



Breakfast in the Classroom

Toolkit



2019

Table of Contents

Breakfast in the Classroom

INTRODUCTION

What is Breakfast in the Classroom?	9
Benefits of Breakfast in the Classroom	10
Frequently Asked Questions	12

FOOD SERVICE DIRECTOR

Planning for Success and Continuous Improvement	17
Budgeting and Funding Sources	18
Timeline and Checklist for Breakfast in the Classroom	25
Planning and Logistics Tools	
Sample Menus	29
Breakfast in the Classroom School Readiness and Route Evaluation Tool	33
Breakfast in the Classroom Equipment Checklist	35
Breakfast in the Classroom Standard Operating Procedure	37
Marketing Tools	
Marketing Your Breakfast in the Classroom Program	39
Sample Teacher Information Flyer	45
Sample Parent Information Flyer	47
Sample Parent Letter	49
Teacher Training Tools	
Teacher Training Checklist	51
Breakfast in the Classroom Guidelines for Classroom Service	52
Breakfast Time is Learning Time	54
Step by Step Breakfast in the Classroom: For Teachers and Substitute Teachers	57
The Six Steps of Handwashing	59
Meal Count Forms	60
Students' Roles in Breakfast in the Classroom	62
Quality Assurance Tools	
Breakfast in the Classroom Monitoring Checklist	63
Breakfast in the Classroom Teacher Survey	65

Table of Contents

Breakfast in the Classroom

SCHOOL KITCHEN MANAGER

Timeline and Checklist for Breakfast in the Classroom	69
Breakfast in the Classroom School Readiness and Route Evaluation Tool	73
Breakfast in the Classroom Equipment Checklist	75
Students' Roles in Breakfast in the Classroom	76
Breakfast in the Classroom Teacher Survey	77

PRINCIPAL

Timeline and Checklist for Breakfast in the Classroom	81
Marketing Your Breakfast in the Classroom Program	85
Sample Teacher Information Flyer	91
Sample Parent Information Flyer	93
Sample Parent Letter	95
Breakfast in the Classroom Guidelines for Classroom Service	97
Your School's Morning Schedule Template	98

TEACHER

Timeline and Checklist for Breakfast in the Classroom	101
Step by Step Breakfast in the Classroom: For Teachers and Substitute Teachers	103
Breakfast Time is Learning Time	107
Students' Roles in Breakfast in the Classroom	110
The Six Steps of Handwashing	112

CUSTODIAL STAFF

Timeline and Checklist	115
------------------------	-----

Table of Contents

Breakfast in the Classroom

RESOURCES	117
REFERENCES	119
PARTNER CONTACT INFORMATION	120

Introduction

Breakfast in the Classroom

What is Breakfast in the Classroom?	9
Benefits of Breakfast in the Classroom	10
Frequently Asked Questions	12

BREAKFAST IN THE CLASSROOM

What is Breakfast in the Classroom?

Offering Breakfast in the Classroom (BIC) is a great way to improve the school environment and ensure all children have the opportunity to receive a nutritious breakfast. BIC is an alternative breakfast model where breakfast is delivered to the classroom in insulated bags and students collect their meal on the way into the classroom. Breakfast is eaten during the first few minutes of class while teachers take attendance and begin the day's lessons.

"When it comes to any kind of a program, you have to really start with the belief system that this is something that we believe in. Do we believe that all of our students deserve to have breakfast available to them everyday?"

*Jeffery Smith, Ed.D
Superintendent
Balsz Elementary
School District*

BIC takes about 10-15 minutes to serve, eat, and clean up.

Step by Step Overview of BIC

1. Child nutrition staff package nutritious breakfast items for each classroom in insulated food bags and deliver them to the classrooms.
2. As students enter the classroom, they pick up a breakfast and eat at their desks or a designated area in the classroom.
3. While students are eating breakfast, the teacher will take attendance or use the time as instructional time in a variety of ways.
4. When finished eating, students place their trash in a trash bag or rolling trash bin and wipe down their desks.
5. At the end of breakfast, the insulated food bags and trash are left outside of the classroom, or brought to a central location for pickup by nutrition and/or custodial staff.

"We start school at 8:00 and instruction technically begins at 8:15. So there's a 15 minute window to serve Breakfast in the Classroom. But, instruction really begins while the students are eating breakfast. So often they'll have a warm up sheet or some kind of morning work that they can work on while they are eating."

