars and plain granola bars are handy, but should not be served often. They usually contain more sugar and less fibre than the recommended cereals.



Milk and Alternatives

- Skim milk powder works well in many recipes and kids find it tastes good, especially when served on cereal. Be sure to mix it up the day before it is served, so it will be cold.
- Yogurt and cheese are popular and are easier to digest than milk.
- Chocolate milk and other flavoured milks have added sugar, so should be offered less often – no more than twice a week.



Meat and Alternatives

- Peanut butter or other nut butters. If there are children with peanut allergies in your program, try an alternative to peanut butter that is labelled as peanut free. Most soy butters (WOWBUTTER is one brand), pea butters (NoNuts Golden Peabutter) and sunflower seed butters (SunButter) are peanut free choices. You can ask your local store to make a special order for you to try in your program.
- Sunflower seeds and pumpkin seeds are good choices.
- Eggs are healthy, popular and low-cost.
- Bacon and sausage are **not** healthy choices. They have a lot of fat and salt.
Serve only on special occasions.



Choose fats wisely

Fats from fish and sea animals are very good for you.



Choose healthy store-bought fats.



Eat less of these:



Tips for choosing fats

- *Fats from fish and sea animals are very healthy. They contain vitamins and omega-3 fatty acids, which are good for healthy hearts.*
- *Not all fats from the store are healthy:*
 - ✓ *Choose vegetable oil or soft margarine*
 - ✗ *Avoid using lard, shortening and hard margarine in sticks*

Unhealthy foods to avoid

It is best not to serve foods that are high in fat or sugar and low in nutrients in the breakfast program. Here are some examples of foods not to serve:

- ✘ *High fat foods, such as doughnuts, toaster pastries (like Pop-Tarts), croissants, Danish pastries and deep-fried bannock.*
- ✘ *Sugary foods, such as sweetened cereals, icing, jam, syrups, chocolate covered bars and chocolatey spreads (like Nutella).*
- ✘ *Very salty foods, like soya sauce and canned or dry soup mixes.*
- ✘ *Fruit drinks, beverages and cocktails. These fake fruit drinks contain mostly sugar, water, and artificial flavours and colours. Only choose juices that are labelled “100% fruit juice”.*



Tips on food label reading

Choosing healthy packaged food can be challenging. To help you, there is a list of recommended store-bought foods, in Appendix 4, on page 44. However, there are always new food products coming to stores, so it is important to be able to make sense of the labels on food packages.

The Ingredient List

The Ingredient List lists food in order by weight. This means that the first ingredient is what weighs the most in the product.

Names to avoid!

Generally, it's a good idea to avoid foods that have sugar or fat as the first ingredient.

There are many different kinds of sugar, including: *Sucrose, Glucose, Fructose, Glucose-fructose, Dextrose and Corn syrup.*

There are also many different types of fat. Saturated and trans fats are not healthy. Here are some types of saturated and trans fats that you may see in the Ingredient List: *Hydrogenated, partially hydrogenated and modified fats and oils, Shortening, Lard, Coconut or coconut oil, Palm or palm kernel oil, Cocoa butter, Butter.*

The ingredient list of a 'chocolate-nut' spread

Calcium / Calcium	2 %
Iron / Fer	4 %
INGREDIENTS: SUGAR, MODIFIED PALM OIL, HAZELNUTS, COCOA, SKIM MILK POWDER, WHEY POWDER, LECITHIN, VANILLIN. CONTAINS: HAZELNUTS, MILK, LECITHIN (SOY, SUNFLOWER). INGRÉDIENTS : SUCRE, HUILE DE PALME MODIFIÉE, NOISETTES, CACAO, LAIT ÉCRÉMÉ	

Notice that there is more sugar and fat (modified palm oil) than there is hazelnuts or skim milk powder.

Names to go for!

For cereals, breads and crackers, look for a whole grain as the first ingredient. Whole grains are less processed and are better for you than refined grains. Look for these names: *Whole wheat, Whole oat flour, Rolled oats, Whole corn flour.*



Nutrition Facts	
Valeur nutritive	
Per 6 Crackers (19 g)	
Pour 6 craquelins (19 g)	
Amount	% Daily Value
Teneur	% valeur quotidienne
Calories / Calories 80	
Fat / Lipides 2.0 g	3 %
Saturated / saturés 0.3 g + Trans / trans 0 g	2 %
Cholesterol / Cholestérol 0 mg	0 %
Sodium / Sodium 210 mg	9 %
Carbohydrate / Glucides 13 g	4 %
Fibre / Fibres 1 g	4 %
Sugars / Sucres 0 g	
Protein / Protéines 2 g	
Vitamin A / Vitamine A	0 %
Vitamin C / Vitamine C	0 %
Calcium / Calcium	0 %
Iron / Fer	6 %

The Nutrition Facts table

The Nutrition Facts table can help you know if the food is a good choice for your breakfast program.

All Nutrition Facts tables are based on a specific amount of food. This amount is indicated at the top of the table either as a "Serving", "Serving Size", or "Per" (such as "Per 6 crackers").

Nutrition Facts tables must also list the number of Calories in the reported amount of the food, as well as the amounts of 13 important nutrients that people tend to get too little or too much of.

The third thing that Nutrition Facts tables must include is the "% Daily Value" of important nutrients. The % Daily Value tells you if there is a little or a lot of the nutrient in the food.

For the Food and Beverage Guidelines for GN-funded Programs, see Appendix 5, page 46.

Understanding the % Daily Value

A % Daily Value in the Nutrition Facts table of 5%, or less, is considered to be a small amount of that nutrient and 15%, or more, is considered to be a lot.

Nutrients to get more of (look for 15% or more) include: *Fibre, Vitamin A, Vitamin C, Calcium and Iron.* These are nutrients that many of us don't get enough of.

Nutrients to get less of (look for 5% or less) include: *Fat, Saturated and Trans fats, and Sodium.* These are nutrients that many of us get too much of.

Nutrition Facts		Valeur nutritive	
Per 6 Crackers (19 g)			
Pour 6 craquelins (19 g)			
Amount		% Daily Value	
Teneur		% valeur quotidienne	
Calories / Calories 80			
Fat / Lipides	2.0 g	3 %	
Saturated / saturés	0.3 g	2 %	
+ Trans / trans	0 g		
Cholesterol / Cholestérol	0 mg	0 %	
Sodium / Sodium	210 mg	9 %	
Carbohydrate / Glucides	13 g	4 %	
Fibre / Fibres	1 g	4 %	
Sugars / Sucres	0 g		
Protein / Protéines	2 g		
Vitamin A / Vitamine A		0 %	
Vitamin C / Vitamine C		0 %	
Calcium / Calcium		0 %	
Iron / Fer		6 %	

Comparing pre-packaged foods

You can use Nutrition Facts table to help choose products that are higher in the nutrients that you want more of and lower in the nutrients that you want less of. For example, fibre is important for a healthy digestive system and is low in the diets of Nunavummiut.

Here's an example of how to use the Nutrition Facts Table to choose a breakfast cereal with more fibre. First, check to see if the serving size is similar for both products. Then look at the % Daily Value to see which cereal has more fibre.

Corn Flakes

Nutrition Facts / Valeur nutritive		
Serving 1 1/4 cup (30 g) / Portion de 1 1/4 tasse (30 g)		
Amount per serving	Cereal	With 1/2 Cup 1% Milk
Teneur par portion	Céréales	Avec 1/2 tasse de lait 1 %
Calories / Calories	110	160
% Daily Value / % valeur quotidienne		
Fat / Lipides 0 g[†]	0 %	2 %
Saturated / saturés 0 g	0 %	5 %
+ Trans / trans 0 g		
Cholesterol / Cholestérol 0 mg	0 %	2 %
Sodium / Sodium 190 mg	8 %	10 %
Potassium / Potassium 50 mg	1 %	7 %
Carbohydrate / Glucides 25 g	8 %	10 %
Fibre / Fibres 0 g	0 %	0 %

Shreddies

Nutrition Facts		
Per 1 cup (50 g)		
Amount	Cereal	With 1/2 cup skim milk
Calories	180	230
% Daily Value		
Fat 1 g*	2 %	2 %
Saturated 0.2 g	1 %	2 %
+ Trans 0 g		
Cholesterol 0 mg	0 %	1 %
Sodium 300 mg	13 %	15 %
Carbohydrate 42 g	14 %	16 %
Fibre 5 g	20 %	20 %

Though the Nunavut Food Guide is the main nutrition education tool in Nunavut, it doesn't have detailed information about serving sizes.

The serving sizes in this section are based on Canada's Food Guide.



How much food to serve

Food is the biggest cost for operating breakfast programs in Nunavut, so it's important to have a clear idea of how much you need. You will get a good idea of how much to offer, once you have served the same menu several times. For foods like cereal, milk, yogurt, canned fruit and fruit juice, you may want to use a measuring cup or spoon, to better control serving sizes.

Suggested serving sizes for breakfast programs		
	Smaller appetites	Larger appetites
Vegetables and Fruit		
Medium sized fruit or vegetable	½	1 whole
Fresh, frozen or canned fruit	¼ cup	½ cup
100% fruit juice	¼ cup	½ cup
Raisins	2 tablespoons	4 tablespoons
Milk and Alternatives		
Cheese	1 ounce (piece the size of your thumb)	2 ounces
Cottage cheese	¼ cup	½ cup
Milk	½ cup	1 cup
Yogurt	½ cup	¾ cup
Grain Products		
Bread	½ slice	1 slice
Bagels, pita or bun	¼	½
Cereal, cold or hot	½ cup	1 cup
Cereal, Granola	2 tablespoons	1/3 cup
English muffin	½	1 whole
Muffin	½	1 whole
Rice or barley	¼ cup	½ cup
Tortilla	¼	½
Meat and Alternatives		
Egg	1	2
Lentils or beans	½ cup	¾ cup
Meat, seal, maktaaq, or fish	1 ounce (30 grams)	2 ounces (60 grams)
Nuts or seeds, shelled	2 tablespoons	4 tablespoons
Peanut, nut, soy butter	1 tablespoon	2 tablespoons

The amount of food you serve should:

- ✓ *be enough to satisfy a hungry child*
- ✓ *not leave you with a lot of leftovers or food thrown away*

In some programs, there is a lot of fluctuation in attendance over the month. Keeping track of how many children eat breakfast each day will give you an idea of how much food to prepare at different times of the month. If you do this for 2 to 3 months, you'll have a good idea of the pattern of attendance. It can also be helpful to keep track of when there is leftover food or times when there was not enough food. This will help you plan for the next food order.

