

Calvert County Public Schools  
1305 Dares Beach Rd.  
Prince Frederick, Md. 20678

**Administrative Procedures for Policy #1500 (Administration) of the Board of Education  
Regarding Safety and Health  
Concession Facilities**

I. Definitions

- A. Concession facility – A space or privilege permitted on school property for a subsidiary business or service that involves the selling of food and/or beverages.
- B. School property - Any Calvert County Public Schools building and/or grounds.

II. General Guidelines

- A. These procedures apply to food sales at all concession facilities on school property.
- B. Concession facilities must comply with COMAR10.15.03.01 - 10.15.03.25.
- C. All concession facilities must be annually licensed by the Calvert County Health Department and must subsequently pass all annual inspections. The principal and/or designee will annually apply for the license. The following steps will be followed:
  - 1. The principal or designee will annually review the licensing requirements.
  - 2. The principal of each school must identify individual(s) who will oversee the concession facilities. This/these individual(s) are responsible for:
    - a. Ensuring that the concession facilities are clean and meet the requirements of the licensing agency;
    - b. Posting required signs and information in the concession facilities; and
    - c. Providing training to CCPS volunteers who use the concession facilities.
  - 3. The Calvert County Child Nutrition Department will be a resource and provide food safety information to each principal or designee when requested. The principal and/or designee will disseminate this information to the individuals responsible for operating the concession facilities.

4. Food safety training and additional food safety information is available through the Calvert County Health Department or the Maryland Cooperative Extension Office.
- D. Maryland State regulations require that food served to the public must be prepared in a licensed facility. Products which require preparation and cooking must be prepared and cooked in the licensed facility. This includes hot dogs, hamburgers, nachos, pizza, and barbeque etc. Exceptions to licensure are listed in Section (G).
  - E. Use of commercially packaged items is encouraged. For example, purchasing already prepared hamburger patties to cook rather than making hamburger patties from scratch.
  - F. Additional information is available through the Calvert County Health Department.
  - G. A license from the Calvert County Health Department is not required if sales are limited to:
    1. Pre-packaged, ready-to-eat foods and beverages. According to COMAR 10.15.03.02.(61)(a), "ready-to-eat food is food in a form that is edible without washing, cooking or additional preparation by the food service facility or the consumer" and should require no refrigeration. Examples include but are not limited to commercially pre-packaged individual packages of snack cakes, chips, pretzels, crackers, canned and bottled beverages, whole (uncut) pieces of fruit etc.
    2. Baked items including baked cakes, muffins, brownies, cookies, breads, fruit pies (such as apple, cherry and other high acid fruits), and other baked items not requiring refrigeration are acceptable. Also unflavored honey and hard candies with high sugar content are acceptable for distribution.
    3. Items such as custards and custard-based pies (e.g., pumpkin, egg custard and cream pies), buttercream icing, fudge, caramel, chocolate and other soft candies are prohibited, unless commercially prepared.
  - H. Both commercially prepared and homemade items should contain a label clearly identifying the product and its ingredients or have the information readily available if requested.
  - I. Concession operators and/or school administrators may contact the Calvert County Health Department, Environmental Health Services at 410-535-3922 for clarification on whether a food may or may not require licensure.