
		Commission scolaire English-Montréal English Montreal School Board
POLICY:	FREE MILK PROGRAM	CODE: CS-4
Origin:	Community Services Department – Cafeteria Services and Nutrition Education Division	
Authority:	Resolution #86-02-26-15B.1	
Reference(s):		

POLICY STATEMENT

All elementary schools shall be encouraged to participate in the provincial free milk program, as long as the policy and objectives of said program are maintained by the Quebec Ministry of Agriculture.

No soft drinks shall be distributed or sold in those elementary schools participating in the program.

		Commission scolaire English-Montréal English Montreal School Board
PROCEDURE:	FREE MILK PROGRAM	CODE: CS-4.P
Origin:	Community Services Department - Cafeteria Services and Nutrition Education Division	
Reference(s):		

PURPOSE

To provide the procedures for the delivery and distribution of milk in those schools participating in the free milk program.

GENERAL

All elementary schools of the Board shall be eligible for the free milk program.

PROCEDURE

The participating schools shall adhere to the following regulations:

1. All participating schools shall send the milk company a school calendar with all pedagogical days.
2. The schools shall advise the milk company at least two (2) days in advance if there will be any delivery cancellation.
3. At the end of the month, participating schools shall send all signed delivery slips to the Cafeteria Services Department.
4. The Cafeteria Services Department shall send to the Ministry, on a monthly basis, a detailed report of the amount of milk distributed (Appendix A).
5. The government allocates an administrative credit to the participating school boards.
6. A report for the administrative credit shall be compiled twice a year and remitted to the Director of Financial Services (Appendix B).
7. The participating schools shall institute certain sanitary norms of distribution (Appendix C).
8. No artificial flavouring (strawberry, chocolate powder) shall be allowed to be added to the milk.

APPENDIX A

LAIT-ÉCOLE
RELEVÉ MENSUEL DES LIVRAISONS

Nom de la Commission scolaire: _____

C.P. 12: _____

Mois: _____

Période	Nombre de Berlingots
du _____ au _____	_____
du _____ au _____	_____
du _____ au _____	_____
du _____ au _____	_____
Total -	_____

Signature: _____

N.B. S'il vous plaît, joindre les bons de livraison, et faire parvenir à chaque mois au:

Ministère de l'Agriculture, des Pêcheries
et de l'alimentation du Québec
Service des Subventions
200-A, chemin Ste-Foy, 8^{ième} étage
Québec (Québec)
G1R 4X6

APPENDIX B

LAIT-ÉCOLE

Commission Scolaire: _____ | | | | | | | | | | | | | | | |
C.P.12

Adresse: _____

Nombre de jours de distribution au cours de la période _____ Nb/Jours
| | |

Nombre d'élèves inscrits _____ Nb/Élèves
| | | | | |

Nombre d'élèves qui consomment du lait-école _____ | | | | | |

Quantité de cartons reçus _____ Nb/Cartons
| | | | | |

Réclamation pour frais d'administration _____ | | | | | |

Période de cette réclamation:
du _____ au _____

Je, soussigné(e), certifie que les données fournis sont vraies et exactes, et peux les justifier en tout temps.

Signature du directeur ou de la directrice
des services financiers de son ou de
sa représentant(e)

APPENDIX C

SCHOOL MILK PROGRAM SANITARY NORMS OF DISTRIBUTION AND CONSUMPTION

(PLEASE POST ON THE REFRIGERATOR)

During the delivery:

- Check the date, cleanliness, smell and quantity of milk cartons delivered.
- Insist that the milk be put in the refrigerator immediately after the milk delivery.
- Make sure that the deliveryman rotates the milk cartons in the refrigerator.
- Sign the delivery form.
- Store the straws in a sanitary place.
- Make sure that the refrigerator is used only for the storage of milk for the school milk program.

During the milk distribution:

- Wear clean clothes and wash hands before the milk distribution.
- Check daily the temperature of the refrigerator: between 1° and 4° C (34° F and 40° F). Milk should be served cold.
- Distribute first the stock left from the previous day.
- Count the number of milk cartons necessary for each class.
- Put the milk cartons in baskets: if there is more than a ten (10) minute waiting time, put the baskets back in the refrigerator.
- Make sure that the milk is distributed and drunk by the students as soon as possible after the baskets are in the classes (less than ten (10) minutes). The milk distribution must take place between 8:30 and 10:30 every morning.

After the distribution to students:

- Put all unused milk cartons back in the refrigerator.
- Make sure that the empty milk cartons and straws are put in garbage cans lined with disposable plastic bags.
- Wipe or wash the baskets daily, as required.
- Make sure that the refrigerator is locked all the time, except for the period of the milk reception, distribution and handling. Only the principal or the person responsible for the school milk program should have the key.

Once a week or more:

- Make sure that the refrigerator and all baskets are washed with water and baking soda.