New foods

There are some healthy foods that may be unfamiliar to the children in your program. Remember:

- ✓ *Sometimes children won't try new foods. Try it at least 3 times, before you decide the children don't like it.*
- ✓ *Serve new food along with other foods that the children like.*
- ✓ *If possible, sit down and enjoy breakfast with the children. They may be more willing to try a new food, if they see you eating it.*
- ✓ *Invite children to help choose and prepare foods. They are more likely to eat something they made themselves.*
- ✓ *Help kids learn to like healthy foods in kindergarten and your job in the following years will be easier.*



Using a menu

A menu is a list of the meals you plan to serve during the week. It is often written on a calendar and can be reused every week. This is called a cycle menu. Having a cycle menu is highly recommended.

A cycle menu can be for one or more week(s). With a one-week menu, the same breakfast is served on every Monday, every Tuesday, etc. For example, Monday might always be whole wheat crackers, cheese and applesauce, while Tuesday might always be milk, cereal and fruit, and so on.

A cycle menu:

- ✓ *Helps make sure breakfasts are healthy, every day.*
- ✓ *Helps you plan and order food, so that you can get the most value for your money.*
- ✓ *Helps you closely estimate your program's food costs for the whole year.*

If you are not using a menu at the moment and would like to try it out, start with a one-week cycle menu. Below, you can see two examples of a one-week menu. The first one contains only cold foods and the second has both cold and hot foods.

Sample One-Week Menu of Cold, Easy to Serve Foods				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Whole wheat Crackers Cheese Applesauce Water	Cold cereal Milk, fresh Banana/ other fruit	Whole wheat bread Roasted soy nut butter Chocolate milk Canned fruit	Cold cereal Yogurt 100% orange juice	Char Whole wheat bread Raisins Water
TASKS FOR NEXT DAY Check to make sure fruit is available.	TASKS FOR NEXT DAY Check to make sure bread and chocolate milk have been delivered	TASKS FOR NEXT DAY Put frozen juice cans in fridge, to thaw. Check to make sure yogurt has been delivered.	TASKS FOR NEXT DAY Check to make sure char and bread have been delivered.	TASKS FOR NEXT DAY Check to make sure cheese has been delivered for Monday.



Sample One-Week Menu with Hot and Cold Foods

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oatmeal Milk, fresh Raisins	Hard-cooked egg Whole wheat toast Orange slices Water	Cheerios Milk, made w/ skim milk powder Applesauce	Banana Pancakes Yogurt Water	Char Whole wheat bread Apple juice
TASKS FOR NEXT DAY Make sure eggs, bread and oranges have been delivered.	TASKS FOR NEXT DAY Make milk from milk powder	TASKS FOR NEXT DAY Make sure bananas and yogurt have been delivered	TASKS FOR NEXT DAY Make sure char and bread have been delivered Put frozen juice in fridge to thaw	TASKS FOR NEXT DAY Make sure milk has been delivered for Monday

Notice that the menus both follow the guidelines for a healthy breakfast:

- ✓ *Country foods as often as often as you can*
- ✓ *Different foods from day to day*
- ✓ *Foods from 3 or 4 food groups, at every meal*
- ✓ *Water or milk to drink, most of the time*
- ✓ *100% fruit juice, chocolate milk or other flavoured milk, no more than 2 times a week*

Use the blank menu planning template in Appendix 6 (page 48), to plan your own menu.

Food allergies and intolerances

Allergic reactions to food can be mild or severe. Peanuts and tree nuts are known to cause severe reactions in some people. To lower the risk of a bad reaction, some breakfast programs do not allow any products that contain nuts/peanuts or that have come in contact with nuts/peanuts. This eliminates some popular foods, including peanut butter and some granola bars.

If a child who attends your program has a serious food allergy, you need to:

- ✓ *Tell breakfast program workers and volunteers about each child who has an allergy, identifying what they are allergic to. If you can, place a photo of the child, along with a message about the allergy wherever food is served or eaten.*
- ✓ *Know if any of the ingredients in the foods you serve could cause a reaction.*
- ✓ *Keep the foods and recipes the same at all times. Do not change the ingredients.*
- ✓ *Make the child's meal in a separate area of the kitchen, where the allergen is not present. Use separate utensils for food preparation.*



Ten food ingredients have been identified as "priority allergens" in Canada:

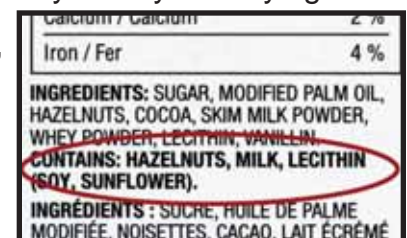
- Peanuts**
- Tree nuts**
- Milk**
- Eggs**
- Seafood**
- Soy**
- Wheat**
- Sesame seeds**
- Mustard**
- Sulphites**

Unfortunately, it's impossible to be 100% safe for children with serious allergies, so you must have an emergency plan.

Know the contact numbers for the health centre or hospital. Children who have serious food allergies should have an EpiPen (epinephrine auto-injector). All staff and breakfast program workers should know how to use it.

While other allergies aren't usually as severe as peanut and tree nut allergies, they can cause significant discomfort. Milk, wheat and egg allergies can also be a challenge for breakfast programs, because they are found in many commonly served breakfast foods.

The Canadian allergen labelling regulations make it easier for people to identify products that contain these foods by clearly identifying the 10 priority allergens with the following statement "Contains: [name of ingredient]" in the ingredient list.



Intolerances

Food intolerances are not as serious as food allergies. One of the most common food intolerances is lactose or milk intolerance. Lactose is a type of sugar that occurs naturally in milk and some people do not digest it well. There is less lactose in cheese and yogurt.

Milk intolerance is not life-threatening, but it can cause an upset stomach and bloating. Children with milk intolerance can usually have small amounts of milk and foods that are made from milk, such as yogurt and cheese, without feeling uncomfortable. You may want to try lactose-free milk and soy milks in your program. You may need to ask the store manager to order these products.

If you have children with food allergies or intolerances in your program, your regional nutritionist will be able to give you more information on how to provide them with healthy food while avoiding reactions. See Appendix 1 (page 41), for contact information.



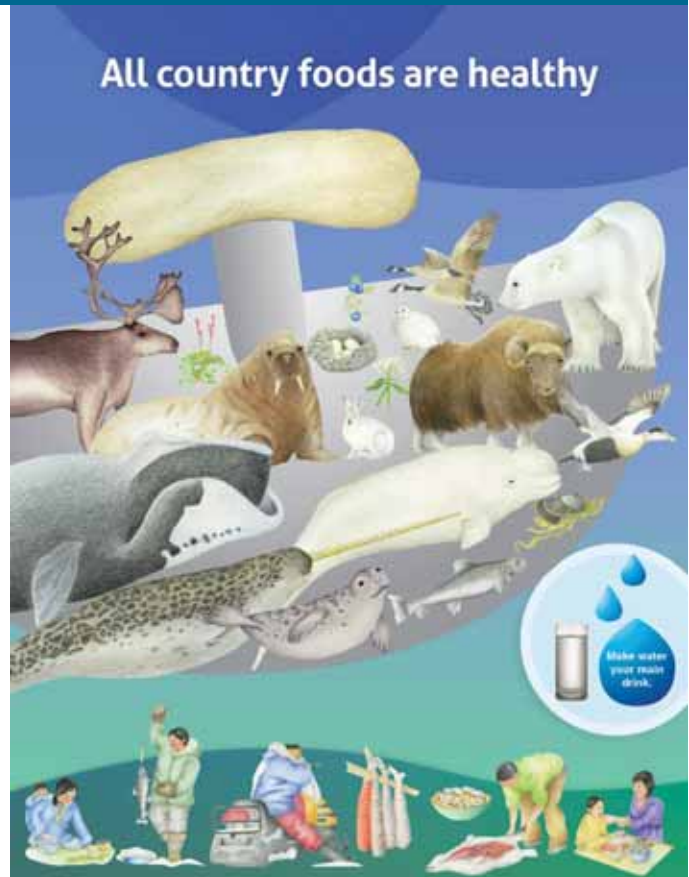
SECTION 2 • COUNTRY FOOD IN BREAKFAST PROGRAMS

All country foods are very healthy and are important to include in breakfast programs. When comparing country foods to store-bought foods, country food has more nutrients. For example, seal and caribou have MUCH more iron than beef. By eating different animals and all the parts of the animals, people can get all the nutrients they need to be healthy.

Your program budget should include a line item for country food.

Country food is always a good choice

- ✓ *Get children eating country food early and often!*
- ✓ *Serve a variety of animals and their different parts. This helps our bodies get many kinds of nutrients.*
- ✓ *Use caribou or muskox in recipes that call for beef.*
- ✓ *Have elders teach students how to dry meat or fish for breakfast programs.*



Country food best practices

Offering country food is highly recommended! It can be locally harvested or commercially processed. When serving country foods, there are some best practices to follow:

- ✓ *Fill out the Country Food Tracking Sheet (Appendix 7, page 49) every time you receive or buy locally harvested country food. Make copies of this form and keep them in a binder.*
- ✓ *Walrus meat and polar bear meat both have high nutritional value, but they can be infected with Trichinella. If you want to serve raw walrus or polar bear, make sure the meat is tested before you serve it. The Hunter and Trappers Organization / Association (HTO/A) knows how to arrange this.*
- ✓ *If you want to eat walrus or polar bear meat without testing, you must cook it thoroughly. Cooking kills the Trichinella, but freezing or fermenting does not.*

Getting country foods locally

Ask your HTO/A, community elders, or your sponsoring agency for the name of an experienced hunter. He should know how to safely handle and store country foods. Find out if you can buy ammunition and fuel for the hunter, in exchange for meat. Or you may be able to give money to the HTO/A in exchange for a supply of country food. Ask what is usually done in your community.



Commercially processed country food

Commercially processed country food is usually more expensive than country food from local hunters, but it can be a good option if that is not available.

This list is for companies that sell country food in Nunavut (2012):

Name	Details
<p>Iqaluit Enterprises (Iqaluit)</p> <p>Phone (867) 979-4458</p> <p>Fax (867) 979-0214</p>	<p>Variety of country food, depending on the season</p> <p>Will ship country food anywhere in Nunavut</p> <p>Will take purchase order, bank transfer, VISA. (You pay for the cargo in your own community)</p>
<p>Kivalliq Arctic Foods (Rankin Inlet)</p> <p>Phone (867) 645-3137</p>	<p>Caribou and char (stew meat, ground meat, dried meat, mikku, pitsi, smoked ribs)</p> <p>Ship to Hamlet and Health Center, but not always to individuals.</p>
<p>Kitikmeot Foods (Cambridge Bay)</p> <p>Phone (867) 983-2881</p> <p>Fax (867) 983-2801</p> <p>Email: kitfoods@polarnet.ca</p>	<p>Muskox and char</p> <p>Will invoice Hamlet or Health Centre</p>
<p>Pangnirtung Fisheries (Pangnirtung)</p> <p>Phone (867) 473-8322</p> <p>Fax (867) 473-8322</p>	<p>Fillets or whole gutted fish (Char). Sometimes shrimp and turbot</p> <p>Ship a minimum 10 kg of fish</p>



Storing country food

- Raw country food should be stored in the freezer.
- Dried country food can be stored at room temperature.
- If storing country food that is to be cooked, it can be stored in the fridge for up to 3 days. If you need to store it longer, freeze it.
- To thaw country food, place it in the refrigerator on a lower shelf in a drip-proof container. Begin thawing at least two days before you plan to serve it.