- Karen Peterson, Principal, Griffith Elementary School, Balsz Elementary School District

BENEFITS OF BREAKFAST IN THE CLASSROOM

BIC benefits both the students and the school nutrition program.

- **Academic Improvement:** Implementing BIC has been shown to significantly increase breakfast participation. Studies show that when students eat breakfast on a regular basis, they reach higher levels of achievement in reading and math, concentrate better, are more alert, participate more in class, and retain more of what they learn.
- **Attendance and Behavior Benefits:** Research shows that when students eat breakfast, they are less likely to ask to go to the nurse due to headaches and stomachaches. Improved focus in class, better student behavior, and fewer tardies and absences are reported when students have access to BIC.
- **Reduced Stigma for Kids:** Many students who are eligible for free or reduced-price school breakfast do not participate because of the stigma that only poor students go to the cafeteria for breakfast before school. By offering breakfast to all students, the stigma of eating school breakfast is eliminated.

"We have BIC at my school. We have cereal, or a breakfast burrito or other food like that. We also get milk, juice and a side like fruit or yogurt."
-Student

"We went from 40% participation up to 80% in almost all of the schools that we serve breakfast in the classroom."
-Connie Parmenter, RD
Nutrition Services Director
Washington Elementary
School District

"The Breakfast in the Classroom program has a much higher participation rate as compared to a traditional breakfast program."
-Cara Alexander, RD, SNS
Health & Nutrition
Services Division
Arizona Department
of Education

BENEFITS OF BREAKFAST IN THE CLASSROOM

BIC benefits both the students and the school nutrition program.

- **Increased Student Participation:** Nationally, slightly more than half of children who are eligible and receive free and reduced-price lunches through the National School Lunch Program also participate in the School Breakfast Program. Data for Arizona is comparable; 2018 data indicates that 55.1% of students who received free and reduced-price lunch also participated in school breakfast. Studies show that alternative school breakfast models can dramatically increase student participation in school breakfast.
- **Increased Reimbursement:** Because more students are participating in school breakfast, the amount of reimbursement your school receives will also increase. Even though overall food costs will increase as more food is served, the difference between the cost of the meal and the amount of reimbursement per meal often results in increased revenue as a whole.
- **Streamlined Paperwork** (Provision 2, Provision 3 or Community Eligibility Provision): Operating the School Breakfast Program under one of USDA's Special Assistance Provisions can significantly reduce the administrative burden for schools. In Provision 2 and 3, sites only need to determine student eligibility once every three to four years, rather than every year. Under the Community Eligibility Provision, the administrative burden of National School Lunch Program (NSLP) is even further reduced because meals are reimbursed based on an identified student percentage. Contact your ADE School Nutrition Programs Specialist for more information on Special Assistance Provisions.

"Since my school has started serving BIC, I have seen fewer kids in the mornings with tummy aches and headaches because they didn't eat."

- Tricia Pitts, RN
School Nurse
Capitol Elementary School

"We know that if our kids get a healthy breakfast, they're more apt to learn, they're more apt to pay attention, they're more apt to retain the information, and that's going to pay off in the long run."

-Karen Peterson
Principal, Griffith Elementary School
Balsz Elementary School District

FREQUENTLY ASKED QUESTIONS



How long does BIC take?

Concerns about lost instructional time have been raised; however, in practice, little teaching time is lost when using a BIC model. From start to finish, BIC usually takes about 10-15 minutes to serve, eat, and clean up.



Do all students have to eat breakfast?

No, a child should never be forced to participate in a meal program.

Will BIC take away instructional time?

Teachers report that BIC does not take away from instructional time since breakfast usually takes place during morning announcements and attendance - time that previously was not being used for regular classroom instruction anyway. In some cases, moving breakfast into the classroom can lead to a gain in instructional time because students are already settled down and focused when instruction begins. Teachers can also choose to incorporate classroom instruction into breakfast time.



We don't have extra staffing in our school to serve BIC.

Will BIC create additional work for teachers?

Many schools have successfully implemented a BIC program without hiring additional help. A common myth is that teachers have to work "off contract" in order to successfully implement BIC. In reality, instruction or administrative activities occur during breakfast, thus making breakfast time "count" as allowable instructional time. The only extra requirement for teachers is to complete a meal count form to note which students take full meals. The meal count form can be easily completed by the teacher during attendance or done by a paraprofessional.

Do teachers need to have a food handler's card to implement BIC?

Teachers are not expected to handle the food served during BIC and therefore will not need to get a food handling certification to participate.

What kind of paperwork is involved for teachers?

