

## MEMORANDUM

To : School Principals

Date : September 13, 2023

RE : **SNACK PROGRAM 2023-2024**

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Please find enclosed the information pertaining to the 2023 - 2024 Snack Program. Kindly forward this information to the person in charge of the distribution of the snacks.

The program will run from **September 25, 2023 to June 7, 2024**.

Thank you for your collaboration,

**Ariane Séguin, P.Dt.**

Dietitian, Nutrition and Food Services

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c.c. Sylvie Beaudry, P.Dt.  
Sandra Léveillé, Director

# 2023 - 2024 SNACK PROGRAM

## IMPORTANT Information on Snacks

### SNACK SUPPLIERS

Company; Snacks; Delivery

#### Can-Am

- Sliced apples
- Baby carrots

*Delivers 1 day before needed*

#### DUBORD & RAINVILLE

- all cheese portions
- all yogurt products
- cereal and cereal snacks
- muffins & cookies
- napkins & spoons

*Delivers once per menu cycle  
(every Week 4 of the menu)*

**First Dubord & Rainville  
delivery scheduled for the  
week of:**

**September 18, 2023**

- Snacks have been pre-ordered. Please distribute snacks according to the attached 4 week cycle snack menu.
- **IMPORTANT:** Quantities of the snacks supplied by Dubord & Rainville have been calculated for the entire duration of the program. The orders placed **TAKE LEFTOVERS INTO ACCOUNT** - therefore **all unused foods must be stored appropriately for future consumption** with the exception of the *baby carrots, sliced apples, yogurt products, muffins and Delicouki cookies.*
- Orders have been placed taking into consideration all Holidays and Fixed Professional Days and confirmed School Pedagogical Days, based on a Monday to Thursday schedule. Please advise if there are newly added pedagogical days.
- **RECEIVING FOOD:** It is important to verify the order when the delivery person is present; to ensure the quality of the food and that all snacks were well received.
- **FOOD STORAGE**
  - **Foods requiring refrigeration:** Yogurt products, sliced apples, baby carrots, all cheeses.
  - **Foods that can be stored at room temperature in a cool and dry place:**
    - Delicouki cookies: 30-day shelf-life. They may be kept refrigerated and taken out the day before serving.
    - Delicouki muffins: 2 week shelf-life when refrigerated or kept at room temperature.
  - **Foods requiring freezing:** *Still Good* brand cookies. Please thaw out at room temperature the day before serving.
- Please verify the products' expiry date. Proper stock rotation should be ensured.
- In order to prevent the invasion of ants or other insects, goods should not be stored on the floor. We are unable to replace food that has perished because it was not stored properly.

For more information or quality/delivery issues, please contact  
Ariane at ext. 7697 or Cathy at ext. 7360

All invoices should be sent to: Nutrition and Food Services, Room 111.