Preparing and serving country food

Country food that is served raw should be cleaned and cut on clean cardboard or a clean cutting board.

DO NOT SERVE UNTESTED WALRUS AND POLAR BEAR RAW.

You may serve untested walrus and polar bear, if it has been thoroughly cooked.

Call your regional Environmental Health Officer, if you need more information about safely buying, storing, and serving country food (Appendix 1, page 41).



SECTION 3 • MANAGING YOUR BUDGET

Having knowledge of all program costs will allow you to better match your budget to the amount of funding that is available. Elements of a budget include:

- ✓ *Amount of money you expect to have for your program for the year*
- ✓ *Equipment expenses*
- ✓ *Food costs*
- ✓ *Staffing costs*
- ✓ *Food waste*

Non-food costs

Equipment and supplies

Funding that supports most of Nunavut's breakfast programs often allows for a small amount of money to be spent on equipment. For major equipment purchases, other funding sources will be needed.

Appendix 8 (page 50) lists potentially useful equipment and supplies, along with notes about things to consider when choosing the equipment. When thinking about what equipment to purchase, consider how it will be used and stored, and whether your facility has the utility capacity (electrical, water and sewer lines) for it to be used properly.

Staffing costs

Many of the breakfast programs in Nunavut hire cooks, helpers, and/or coordinators. Hiring staff takes some of the workload off school staff and makes it easier for the program to offer a more varied menu. The cost of foods that need some preparation, such as oatmeal, egg dishes and milk made from powder, can be less than the cost of ready-to-eat cold breakfast foods.

The number of cooks or helpers that are needed will depend on the size of the program and how much food preparation is done, but generally they work 1.5 to 3 hours per morning. The cost of hiring a cook is calculated based on:

- ✓ *Hours per day, per cook or helper*
- ✓ *Rate of pay*
- ✓ *Number of days the program runs*
- ✓ *Benefits (18%, in 2012)*

For example, if a program has a cook who works for an hour and a half, is paid \$20 per hour, with 18% benefits, and the program operates for 180 days each year, the cook's salary will cost:

$$(1.5 \text{ hour/day} \times \$20/\text{hour} \times 180 \text{ days/year}) \times 118\% = \$6,372.00$$



Food Costs

Food is the biggest expense for Nunavut breakfast programs, so it's important to think about what kind and how much food you will serve.

Make your menu fit your budget

Start by figuring out how much money you have for food per child per school day. To do this, you need to know:

- ✓ *Total funding for the breakfast program*
- ✓ *Staff salaries, equipment and other non-food expenses*
- ✓ *Number of children who attend the breakfast program*
- ✓ *Number of days breakfast is served*

Tip: Keep a notebook or file, with your menus and grocery store receipts. It will help you keep track of food costs and adjust to changes.

Step 1: Subtract the cost of staff salaries and other non-food costs from the total funding for the breakfast program.

Step 2: Take the remaining amount and divide it by the number of children who regularly attend breakfast.

Step 3: Take the amount from Step 2 and divide it by the number of days breakfast is served.

Here's an example based on numbers from a small Nunavut community in 2011:

- Total funding for the program: \$23,000
- Staff salaries: \$6,000 (used to hire a cook/helper for about 1.5 hours every school day)
- Equipment and other non-food costs: \$2,000
- Average number of children who attend breakfast program: 50
- Number of days in school year that breakfast is served: 180 days

Calculations:

Step 1: $\$23,000 - (\$6,000 + \$2,000) = \$15,000$ for food

Step 2: $\$15,000 \div 50 = \300 per child for the school year

Step 3: $300 \div 180 = \$1.70$ per child per school day ($1.70 \times 5 = \$8.50$ per child per week)



What can you serve for \$1.70 per child per day (\$8.50 per week)?

To find this out, you will need to know the amount of each food that is served and the cost. To give you an idea, here is an example of a healthy one-week menu, with the food costs calculated using 2011 prices. Fresh food costs are based on average food costs from 20 Nunavut communities. Non-perishable food costs were based on information from Sealift Express and include average shipping costs for the same 20 communities.

Sample healthy one-week menu of cold foods that can be served with minimal preparation				
	Food served	Amount per child	Cost per item	Total cost per child per day
Monday	Whole grain crackers	4	0.27	\$1.59
	Cheese slices	2 slices	0.70	
	Apple sauce (individual serving)	113 grams	0.62	
Tuesday	Cold cereal (Cheerios)	30 grams	0.36	\$1.57
	Milk, fresh (4L)	½ cup	0.30	
	Banana	1 medium	0.84	
Wednesday	Trail mix, homemade	½ cup	0.35	\$1.84
	Yogurt, individual serving	100 grams	1.05	
	100% orange juice (frozen concentrate)	½ cup	0.44	
Thursday	Whole wheat toast	2 slices	0.32	\$1.67
	Soy nut butter (WOWBUTTER)	2 tablespoons	0.29	
	Chocolate milk (fresh milk + chocolate powder)	½ cup	0.36	
	Peaches, canned (bulk)	½ cup	0.70	
Friday	Char (from commercial source)	60 grams	1.67	\$2.30
	Whole wheat toast	1 slice	0.16	
	Raisins (individual serving)	42.5 grams	0.47	
Weekly total per child				\$8.97
Average daily total per child				\$1.79

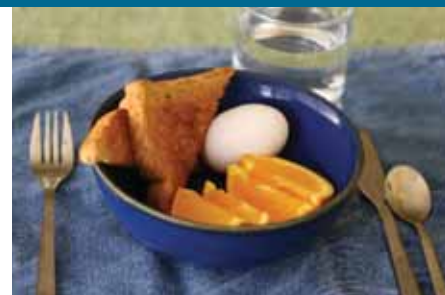
Remember that this is just an example. See Appendix 9, on page 52, for more information on how to calculate the costs for the foods you serve.

A program with funding for \$8.50 per week per child would almost be able to afford the one week menu above. To make that menu more affordable and just as healthy, you could:

- ✓ Use skim milk powder instead of fresh milk (\$0.15 per ½ cup instead of \$0.30)
- ✓ Buy country food locally, whenever available (commercially processed char was \$28/kilogram at the time of publication).
- ✓ Buy bulk products, instead of individual servings, for yogurt and raisins.



Another way to reduce the cost of the foods you serve is to include less costly items, like eggs, oatmeal and homemade baked goods. The mixed hot and cold food menu shown below was \$6.61 per week per child, which is \$2.36 cheaper than the cold breakfast menu. Preparing these foods does require more time, but the savings may help make hiring a cook/helper more affordable. For example, in a program with 50 children, the \$2.36 saving, per child, every week, adds up to a total program savings of \$4,248 per school year.



Sample healthy one-week menu of hot and cold foods				
	Food served	Amount per child	Cost per item	Total cost per day
Monday	Cold cereal (Cheerios)	30 grams	0.36	\$1.13
	Milk, made w/skim milk powder	½ cup	0.15	
	Applesauce (individual serving)	113 grams	0.62	
Tuesday	Hard-cooked egg	2	0.58	\$1.30
	Whole wheat toast	1 slice	0.16	
	Orange slices	½ medium	0.56	
Wednesday	Oatmeal	30 grams	0.10	\$0.63
	Milk, fresh (4L)	½ cup	0.30	
	Raisins, from bulk packaging	2 tablespoons	0.23	
Thursday	Banana Pancakes	2	0.55	\$1.45
	Yogurt, from 650 gram container	100 grams	0.90	
Friday	Char (from commercial source)	60 grams	1.67	\$2.10
	Whole wheat toast	1 slice	0.16	
	Apple juice, from 1L Tetra Pak	½ cup	0.27	
Weekly total				\$6.61
Average daily total				\$1.32



Comparing purchase unit and brand

You can save money on food by knowing which purchase unit (ie, product size) and brands are cheapest. Here are some examples, based on prices in 2011. (NOTE: Sealift prices include an estimated shipping cost of \$0.70 per pound.)

Milk, ½ cup (120mL) serving

Fresh, 4 litre container, 1% (Local store)	Skim milk powder (Sealift)	UHT milk, 1% (Sealift)
0.30	0.15	0.57

Fruit-flavoured yogurt, 100 gram serving (from local store)

650 gram container	Individual serving (100 gram container)
0.90	1.05

Orange juice, 200 milliliter serving

200mL drinking box (Sealift)	1 litre TetraPak (Sealift)	Frozen concentrate (Local store)
0.71	0.59	0.59

Oatmeal, 1 pouch or 30 gram serving

Individual pouches	1 kg bag
0.46	0.10

Raisins, 42 gram serving (about 3 tablespoons)

Individual boxes	1 kg bag
0.47	0.30

Canned peaches, 125 ml

12 x 540 ml	24 x 796 ml
1.02	0.70

Granola bars

Brand	Weight of 1 bar or packet	Cost
Compliments Chewy trail mix	35 grams	0.33
Quaker Oatmeal to Go Bars	40 grams	0.56
Quaker Chewy Granola Bars	35 grams	0.65
Nutri-grain Cereal Bar	37 grams	0.49

Muffins

Type	Cost
From mix, prepared according to directions	0.22
Store-bought	0.65



Notes:

¹These numbers are not intended to tell you exactly what these foods will cost, but give an idea of the differences in the costs of these foods. Perishable food prices are an average, based on prices from 20 Nunavut communities in winter 2011. The online Sealift Express data base for 2011 was used for non-perishables. Sealift shipping costs were estimated at \$0.70/pound.