A daily breakfast meal count form will be sent to each classroom to record the number of reimbursable meals served. Teachers will simply need to complete the meal count form and place it back in the BIC bag.



FREQUENTLY ASKED QUESTIONS



How does BIC benefit teachers?

There is well-documented research demonstrating that children who eat breakfast at school have improved classroom performance, better test scores and grades, increased ability to concentrate, better attendance, less disciplinary problems, tardiness, and visits to the nurse. Many teachers already spend their own money to buy snacks and other food items for students to eat in their classroom when breakfast is not available at school. With BIC, children will start the day awake, alert, and ready to achieve.



Will BIC make my classroom dirty?

As long as students are provided with a structured routine for the service and cleanup of breakfast, BIC has not been shown to result in dirty classrooms. Teachers can enlist students or paraprofessionals to help with cleanup – each student cleans up his or her own desk after eating breakfast. After a few days, students develop routines in classroom eating and cleanup procedures, eliminating any initial issues with bringing food into the classroom.

How does BIC fit in with my school's Integrated Pest Management plan?

BIC does not have to be at odds with Integrated Pest Management (IPM). Success depends on clear, consistent communication between custodial and school nutrition staff to ensure that breakfast foods are easy to eat, serve, and clean up. For example, the menu could be modified to serve foods like bagels or tortilla wraps instead of muffins to minimize crumbs. Classrooms should also be equipped with paper towels or wipes so students can clean desks before and after breakfast, and with large trash bags with stands or rolling trash bins to facilitate easy disposal of trash from breakfast service. If your school does not have an IPM plan, talk to your school administrator about putting one in place.



Will BIC create additional work for custodians?

Many custodians have successfully worked with school administrators and staff to implement BIC programs. A shift to BIC need not require extra work for custodial staff as long as it is properly implemented. Typical foods in a BIC program are easy to serve, eat, and clean up, reducing the likelihood of spills and crumbs. Most schools provide large trash bags or a rolling trash bin to each classroom, which are placed in the hallway or a central drop-off location after breakfast for custodial staff to collect. Custodial staff also benefit from not having to clean the cafeteria after breakfast before preparing for lunch. Many schools have common areas for lunch service and physical education classes, which often causes scheduling problems. In these cases, the BIC program could actually reduce custodial cleaning time, giving custodians more time to focus on other tasks, and allowing for more effective use of common areas.



FREQUENTLY ASKED QUESTIONS



What if some students pay for their meals, how do I handle collecting payment?

Not all schools provide a free breakfast to every student. If your school has students who don't qualify for free meals, teachers will use the meal count form to track which students take a reimbursable breakfast. The cafeteria and/or office staff will then be responsible to charge the student accounts accordingly.



Shouldn't it be the parents' responsibility to feed their child breakfast at home?

Parents who choose to have their children eat breakfast at school are responsible parents. Busy parent lifestyles and bus and commuting schedules can interfere with children being fed breakfast at home. In addition, many children report not feeling hungry first thing in the morning, but have a better appetite later on. Serving breakfast at school, after the opening bell, provides all students with the morning nutrition they need to start their day.

Breakfast is already offered in the cafeteria at my school and hardly any students participate. Does moving breakfast into the classroom really increase participation?



One of the greatest benefits of an alternative service model such as BIC is that it can dramatically increase participation. In fact, BIC is associated with the highest school breakfast participation rates, which can be as high as 98 percent of the school's enrollment. With traditional before-school, cafeteria-based breakfast models, it may be difficult to accommodate students due to bus schedules and drop-off times. Often students are in a rush and preoccupied with getting to class and talking to friends, so even if they are hungry they do not take the time to go to the cafeteria. In addition, there can be a stigma that students eating breakfast in the cafeteria are low-income, which keeps many students away, regardless of their income level. When breakfast is available to all students in the classroom, after the opening bell, any stigma and schedule issues are removed.

Did you know?

Research shows that a BIC model is the single best way to increase participation and achieve the widespread gains in academic success linked to school breakfast consumption.