²Recipes from: *The Nunavut Breakfast Programs Cookbook*



Estimated approximate food costs, by food group			
	Serving size	Cost¹	Source
Vegetables and Fruits			
Orange juice, from concentrate	½ cup	0.44	Local
Apple juice, from concentrate	½ cup	0.45	Local
Raisins, bulk	¼ cup	0.46	Sealift
Applesauce, unsweetened	½ cup	0.60	Sealift
Canned peaches	½ cup	0.70	Sealift
Apple, fresh	1 medium	0.70	Local
Banana, fresh	1 medium	0.84	Local
Orange, fresh	1 medium	0.99	Local
Blueberries, frozen	½ cup	1.25	Local
Grains			
Barley, cooked	½ cup	0.08	Sealift
Oatmeal	¾ cup	0.10	Sealift
Red River cereal, cooked	¾ cup	0.13	Sealift
Bread, whole wheat	1 slice	0.15	Local
Crackers, Stone Wheat	4 (20 grams)	0.17	Sealift
Crackers, soda	6 (20 grams)	0.20	Sealift
Muffin, from mix	1	0.22	Sealift
Bannock ²	Small piece	0.29	Sealift
Cold cereal	¾ cup	0.36	Sealift
Muffin, carrot and fruit ²	1	0.40	Mixed
French toast ²	1	0.42	Mixed
Banana pancakes ²	2	0.55	Mixed
Banana oatmeal muffin ²	1	0.68	Mixed
Milk and Alternatives			
Milk from skim milk powder	½ cup	0.15	Sealift
Milk, fresh	½ cup	0.30	Local
Milk, UHT	½ cup	0.57	Local
Cheese slices, processed	2 slices	0.70	Local
Cheddar cheese	60 grams	1.73	Local
Yogurt, fruit flavoured	100 grams	1.05	Local
Meat and Alternatives			
Char	60 grams (¼ cup)	1.62	Commercial
Scrambled eggs with cheese ²	1 egg with cheese	0.50	Local store
Eggs, hard cooked ²	2	0.58	Local
WOWBUTTER	2 tablespoons	0.35	Sealift
Sunflower seeds	4 tablespoons	0.24	Sealift
Lentils, cooked	½ cup	0.22	Sealift
Peanut butter	2 tablespoons	0.20	Sealift

Ways to balance your budget

If your food costs, staffing costs and need for equipment and supplies are more than the funding you have available for the year, you can:

- Choose less expensive, but equally nutritious foods. For example, use skim milk powder instead of fresh milk. Or serve oatmeal instead of cold cereal.
- Serve a breakfast snack, with 2-3 food groups, instead of a meal with 3-4 food groups.
- Serve breakfast less often – maybe only 3 days a week, instead of 5.
- Use volunteers, instead of hired staff.
- Look for other funding sources. For example, talk with your Regional Wellness Programs Coordinator, to see if other funds are available. If you have clear information about what everything costs, how many children you feed and the foods you will serve, you are more likely to be successful in finding additional funding for the program.
- Fundraise.

Fundraising

If your program needs more money, you may want to consider fundraising. Here are some suggestions:

- Contact a Canadian charity, such as Breakfast for Learning (<http://www.breakfastforlearning.ca/>) or Breakfast Clubs of Canada (<http://www.breakfastclubscanada.org/>). Be aware that they usually do not make large donations and there is a proposal to complete.
- Local businesses, stores and charitable organizations in your community may be interested in helping to support the program, either by donating money or by offering free or discounted products or services.
- Community-based activities may also provide an opportunity to raise funds, increase awareness of the program and recruit volunteers. Any activities should be consistent with the goal of breakfast programs: improving health and learning by providing nutritious foods. For example, accepting donations of candy bars or potato chips for use in your program, or selling pop at an event to raise money for the program, would not be appropriate activities.



Breakfast snack ideas with foods from 2-3 food groups, using non-perishable foods:

- Applesauce, crackers, peanut or soy nut butter, water
- Trail mix, made from sunflower seeds, raisins and Shreddies (and nuts, if permitted), water
- Cold cereal, with milk made from skim milk powder
- Dried apples, granola, water



- Host a fishing derby or a walk-a-thon: raise money for every kilometer students walk, ride, or run.
- Host a ‘teachers versus students or parents’ sports event (hockey, volleyball, badminton, etc.) and charge a small admission fee.
- Offer a Hip-Hop work-out session or aerobics class, and charge a small admission fee.
- Run after-school classes, where students can make arts, crafts, or beadwork. Sell them for holidays (e.g., Valentine’s Day, Mother’s Day, Christmas), or team up with community cultural events and festivals, to sell the students’ art work.
- Hold a traditional food feast, spaghetti supper, etc. Ask for the local stores and hunters or the HTO/A to donate food and get students and teachers to do the cooking. Ask local artists to donate artwork to be raffled off at the supper.
- Host a healthy bake sale. Ask the stores to donate food and get students, parents and teachers to do the baking. There are recipes you can use in *The Nunavut Breakfast Programs Cookbook. Bake it Up!* (http://www.nutritionrc.ca/resources/pdfs/nrc_bake-it-up.pdf) is another resource that has recipes and tips for holding healthier bake sales.
- Have a raffle, to win a basket filled with healthy food.
- Hold a loonie-toonie sale.
- Operate a school tuck shop that sells healthy snacks (trail mix, granola bars, cheese and crackers, fruit, etc.), as well as jewelry, school supplies, etc.



Benefits of healthy fundraising

- ✓ *Helps increase awareness of the school breakfast program.*
- ✓ *Promotes the IQ principles of Pijitsirarniq (concept of serving) and Piliriqatigiingniq (concept of working together for a common purpose).*
- ✓ *Encourages healthy habits.*
- ✓ *Makes money!*

SECTION 4 • ORDERING AND STORING PROGRAM SUPPLIES

There are three main ways to get food, equipment and supplies for your program:

- ✓ Sealift (or barge) orders
- ✓ Purchase from a local store
- ✓ Direct orders from Nutrition North Canada (NNC) registered southern suppliers

A list of recommended foods and where to order from can be found in Appendix 4 (page 44).

Sealift (or barge) orders

Sea freight rates are much lower than air freight rates. This is the lowest cost way of bringing goods to Nunavut. Here are things to keep in mind, when preparing to place a sealift order:

Choose a reliable supplier:

- A number of companies prepare and ship orders of food and other supplies to Nunavut.
- Talk to people in your community, to find out which company or companies they have found to be reliable.
- Look for a company that doesn't make mistakes filling orders, doesn't send old stock that is close to or past its best before date, doesn't overcharge for shipping and packing, and tries to resolve problems with an order, once reported.

Plan ahead:

- If you start preparing your sealift order in February or March, you will be able to include a good estimate of the cost in your breakfast program budget for the next year. You will also be ready to place your order before the end of the current school year.
- The deadline for sealift orders is usually four to six weeks before the sailing date of the ship coming to your community, but it pays to start thinking about the order well before that.





Choose which foods to sealift:

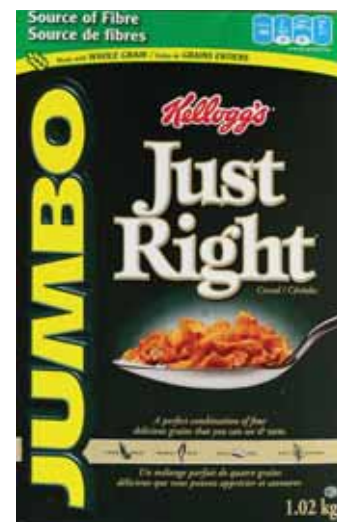
- While companies that make sealift food shipments will only list non-perishable foods that are suitable for sealift shipment in their catalogues, some products make more sense to sealift than others.
- One example is UHT milk. UHT milk can be ordered by sealift, but it is usually more expensive than buying fresh milk at the store, because of the NNC subsidy. It may also not have a long enough shelf life to stay at its best quality for the whole school year and it should not be frozen. For most programs, it will not make sense to order UHT milk on sealift. Instead, skim milk powder can be ordered, so that milk is available even if weather prevents fresh food from getting to the community.
- Get sealift prices for canned fruits, vegetables and fruit juices. Compare them to the cost of fresh, frozen and canned fruits and vegetables, and frozen concentrated juice, from a local store or southern NNC supplier. Sealift prices may not always be cheaper.
- If there is a food you would like to order and it isn't in the supplier's catalogue or isn't listed in the size you want, ask the supplier whether they can get it for you. One example of this might be breakfast cereals, which are often much less expensive in large ("family size" or "jumbo") boxes.
- Kitchen equipment and other supplies are also best bought as part of a sealift order.

Calculate how much food you will need:

- Start with your menu (see Appendix 6 "Menu Template", page 48) and identify which foods you will order by sealift.
- The table on the next page shows a sample calculation for the 1-week menu of cold breakfasts that we looked at in "Using a menu", on page 14.

Have the right storage space:

- After you've calculated how much food to order by sealift, you'll have a good idea of the storage space you'll need. See the heading "Storing food", on page 34, for more information.



Sample calculation of a sealift order for a 1-week menu

This example is based on a sample program that operates every school day (180 days). It shows the sealift items that are used in the 1-week menu on page 14. The average number of children getting breakfast is 50 per day, except Friday, when it drops to 45. Because of the school schedule, breakfast is served on 33 Mondays, 38 Tuesdays, 39 Wednesday, 38 Thursdays and 32 Fridays.

Sealift items on menu	Portion size (PS)	Number of students served (N)	Number of times served (T)	Yearly amount served (YA) = PS x N x T	Sealift unit size (SU) (From supplier catalogue)	Number of sealift units needed (NSU) = YA/SU
Monday		50	33			
Crackers (4)	30 grams			49500	12 x 325g = 3900	49500/3900 = 13 units
Applesauce (single serving)	1 113g container			1650	12 x 6 units=72	1650/72 = 23 units
Tuesday		50	38			
Cold cereal (Cheerios)	30 grams			57000	12 x 400g = 4800	5700/4800 = 12 units
Wednesday		50	39			
Soy nut butter	32 grams			62400	6 x 500g = 3000	62400/3000 = 21 units
Chocolate powder	18 grams			35100	12 x 750g = 9000	35100/9000 = 4 units
Peaches, canned (bulk)	120ml			234000	24 x 796ml = 9552	234000/9552 = 13 units
Thursday		50	38			
Cold cereal (Shreddies)	30 grams			57000	24 x 550g = 13200	57000/13200 = 5 units
Friday		45	32			
Raisins (bulk)	30 grams			49500	12 x 1360g = 16320	49500/16320 = 3 units

Appendix 10, on page 55, is a blank template that you can make copies of and use to help you calculate your sealift needs.

Taking inventory

Before placing a sealift order, it is a good idea to see what is left from the current year. This can influence how much food you order for the coming year and give you an idea of what foods are not as popular. If properly stored, many unopened products, like cold cereal, flour and canned goods, can be used the following year. Put these foods at the front of the storage shelf and use them first.



Direct orders from southern suppliers

The Nutrition North Canada (NNC) subsidy program provides a freight subsidy that reduces the cost of shipping healthy, perishable foods, such as milk, eggs, bread, meat, cheese, fruit and vegetables. The amount of the subsidy is different for each community and is intended to make the cost of shipping these goods the same for all participating communities. Your local store probably uses the NNC subsidy. Your program can, too!

Some southern food suppliers have registered with NNC and are eligible for the NNC shipping subsidy. They are listed on the NNC website (<http://nutritionnorthcanada.ca/>) and are required to pass on the subsidy to their customers. The current subsidy rates for each community can also be found on the NNC website.

Buying at local stores

If you choose to buy some or all of your perishable foods from local stores:

- Meet with the local store manager and ask if you can set up a regular (standing) order and get free delivery for your program.
- Many stores offer discounts for community programs that serve food.
- Speak to the manager about ordering foods that may not usually be carried by the store, like plain yogurt, lactose-free milk, soy beverages, and whole grain English muffins, tortillas and pita bread.

Weekly order from local store for sample one-week menu

The example shown on the next page is based on the same menu and sample breakfast program as the sample calculation of the sealift order for a 1-week menu, on the previous page (page 31). It includes the fresh and frozen foods from that menu that cannot be ordered by sealift.



Sample calculation of weekly order from a southern supplier and/or local store

Perishable items on menu	Portion size (PS)	Number of students served (N)	Amount Served (AS) = (PS x N)	Order unit size (US) (From supplier catalogue or store)	Number of units needed (NU) = AS/US
Monday		50			
Cheese slices	1 slice		50 slices	1 pkg = 24 slices	2.08
Tuesday		50			
Milk	125 ml (½ cup)		6250 ml	4000 ml (4 Litres)	1.54
Banana	1 (about 100 grams)		5000 g (50 bananas)	1000 g (1 kg)	5
Wednesday		50			
Yogurt	1 125 ml container		50 100 ml containers	8 x 100ml	6.25
100% orange juice (from concentrate)	125 ml (½ cup)		6250 ml	283 ml can -> makes 1132 ml	5.5
Thursday		50			
Milk	125 ml (½ cup)		6250 ml	4000 ml (4 litres)	1.5
Friday		45			
Char	60 grams		2700 g	1000g (1 kg)	2.7

Summary of weekly order for this menu:

If there are partial units from the above calculation, round up to make sure you have enough food for each child. Remember to adjust the order down the following week to compensate for the extra food that you already have on hand.

	Units/day	Days served	Days x Units	Whole units to order
Cheese slices	2.08 packages	1	2.08	3 packages of 24 slices (will have 22 slices left over)
Milk	1.56 4 liter bags	2	3.12	4 4-litre bags of milk (will have leftover)
Banana	50 bananas	1	50	50 bananas (5 kg)
Yogurt	6.25 packages of 8 containers	1	6.25	7 units of 8 containers (will have leftovers)
Orange juice concentrate	5.5 cans	1	5.5	6 cans of frozen juice concentrate
Char	2.7 kilograms	1	3	2.7 kilograms of frozen char

Storing food

Storing food properly can help to maintain quality and flavour. It can also keep your costs down, by reducing waste.

Type of Storage	Comments
Shipping containers (Sea cans)	<ul style="list-style-type: none"> • New and used shipping containers are available for purchase. They allow for secure outdoor storage space. Used shipping containers can only be used if they have not been used to store hazardous materials and have been thoroughly cleaned. • Don't store foods in a sea can, if they should not be frozen. • Accessibility in winter months may be an issue.
Cupboards/cabinets with locks	<ul style="list-style-type: none"> • Hardware/home stores have easy to assemble or pre-assembled cabinets and shelving units.
Shelving	<ul style="list-style-type: none"> • Shelving is essential to save space, help you see what you have and keep food off the floor. • Stainless steel shelves are best. Shelves with painted wood that can be easily cleaned are good options as well. • Food should be at least 6 inches off the floor.
Action Packers or Rubbermaid Totes	<ul style="list-style-type: none"> • Large storage containers can increase storage space and are portable.
Plastic or glass storage containers Ziploc bags Freezer bags	<ul style="list-style-type: none"> • Air-tight plastic or glass storage containers help flour, spices, sugar, oats, skim milk powder, muffin and pancake mixes, dried fruit, nuts and seeds stay fresh longer. Use a marking pen to put the name and date on them. • Plastic or glass storage containers are handy for leftovers. • Canned foods like canned fruit or tomato sauce should be transferred to glass or plastic storage containers. • Freezer bags are handy for baked goods like muffins or bannock that will be frozen for later use. • Food cannot be stored in garbage or grocery store plastic bags. Unlike freezer and Ziploc bags, they are not made from food safe plastic.

More storage tips

- ✓ *Rotate the food items in your pantry and refrigerator. Use the "first in, first out" principle. Place older foods at the front and use these first.*
- ✓ *Refrigerate most fresh ripe fruit and vegetables, so they keep longer.*
- ✓ *Don't refrigerate bananas and tomatoes; room temperature storage is best for them.*
- ✓ *Bananas can be frozen and used in smoothies or baking.*
- ✓ *Room temperature storage of unripe pears, plums and avocados, helps speed up the ripening. Once ripe, keep them in fridge.*



The table in Appendix 16 (page 34) for provides a guide for how long you can store some breakfast program foods.

Want to know more about how to get food and supplies to your community? Contact Community and Government Services, at: procurement@gov.nu.ca

SECTION 5 • KEEPING FOOD SAFE

Food safety basics

Food safety practices are especially important for breakfast programs, because children are more likely to become sick from unsafe food than adults.

Food sickness is caused by bacteria, viruses and parasites which we sometimes group together and collectively call “germs”. They are so small that, most of the time, you can’t see, smell or taste them. If food safety practices are not followed, harmful germs can grow or be transferred to other foods and make the food not safe to eat.

Not all germs are bad; in fact, germs are naturally present on many foods. An example of good germs is the bacteria that turn milk into yogurt.

Four steps to prevent food sickness

Follow these 4 steps for a food-safe program:

- ✓ *Clean!*
- ✓ *Separate!*
- ✓ *Cook!*
- ✓ *Chill!*

Clean!

Clean hands

A sink with warm running water and liquid soap should be available for breakfast program workers.

Hands should be washed with warm water and soap, for 20 seconds.

Workers must wash their hands:

- ✓ *Before and after handling food*
- ✓ *After using the washroom*
- ✓ *After coughing, sneezing or using a tissue*
- ✓ *After smoking*
- ✓ *After handling raw meats, dirty dishes, chemicals, garbage or trash*
- ✓ *After touching their hair or nose*

Make sure children also wash their hands before they eat. Show them how to wash properly. Post the GN hand-washing poster near the sink as a reminder for both staff and students (see Appendix 11, page 56).





Clean food

All fresh fruits and vegetables need to be washed, before preparing or serving. Gently rub fruits and vegetables under running water. There is no need for special soaps. Fruit and vegetables with a rough skin, like potatoes and cantaloupe, should be scrubbed with a brush.

Clean surfaces

Surfaces like table tops, counter tops and cutting boards should be washed with warm water and soap, and then sanitized. Sanitizing kills germs that washing does not. You should sanitize with a diluted bleach solution in a spray bottle.

See Appendix 12, on page 57, for directions on how to prepare a bleach-water solution and sanitize surfaces.

Clean dishes

Washing dishes by hand

You should use three sinks for washing dishes by hand:

- ✓ *One sink for washing*
- ✓ *One for rinsing*
- ✓ *One for sanitizing*

The tap and faucet must reach all three sinks. If you have only 2 sinks, you should purchase a deep tub for the sanitizing step in dishwashing. See the poster in Appendix 13 (page 58), for how to set up a 3-sink system for washing dishes by hand.

Very hot water can burn your skin. Use rubber gloves when you wash dishes by hand.

Clean dish towels and cloths

- ✓ *Allow dishes to air dry, if possible.*
- ✓ *Have separate dish towels for dish drying and hand drying. Try to have them clearly identified, either by placing them in different locations in the kitchen or by using a different colour or style for the hand drying towels.*
- ✓ *If dishes are to be towel dried, a clean towel is needed each time. Make sure you have enough clean towels for the week.*
- ✓ *Have clean dish cloths and brushes that are used for dishwashing only.*
- ✓ *Sponges are not recommended for washing dishes and cleaning surfaces.*

TIP

Don't use disposable gloves for handling or serving food, unless you have a cut or scratch on your hand that needs protecting.



Using a dishwasher

A commercial dishwasher is something your program may wish to consider. They cost a lot of money, and use more power and water, but are faster and wash hotter. Before you fix up your dishwasher or buy a new one, talk with your Environmental Health Officer (Appendix 1, page 41).

Separate!

- ✓ Use separate cutting boards for fresh produce and raw meat, fish, poultry, and seafood. Don't cut vegetables on the same cutting board where raw meat, fish, poultry or seafood was cut.
- ✓ If you don't have separate cutting boards, wash with warm soapy water and sanitize, after cutting meat, fish, poultry or seafood.
- ✓ DO NOT place cooked meat or fish back onto the same plate or container that held the raw meat, unless the container has been completely washed.
- ✓ Don't allow raw meat, poultry, and seafood to touch other foods.



Cook!

- ✓ Harmful germs can live on some foods if they aren't cooked properly.
- ✓ Store-bought meats and chicken should always be cooked so that the internal temperature is high enough to kill germs. See Appendix 14 (page 59), to find out the internal temperatures required for different meats and chicken.
- ✓ Use a meat thermometer to tell when meats are cooked enough to kill the germs. Sauces made with meats should also be checked. Copy and post Appendix 14, to show what temperatures to follow for various types of food.



Chill!

Avoid the DANGER ZONE. Germs grow quickly at temperatures between 4°C (40°F) and 60°C (140°F).

- ✓ Put meats, milk, yogurt, cheese, eggs, and prepared food, in the fridge or freezer within 1-2 hours of buying them.
- ✓ Put leftovers in the fridge within 2 hours of serving.
- ✓ Keep the fridge at 4°C (40°F) or below. For accurate measurement, place an outdoor thermometer in a clear container with a lid (eg, a recycled drink bottle) and fill with water.



- ✓ *Don't over-fill the fridge or freezer.*
- ✓ *Set the freezer at or below -18°C (0 °F).*
- ✓ *Never thaw food at room temperature – there are 3 safe ways to thaw food:*
 - ✓ *Place on plate in bottom of refrigerator.*
 - ✓ *Place in cold water, change water every 30 minutes.*
 - ✓ *Thaw in microwave, then cook right away.*

- *Floors, walls and ceilings that can be easily washed. The floor should not have carpeting. Counters and work surfaces that can be easily cleaned (smooth, non-absorbent surfaces).*
- *Bright lights so you can see properly to cleanup.*
- *Safe drinking water.*
- *Cupboards, bins, shelves, and a food storage room nearby. Food must be stored at least 6 inches above the floor.*
- *Hand washing sink with hot and cold running water, liquid soap, and paper towels in a dispenser.*

To remind your program workers about safe food practices, post a copy of the checklist in Appendix 15 (page 60).