Table of Contents

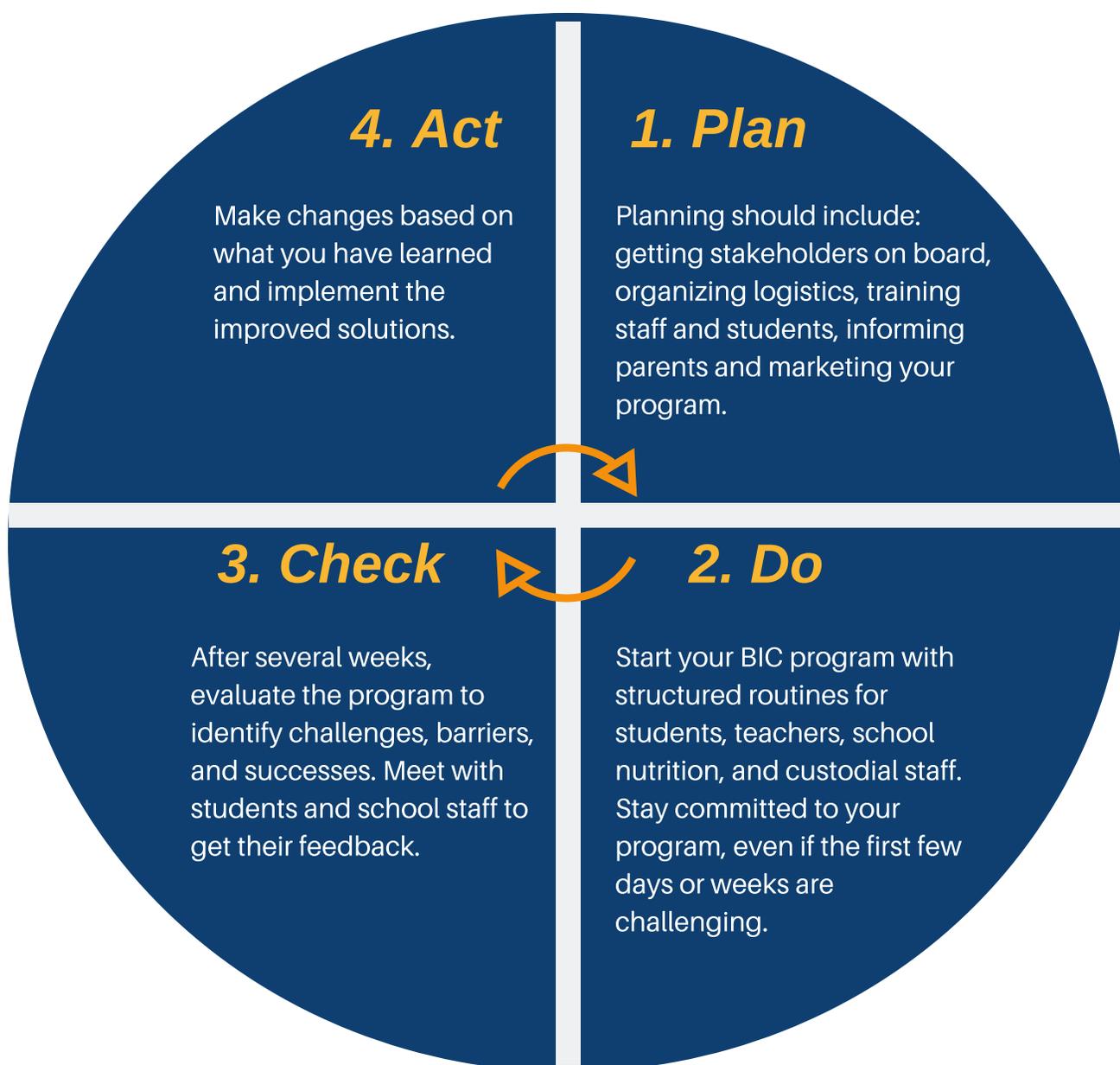
Food Service Director

Planning for Success and Continuous Improvement	17
Budgeting and Funding Sources	18
Timeline and Checklist for Breakfast in the Classroom	25
Planning and Logistics Tools	
Sample Menus	29
Breakfast in the Classroom School Readiness and Route Evaluation Tool	33
Breakfast in the Classroom Equipment Checklist	35
Breakfast in the Classroom Standard Operating Procedure	37
Marketing Tools	
Marketing Your Breakfast in the Classroom Program	39
Sample Teacher Information Flyer	45
Sample Parent Information Flyer	47
Sample Parent Letter	49
Teacher Training Tools	
Teacher Training Checklist	51
Breakfast in the Classroom Guidelines for Classroom Service	52
Breakfast Time is Learning Time	54
Step by Step Breakfast in the Classroom: For Teachers and Substitute Teachers	57
The Six Steps of Handwashing	59
Meal Count Forms	60
Students' Roles in Breakfast in the Classroom	62
Quality Assurance Tools	
Breakfast in the Classroom Monitoring Checklist	63
Breakfast in the Classroom Teacher Survey	65

PLANNING FOR SUCCESS & CONTINUOUS IMPROVEMENT

The Plan-Do-Check-Act (PDCA) model is a four-step process for carrying out change and starting new programs. The PDCA model is a roadmap to guide continuous program improvement and to identify barriers to success. PDCA can help facilitate your Breakfast in the Classroom planning, implementation and continued success.