Know your food

When it comes to food sickness, not all foods are the same.

Perishable foods are more likely to cause food sickness, if not handled properly. Some examples are:

- Meats, fish, chicken and seafood
- Milk, yogurt and cheese
- Eggs
- Fresh fruits and vegetables

Non-perishable foods are not likely to cause food sickness. They don't need cold storage, when they are unopened. These are foods like cereal, crackers, canned food and dried or cured foods.

Donated food

- Only accept unopened non-perishable and perishable foods.
- Make sure country food comes from an experienced hunter and the tracking sheet is completed (see Appendix 7, page 49).
- Don't accept canned foods that are:
 - ✗ *Homemade*
 - ✗ *Dented, rusted, or bulging*
 - ✗ *Missing their label*

"Best before" and other dates on food packages

The "best before" date gives you information about the amount of time a packaged food will keep its original quality and nutritional value, while unopened. It is not an indicator of food safety.

A "best before" date must appear on pre-packaged foods that will keep fresh for 90 days or less. But it can also appear on foods that will stay fresh for longer than 90 days. The date can appear anywhere on a package. The year is optional. If the year is included, it must appear first, followed by the month, and then the day:

Best before
13 JA 22
Meilleur avant

Month symbols

January is JA; February is FE; March is MR; April is AL, May is MA; June is JN; July is JL; August is AU; September is SE; October is OC; November is NO; December is DE

Past the "best before" date?

You can buy and eat foods after the "best before" date has passed. Remember, "best before" dates are not indicators of food safety. Unopened packages of non-perishable foods, such as cereal, crackers, muffin mixes and flour, that are past their "best before" date, do not need to be thrown out!



A perishable food can be unsafe even before its “best before” date, if it has not been handled properly. For example, if milk has not been properly stored, it may be sour and should be thrown out. If eggs smell bad, they should be thrown out. Don’t buy cartons of eggs that have cracked eggs in them. Eggs that have been properly stored can be kept for 3 weeks after their “best before” date.

Common types of dates found on food packages		
Date label	What it means	Where you will see it
Best Before	Gives you an idea of how long the packaged food will stay fresh and tasty, and keep its maximum nutritional value. Does not indicate food safety.	Cereal, bread, flour, crackers, salsa, juice, milk, yogurt, cheese, eggs, meat, fish, chicken
Use by	Means the same thing as a “best before” date. The product may be less effective after this date.	Yeast
Expiry date	Don’t eat food after the expiry date. Throw it out.	Infant formula, nutritional supplements, meal replacements
Packed on	Date food was packaged. Should also include how long the product with stay fresh.	Foods packaged by a retailer, such as Northern and COOP stores
Sell by	Date the store must sell the product by. You can still eat the food after this date. Look for a “best before” date as it will give you a better idea of how long the food will last.	

Need more information about dates on food packages and food safety? Call your local Environmental Health Officer (Appendix 1).

APPENDICES

Appendix 1: Helpful Contacts

Regional Wellness Program Coordinators

Your Regional Wellness Program Coordinator can help you with questions about funding and connect you to programs in your community. You can also contact the Territorial Wellness Coordinator.

Location	Phone / Fax	Email
Qikiqtani (Pangnirtung)	Phone: 867-473-2689 Fax: 867-473-2657	BaffinRWPC@gov.nu.ca
Kivalliq (Rankin Inlet)	Phone: 867-645-8269 Fax: 867-645-8290	KivalliqRWPC@gov.nu.ca
Kitikmeot (Cambridge Bay)	Phone: 867-983-4068 Fax: 867-983-4509	KitikmeotRWsPC@gov.nu.ca
Territorial Wellness Coordinator (Iqaluit)	Phone: 867-957-5762 Fax: 867-979-8648	Twpc@gov.nu.ca

Regional Nutritionists

Ask your regional nutritionist to help you plan a healthy menu and give you advice about food choices.

Location	Contact information
Qikiqtani (Pangnirtung)	Phone: 867-473-2631 Fax: 867-473-2657
Kivalliq (Rankin Inlet)	Phone: 867- 645-8269 Fax: 867-645-8290
Kitikmeot (Kugluktuk)	Phone: 867-982-7612 Fax: 867-982-7640

Environmental Health Officers (EHO)

Your EHO can help your program meet safety requirements.

Location	Contact information
Qikiqtani (Iqaluit)	Phone: 867-975-4800 Fax: 867-975-4833
Kivalliq (Rankin Inlet)	Phone: 867-645-8273 Fax: 867-645-8277
Kitikmeot (Kugluktuk)	Phone: 867-982-7610 Fax: 867-982-7640

Appendix 2: Best Practices for Breakfast Programs

A research study of successful Canadian child nutrition programs identified these best practices. They have been adopted by most organizations that promote and support breakfast programs in Canada. While they may not all be right for your program or immediately doable, the practices on this list are worth considering.

Access and participation

- Universal access, meaning any child in the school can participate
- Programs operate 3-5 days per week, during school year

Parental involvement, consent, partnerships and collaboration

- Parents involved in program planning and delivery
- Breakfast program committee that includes community and school members

Inclusive and efficient program management

- A qualified, paid coordinator, who organizes helpers, manages budget and is a liaison with the community
- Resources are available for supporting staff and volunteers
- System in place for recognizing helpers and other supporters

Food quality

- Breakfasts provide food from at least 3 different food groups
- Quality assurance provided by registered dietitians and public health inspectors
- Multicultural content should reflect cultural diversity of the community

Safety

- A safe, clean, welcoming and well-supervised environment provided at no cost to the program with a minimum of 1 adult for every 15 children
- Coordinator that has first aid training
- Letter of agreement signed by the principal outlining all aspects of the program and responsibilities of each party

Financial accountability

- Effective accounting system in place
- Training provided for budgeting and bookkeeping
- Purchasing practices that ensure funding is spent effectively

Appendix 3: Breakfast Program Checklist

✓ **Serve every child**

- Offer food to all children who want it



✓ **Country food**

- Have it as often as you can
- All country foods are healthy



✓ **Different foods**

- Have different foods from day to day



✓ **Food groups**

- Include foods from 3 to 4 food groups at every breakfast



✓ **Drink choices – make them healthy!**

- Serve water or milk most of the time
- Have 100% fruit juice, or chocolate or other flavoured milk, no more than 2 times a week



Appendix 4: Recommended Store-bought Foods and Where to Order

Food Group	Suggested Foods	Where to Order
Vegetables & Fruit	Fruit, canned or jarred (packed in water or juice, unsweetened applesauce)	Sealift
	Fruit, dried (raisins, apples, apricots, cranberries, etc)	Sealift
	Fruit juice (100%), in large Tetra pak, bottles or cans	Sealift
	Fruit juice (100%), frozen concentrate	Local store or southern NNC supplier
	Fruit, fresh or frozen	Local store or southern NNC supplier
	Vegetables, canned or dried	Sealift
	Vegetables, fresh or frozen (plain, not in sauce or fried)	Local store or southern NNC supplier
Grain Products	Kellogg's Raisin Bran	Sealift
	Kellogg's Mini-Wheats	Sealift
	Kellogg's Just Right	Sealift
	Kellogg's Vector	Sealift
	Kellogg's Mueslix	Sealift
	Kellogg's All Bran Flakes	Sealift
	Post Shreddies	Sealift
	Post Shredded Wheat	Sealift
	Post Alpha Bits	Sealift
	General Mills Cheerios, plain	Sealift
	General Mills Multi-Grain Cheerios	Sealift
	Quaker's Oatmeal squares, any flavour	Sealift
	Oat flakes, any kind	Sealift
	Instant oatmeal	Sealift
	Red River cereal	Sealift
	Rice (brown rice is preferred)	Sealift
	Barley	Sealift
	Crackers: Melba toast (12 grain, multi grain, whole wheat) whole wheat soda crackers, less salt	Sealift
	Quaker Rice cakes, original	Sealift
	Bagel (whole grain is preferred)	Local store or southern NNC supplier
	Bread (whole grain is preferred)	Local store or southern NNC supplier
	English muffin (whole grain is preferred)	Local store or southern NNC supplier
	Pita bread (whole grain is preferred)	Local store or southern NNC supplier
	Tortillas (whole grain is preferred)	Local store or southern NNC supplier

Food Group	Suggested Foods	Where to Order
Milk and Alternatives	Cheese	Local store or southern NNC supplier
	Milk, powdered, 2% evaporated milk	Sealift
	Milk, fresh (skim, 1%, 2%)	Local store or southern NNC supplier
	Milk, UHT	Local store or southern NNC supplier
	Yogurt, all types	Local store or southern NNC supplier
	Soy beverage, plain	Local store or southern NNC supplier, or Sealift for Tetra pak boxes
Meat and Alternatives	Traditional food	Local hunter or commercial suppliers in Nunavut
	Beef, ground, lean	Local store or southern NNC supplier
	Eggs, fresh	Local store or southern NNC supplier
	Fish, canned (tuna, salmon, etc)	Sealift
	Peanut butter, if allowed	Sealift
	Soy butter (WOW butter), pea butter (No Nuts Golden Pea butter, sunflower seed butter (SunButter) and other alternatives to nut butters	Sealift
	Sunflower seeds	Local store or southern NNC supplier
	Lentils, dry or canned	Sealift
Other		
Fats	Margarine	Local store or southern NNC supplier
	Mayonnaise	Sealift
	Salad dressings (low-fat are preferred)	Sealift
	Vegetable oil	Sealift
Baking and Cooking Ingredients	Baking powder	Sealift
	Baking soda	Sealift
	Bouillon powder	Sealift
	Corn syrup	Sealift
	Coconut, dried	Sealift
	Flour, white and whole-wheat	Sealift
	Muffin mixes (low fat are preferred)	Sealift
	Sugar, white and brown	Sealift
	Vanilla extract	Sealift
	Wheat germ	Sealift
	Wheat bran	Sealift
	Spices and dried herbs (cinnamon, salt, pepper, chilli powder, dill, Montreal steak spice, etc)	Sealift



Healthy Food Ideas

Country foods are VERY healthy choices

- Your program funding can be used to buy country food.
- Serve country food often.
- Fresh, frozen, dried or cooked are all great choices.

Grains group

- Whole grain bread
- Whole grain crackers
- Rice cakes
- Unsweetened breakfast cereals
- Baked bannock – try replacing half the flour with whole wheat flour

Fruits and vegetables

ALL are good choices:

- Canned
- Fresh
- Frozen
- Dried

Try something new!

Milk group

- Skim, 1% or 2% milk (powdered, UHT or fresh are all good choices)
- Yogurt
- Cheese (like mozzarella or cheddar)
- Cottage cheese

Meat group

- Fresh or frozen meat or fish
- Sliced sandwich meat (like ham, turkey or chicken – not bologna, Klik, or other processed meats)
- Eggs
- Canned tuna or salmon (packed in water)
- Canned beans in tomato sauce
- Nuts or nut butters (like peanut butter or almond butter)

“Unhealthy foods” cannot be purchased with GN program funds



Appendix 6: Menu Template

If you are not used to working with menus, we suggest you start with the one-week menu template below. It is easier to implement a one-week menu, and easier to order and store food required for it. When you are ready to do a two-week menu cycle, just use two of these one-week menu templates, or make your own.

One-week menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TASKS FOR NEXT DAY	TASKS FOR NEXT DAY	TASKS FOR NEXT DAY	TASKS FOR NEXT DAY	TASKS FOR NEXT DAY

Appendix 8: Useful Cooking Equipment and Supplies

Equipment	
Freezer	<p>Chest freezer is best: most available storage space and temperature stays stable during power outages.</p> <p>Large size (more than 18 cubic feet) is helpful for storing country food and for allowing you to make large batches of food ahead of time.</p>
Refrigerator	<p>Should be able to maintain a temperature of 4°C (40 °C).</p> <p>Models with through-the-door water and ice dispensers are less reliable.</p>
Stove	<p>Convection ovens allow for even baking on all racks. Hot air blows throughout the oven making food cook more quickly and evenly.</p> <p>Double ovens are ideal if large quantity baking is done.</p>
Dishwasher	<p>A commercial dishwasher is something your program may wish to consider. They cost a lot of money, and use more power and water. Talk with your EHO if you are considering fixing or replacing your dishwasher.</p>
Microwave oven	<p>Basic microwave, with turntable, is the best option, if used only for reheating. The turntable allows for more even reheating.</p> <p>Consider a commercial model, if you use a microwave frequently. They thaw, re-heat, and cook large amounts of food very quickly; they are also more durable. Check to see if it requires a 240 V outlet.</p>
Blender	<p>Consider a commercial blender if you serve smoothies on a regular basis.</p>
Slow cooker (or crock pot)	<p>A 6-quart capacity model is enough for about 24 1-cup servings. Use it for cooking soups and stews and even hot cereal.</p>
Dutch oven	<p>This is a large, heavy cooking pot with a lid that fits tightly. It can be used in the oven or on the stove top.</p>
Conveyor toasters	<p>These toast many pieces of bread at one time. Choose a model that allows you to control both temperature and speed. Before buying one, make sure your kitchen's electrical capacity is adequate. They often require 240 V.</p>
Food processor	<p>A food processor has a sharp blade and bigger work bowl than a blender. It chops, shreds, grates, slices or mixes soft or hard foods. It's helpful for chopping a lot of vegetables for recipes such as egg burritos.</p>
Chafing dish	<p>This is a long, flat tray that has a lid and legs. It is placed over a heat source to keep food warm. It holds a lot of food and makes it easy for people to serve themselves.</p>



Kitchen supplies	
Dishes	Melamine dishes are best. They won't break.
Cutlery	Stainless steel is best.
Cookware	<ul style="list-style-type: none"> Stainless steel cookware (18/10) with inner core of copper or aluminum is best. Handles should be welded or riveted. Stock pots are low cost and can hold from 8-10 quarts. They are good for making large amounts of soup or stew. Non-stick frying pans. Griddle: a flat surface that is placed on the stove top burners. Use it to cook foods such as eggs, pancakes, and French toast.
Bakeware	Professional quality muffin pans, loaf pans, and baking sheets, made of steel, aluminum and/or glass, are best.
Knives	Consider a 20-25cm knife for general tasks, a bread knife, and a paring knife for smaller jobs.
Cooking and serving utensils	Stainless steel cooking and serving utensils are best. Items to consider include: Whisks, cheese graters, wooden spoons, spatulas, can openers, scissors, oven mitts, large and small mixing bowls, serving spoons, straining spoons and measuring cups and spoons.
Cutting boards	Plastic cutting boards are best. They are easy to clean and durable, and can go in the dishwasher. Have at least two cutting boards - one for meats and one for other foods.
Thermometers	<ul style="list-style-type: none"> Thermometer for fridge (either fridge thermometer or outdoor thermometer, see page 37). Meat thermometer, used to ensure the proper internal temperature has been reached to kill bacteria.
Cleaning Supplies	
Chlorine bleach	Bleach is needed in the final rinse when hand-washing dishes and for making a diluted bleach solution to sanitize surfaces.
Detergent	Basic dishwashing detergents are fine for hand-washing dishes; no need for antibacterial detergents.
Spray bottles	500 ml capacity for diluted bleach solution.
Dish racks	Air drying on clean dish racks is the most sanitary option, when washing dishes by hand.
Dish cloths/ brushes/towels	<ul style="list-style-type: none"> Dish cloths and brushes, for hand dishwashing. Towels, for drying hands, and dish towels, for drying dishes when air drying is not an option. Enough for a week.
Rubber gloves	For hand-washing dishes and making the diluted bleach solution
Aprons	For cooks. Dark colours don't show the spills as much as lighter colours.



Appendix 9: Calculating the Cost of Breakfast Menu Foods

You will need the following information to calculate the cost of each item in your breakfast menu:

- Food items from your menu, for each day of week.
- Serving size, based on your menu.
- The purchase unit size. Examples of purchase units are: 750 g box of cereal, 4 L of milk, dozen (12) eggs, etc. These are based on the sizes you can order from the local store and from the sealift catalogue.
- Cost/unit of food item (or ingredient, if it is a recipe). These unit costs can also be found from the local store and the sealift catalogue.

On a copy of the worksheet:

1. Fill in the serving size, purchase unit size and unit cost for each food.
2. Divide the unit size by the serving size, to calculate the number of servings/unit.
3. Divide the unit cost by the number of servings/unit, to calculate the cost per serving.
4. If the food is arriving by sealift, calculate the cost of shipping. For this example, we have used an estimated cost of \$1.54/kilogram (\$0.70/pound). So, for a box of cereal that weighs 750 grams (0.750kg), the cost is $\$1.54 \times 0.750 = \0.07 .

Sample Worksheets

Cost calculation for a sample cold breakfast

Menu item	Food/ingredient	Serving size (metric, if possible)	Purchase unit size	Number of servings/unit (Unit size/serving size)	Unit cost \$	Cost/serving \$	Cost of shipping (1.54/kg)	Cost/serving
Cold cereal	Just Right	¾ cup (46 g)	750g	16.3	9	0.55	0.07	\$0.62
Milk or soy beverage	Milk, fresh	1 cup (250 ml)	4000 ml	16	11	0.69	NA	\$0.69
100% juice	100% apple juice, frozen concentrate	½ cup (125 ml)	1132 ml	8	3.62	0.45	NA	\$0.45
Estimated total cost								\$1.76

Some handy conversions:

- 283 ml can of frozen concentrated orange juice = 1132 ml reconstituted
- 25 g of powdered milk makes 1 cup prepared

Cost calculation for a sample hot breakfast

Menu item	Food/ingredient	Serving size (metric, if possible)	Purchase unit size	Number of servings/unit (Unit size/serving size)	Unit cost \$	Cost/serving \$	Cost of shipping (1.54/kg)	Cost/serving
Boiled Egg	Eggs	1 egg	dozen	12	3.51	0.29	NA	\$0.29
Yogurt	Yogurt	100 mL	8 indiv svg	8	8.53	1.07	NA	\$1.07
Toast	Whole Wheat bread	1 slice	675 g	22	3.27	0.15	NA	\$0.15
Apple	Apple	1 apple	bag of 10	10	7.00	0.70	NA	\$0.70
Estimated total cost								\$2.21

Cost calculation for a sample 'grab 'n go' breakfast

Menu item	Food/ingredient	Serving size (metric, if possible)	Purchase unit size	Number of servings/unit (Unit size/serving size)	Unit cost \$	Cost/serving \$	Cost of shipping (1.54/kg)	Cost/serving
Granola Bar	Chewy Granola Bar	35 grams, 1 bar	6-pack	6	1.56	0.26	0.05	\$0.31
100% Juice	100% OJ	200 ml juice box	10 pack	10	3.59	0.36	0.35	\$0.71
Cheese Slices	Kraft singles	2 slices	24 slice package	2	8.30	0.69	NA	\$0.69
Estimated total cost								\$1.71

Appendix 9 , continued: Food cost worksheet

Menu item	Food/ ingredient	Serving size	Purchase unit size	Number of servings/unit	Unit cost	Cost/ serving	Cost of shipping	Cost/ serving
Day:								
Estimated total cost								
Day:								
Estimated total cost								
Day:								
Estimated total cost								

Appendix 10: Sealift Order Calculation Template

Sample calculations can be found on page 31.

Sealift items on menu	Portion size (PS)	Number of students served (N)	Number of times served (T)	Yearly amount served (YA) = PS x N x T	Sealift unit size (SU) (From supplier catalogue)	Number of sealift units needed (NSU) = YA/SU
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						



Appendix 12: Sanitizing

Making a bleach-water solution:

1. Mix 2 teaspoons (10 ml) of household bleach in 16 cups (4 litres) of water. This solution is strong enough to kill germs, but not strong enough to irritate skin or ruin clothing. Be careful when handling bleach; it can discolour clothes and irritate skin.
2. If you only need enough for a spray bottle, mix $\frac{1}{4}$ teaspoon (1.25 ml) of bleach in 2 cups (500 ml) of water.