The Plan-Do-Check-Act Model (PDCA)

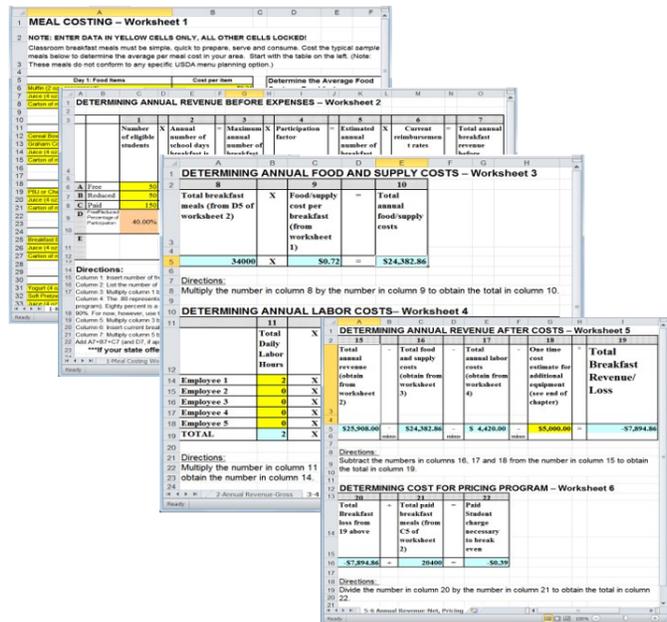


BUDGETING FOR BREAKFAST IN THE CLASSROOM

Budgeting for Breakfast in the Classroom requires considering a variety of factors. Although there may be some start-up costs to begin a BIC program, once BIC is implemented, it's usually self-supporting without ongoing funds needed.

The Oregon Department of Education created a calculating spreadsheet to help schools determine meal costing, gross annual revenue, food, supplies, labor, net annual revenue, and meal pricing. Most schools find that once BIC has been implemented, the increased revenue through meal reimbursement covers the costs of the program. It includes six different financial worksheets that will help to determine if your school can afford to offer a non-pricing classroom breakfast program. These worksheets offer a general overview of potential costs and revenues, and help you to determine:

1. Meal Costing
2. Annual Revenue Before Expenses
3. Annual Food and Supply Costs
4. Annual Labor Costs
5. Annual Revenue After Costs
6. Cost for Pricing Program



The following pages provide details on how to use this valuable spreadsheet.

Instructions for Using the Oregon Department of Education's Excel File to Calculate Costs of the Breakfast in the Classroom Program

Before you start the worksheets, gather the following information:

1. Invoices of recently purchased foods to obtain food cost information
2. Number of free, reduced-price, and paid students in school
3. Current reimbursement rates for breakfast
4. School calendar
5. Breakfast labor hours and hourly rate of pay
6. Calculator



Complete worksheets 1 through 6 in order, as the process is sequential. Make a copy of each worksheet for your calculation to keep the originals clean for future use.

MEAL COSTING - WORKSHEET 1

Classroom breakfast meals must be simple, quick to prepare, serve, and consume. Cost the typical sample meals below to determine the average per meal cost in your area. Start with the table on the left. (Note: These meals do not conform to any specific USDA menu planning option.)

Day 1: Food Items	Cost per item
Muffin (2 oz., prewrapped)	
Juice (4 oz. 100%)	
Fruit or Vegetable (1/2 cup)	
Carton of milk	
Total Meal Cost	_____

Day 2: Food Items	Cost per item
Cereal Bowl – Single serving	
Graham Cracker Packet (2 pieces)	
Juice (4 oz. 100%)	
Fruit or Vegetable (1/2 cup)	
Carton of milk	
Total Meal Cost	_____

Day 3: Food Items	Cost per item
PBJ or Cheese Sandwich	
Juice (4 oz. 100%) or fruit (1/2 cup)	
Carton of milk	
Total Meal Cost	_____

Day 4: Food Items	Cost per item
Breakfast bar	
Juice (4 oz. 100%)	
Fruit or Vegetable (1/2 cup)	
Carton of milk	
Total Meal Cost	_____