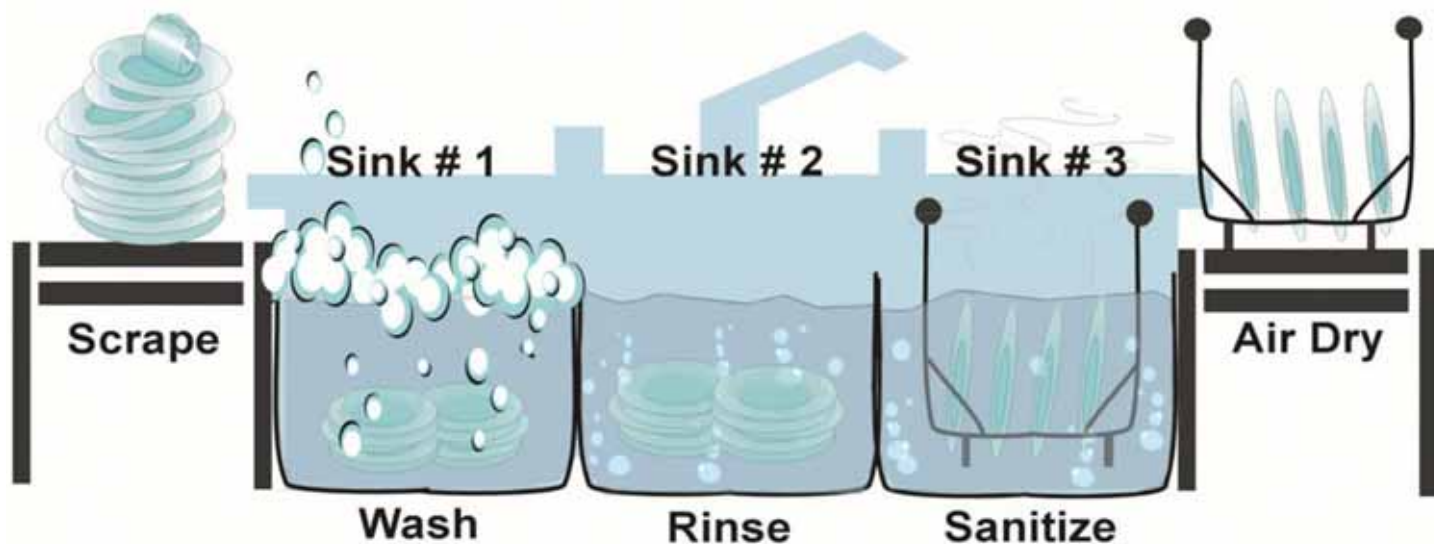


3. Transfer bleach solution into a clean, well labeled spray bottle or cleaning cloth bucket. Store out of reach of children.
4. Mix a fresh batch daily, to make sure it works well.
5. Do not add soap to the bleach solution. It will “eat” up the bleach and not kill germs as well.

Sanitizing surfaces:

1. For heavily soiled areas, wash first with warm, soapy water.
2. Then spray surface with the bleach-water solution.
3. Leave it on the surface for 1 minute.
4. Allow to air dry OR dry with a clean paper towel.

Appendix 13: Washing Dishes by Hand



WASH

WASH with a good soap in water not less than 40°C (110°F).

RINSE

RINSE in clean hot water

SANITIZE

SANITIZE in water not less than 80°C (180°F), or an adequate chemical solution for 1 minute.

To make an adequate chemical solution, mix 2 teaspoons (10 millilitres) of bleach in 16 cups (4 liters) of water.

Appendix 14: Recommended Cooking Temperatures

Food	Temperature
Beef, veal and lamb (pieces and whole cuts)	
Medium-rare	63°C (145°F)
Medium	71°C (160°F)
Well done	77°C (170°F)
Pork	
Pork (chops, tenderloin, other cuts)	71°C (160°F)
Poultry (for example, chicken, turkey, duck)	
Pieces (drumsticks, wings, breast)	74°C (165°F)
Whole	85°C (185°F)
Ground meat and meat mixtures (for example, burgers, sausages, meatballs, meatloaf, casseroles)	
Beef, veal, lamb and pork	71°C (160°F)
Poultry	74°C (165°F)
Egg	
Egg dishes	74°C (165°F)
Others	
For example: hot dogs, stuffing, leftovers and seafood	74°C (165°F)

Source: Health Canada



Appendix 15: Food Safety Checklist

Clean:

- ✓ *Have soap and clean towels or paper towels for hand-washing*
- ✓ *Wash hands with warm water and soap for 20 seconds before and after handling food, using the bathroom, etc*
- ✓ *Wash and sanitize cutting boards and countertops frequently*
- ✓ *Use the 3-sink method for hand washing dishes*
- ✓ *Wash dish cloths and towels regularly*

Chill:

- ✓ *Keep perishable foods like milk, cheese, yogurt, eggs, meat and fish, in the fridge*
- ✓ *Thaw frozen meats in the fridge or in cold water*
- ✓ *Keep your fridge set 4°C (40°F) and your freezer at -18°C (0°F) and check them by using an refrigerator/freezer thermometer*
- ✓ *Place leftovers in the fridge within 2 hours of cooking*

Separate:

- ✓ *Use different cutting boards for meat and other foods*
- ✓ *Store raw meat on the bottom shelf of the fridge, to prevent juices from dripping on other foods*

Cook:

- ✓ *Your food is safely cooked when it reaches an internal temperature high enough to kill harmful bacteria*
- ✓ *Have an Internal Cooking Temperature chart easily available for the program*

Country food safety:

- ✓ *Get country food from an experienced hunter*
- ✓ *Use the Country Food Tracking Sheet*
- ✓ *Get walrus and polar tested for Trichinella, if you want to eat it raw*
- ✓ *Cook walrus and polar bear well, if you want to eat it without having it tested*
- ✓ *Cook leftover country food that was served raw*



Appendix 16: Food Storage Guide for Breakfast Program Foods

NON-PERISHABLES

Food	Suggested Maximum Storage	Handling hints
Fruit and Vegetables		
Vegetables, canned unopened opened	12 months 4-5 days	Keep cool Transfer all opened, canned foods to glass or plastic storage containers
Vegetables, dried	6 months	Keep cool in airtight container
Vegetables, fresh onions potatoes	3-4 weeks 2-4 weeks	Keep dry and away from sun For longer storage, keep below 50°F (10°C).
Fruit, dried	6 months	Keep cool in airtight containers; refrigerate if possible
Fruit, canned unopened opened	12 months 4-5 days	Keep cool Transfer all opened, canned foods to glass or plastic storage containers. Off flavours may develop if left in can.
Fruit juice boxes	9 months	Keep cool
Grains		
Cereals cold, unopened cold, opened cooked (dry)	6 to 12 months 2 to 3 months 6-12 months	Can still be used if past “Best Before” Refold package liner tightly after opening Store in airtight container
Crackers unopened opened	8 months	Keep box tightly closed Can still be used if past “Best Before”
Flour white whole wheat	8 months 6 months	Can be frozen for indefinite storage Keep in airtight container Keep in airtight container, preferably in freezer
Muffin and pancake mix	9 months	Keep cool and dry
Rice white brown and wild	1 to 2 years 6 to 12 months	Keep tightly covered

Food	Suggested Maximum Storage	Handling hints
Milk and Alternatives		
Milk		
evaporated, unopened	12 months	Refrigerate after opening.
skim milk powder	6 months	Store in airtight container.
UHT milk, unopened	See “Best Before” date	Refrigerate after opening.
Meat and Alternatives		
Beans, peas and lentils, dried	12 months	Refrigerate after opening.
Nuts and seeds, unopened	4 months	Store in airtight containers. Refrigerate after opening; freeze for longer storage.
Peanut butter		
unopened	6 to 9 months	Refrigeration not needed; keeps longer if refrigerated.
opened	6 months	
Other		
Baking powder	18 months or expiration date on can	Keep dry and covered.
Baking soda	2 years	Keep dry and covered.
Bouillon cubes or granules	1 year	Keep dry and covered.
Cocoa		
unopened	indefinitely	
opened	1 year	
Chocolate syrup		
unopened	2 years	Cover tightly and refrigerate, after opening.
opened	6 months	
Mayonnaise	2-3 months	Refrigerate after opening.
Salad dressings		
bottled, unopened	10 to 12 months	Refrigerate after opening.
bottled, opened	3 months	
Spices and herbs		
whole spices	1-2 years	Store in airtight containers, in a dry place, away from sunlight and heat. Can be stored in freezer, to extend shelf life. Whole cloves, nutmeg and cinnamon sticks maintain quality beyond 2 years. Replace, if smell fades.
ground spices	6 months	
herbs	6 months	

Food	Suggested Maximum Storage	Handling hints
Sugar brown granulated	4 months 2 years	Put in airtight container. Cover tightly.
Vanilla extract unopened opened	2 years 12 months	Keep tightly closed.
Vegetable oils unopened opened	6 months 1-3 months	Store in a cool, dark place, in a tightly closed container.

PERISHABLES

Food	Stored in Refrigerator: 4°C (40°F)	Stored in Freezer: -18°C (0°F)	Handling hints
Fruit and Vegetables			
Fruit			Discard decayed fruit. Don't wash before storing, because moisture encourages spoilage. Store in the crisper or moisture-resistant bag or wrap.
apples	1 month	8-12 months	
bananas	not advised	8-12 months	
oranges	2 weeks	not advised	
pears	5 days	not advised	
frozen berries	not advised	8-12 months	
Fruit juice, frozen			
concentrate	not advised	12 months	
reconstituted	6 days	6-12 months	
Vegetables, frozen	not advised	8 months	Reclose package tightly, after using.
Grains			
Breads	7-14 days	2-3 months	Can also keep in pantry for 2-4 days. Freeze in original packaging.
Muffins and Quick Breads	1 week	6-12 months	Store in airtight containers Can be kept in pantry 1-2 days. Thaw at room temperature or heat in 350°F oven, for 10-15 minutes

Food	Stored in Refrigerator: 4°C (40°F)	Stored in Freezer: -18°C (0°F)	Handling hints
Milk and Alternatives			
Cheese			
natural cheese, in large pieces			Keep all cheese tightly packaged, in moisture-resistant wrap (plastic). If the outside of natural cheese gets slightly moldy, cut away ½ inch around the mold; it won't affect the flavour. If the cheese has heavy mold, discard the entire block.
processed cheese slices	2-3 months	6-8 months	
processed cheese spread	1-2 months	Not advised	
Milk			
All types, opened (fresh, prepared from skim milk powder, opened UHT and evaporated)	4-5 days	not advised	Keep covered. To prevent spoilage, don't return unused milk to original container.
Yogurt	7-10 days	not advised	Keep covered and refrigerated.
Meat and Alternatives			
Eggs			
in shell	3 weeks	not advised	Store in carton. Store in covered container; for longer storage, freeze.
whites or yolks	2-4 days	1 year	
hard cooked	1 week	Not advised	
liquid pasteurized or egg substitutes			
unopened	10 days	1 year	
opened	3 days	not advised	
Meat			
whole cuts	3-5 days	6-12 months	Wrap all meats well before freezing. Thaw in fridge.
ground and stew meat	1-2 days	3-4 months	
Leftovers			Store in tightly closed containers.
cooked meat and meat dishes	3-4 days	2-3 months	
Other			
Margarine	4-6 months	12 months	Keep tightly covered.
Mayonnaise, opened	2 months	not advised	Keep tightly covered.

Sources: <http://fnic.nal.usda.gov/consumers/all-about-food/food-storage-and-preservation> and <http://www.fmi.org/consumer/foodkeeper/?fuseaction=main>