Day 5: Food Items	Cost per item
Yogurt (4 oz.)	
Soft Pretzel	
Juice (4 oz. 100%)	
Fruit (1/2 cup)	
Carton of milk	
Total Meal Cost	_____

Determine the Average Food Cost per Breakfast:

Cost food items (left)

Add "Total Meal Cost" for each day:

Day 1: _____
 Day 2: _____
 Day 3: _____
 Day 4: _____
 Day 5: _____

Total: _____

Divide this total by five (5)* to obtain the average daily cost per breakfast:

_____ ÷ 5 =

Total meal cost

\$ _____

Average cost of breakfast before supplies

Add \$0.02 to this meal cost (for paper supplies, trash bags, and other non-food items):

\$ _____ + \$0.02 =

Average cost of breakfast

\$ _____

Average cost of breakfast

*Add additional meals and costs if serving a 6 or 7 day schedule.

Source: Oregon Department of Education Child Nutrition Programs. Breakfast in the Classroom: A How-To Manual for Schools. Sept. 2008

DETERMINING ANNUAL REVENUE BEFORE EXPENSES - WORKSHEET 2



Directions:

Column 1: Insert number of free, reduced, and paid students in your school for the most current month

Column 2: List the number of school days that breakfast is served in a single school year

Column 3: Multiply column 1 by column 2 to obtain the maximum number of breakfast meals by category

Column 4: The .80 represents an 80% participation factor (an estimate of the number of students who will participate daily in the classroom breakfast program). Eighty percent is a conservative figure for a complimentary breakfast program - in many schools the participation rate has exceeded 90%. For now, however, use this conservative number and adjust this percentage as needed for your program

Column 5: Multiply column 3 by column 4 to obtain the estimated annual number of breakfast meals by category. Add column A5+B5+C5 to obtain Total Annual Breakfast Meals (D5)

Column 6: Insert current breakfast reimbursement rates for the school by category

Column 7: Multiply column 5 by column 6. Add A7+B7+C7 (and D7, if applicable) to obtain Total Annual Revenue before Expenses (E7)

**** If your state offers additional funding for breakfast, add the annual amount in D7.**

		1	X	2	=	3	X	4	=	5	X	6	=	7
		Number of eligible students		Annual number of school days breakfast is served		Maximum annual number of breakfast meals by category		Participation factor		Estimated annual number of breakfast meals by category		Current reimbursement rates		Total annual breakfast revenue before expenses
A	Free		X		=		X	.80	=		X	\$	=	\$
B	Reduced		X		=		X	.80	=		X	\$	=	\$
C	Paid		X		=		X	.80	=		X	\$	=	\$
D									Total Bkfst: (Add 5A, 5B, 5C)	=		***Other Revenue	=	\$
E										=		Total Revenue: (Add 7A, 7B, 7C, 7D)	=	\$

DETERMINING ANNUAL FOOD AND SUPPLY COSTS - WORKSHEET 3

Directions: Multiply the number in column 8 by the number in column 9 to obtain the total in column 10.

8	X	9	=	10
Total breakfast meals (from D5 of worksheet 2)		Food/supply cost per breakfast (from Worksheet 1)		Total annual food/supply costs
	X	\$	=	\$

Source: Oregon Department of Education Child Nutrition Programs. Breakfast in the Classroom: A How-To Manual for Schools. Sept. 2008

What About Labor?

Schools have had to increase labor little or none when implementing classroom breakfast, depending on the number of breakfast meals served prior to the classroom breakfast. Kitchen staff is usually already available for the traditional cafeteria breakfast program and shifting to a classroom breakfast program only meant a shift in production. (In addition, morning cashiers were eliminated and that labor became available for the classroom breakfast labor pool.) Once the program is up and running, you can expect one employee to produce 300 to 350 breakfast meals per hour.



DETERMINING ANNUAL LABOR COSTS - WORKSHEET 4

Directions: Multiply the number in column 11 by the number in column 12 by the number in column 13 to obtain the number in column 14.

	11		12		13		14
	Total Daily Labor Hours	X	Hourly Rate + Payroll taxes	X	Operating Days for Breakfast	=	Total annual labor cost
Employee 1		X	\$			=	\$
Employee 2		X	\$			=	\$
Employee 3		X	\$			=	\$
Employee 4		X	\$			=	\$
Employee 5		X	\$			=	\$
TOTAL		X	\$			=	\$

DETERMINING ANNUAL REVENUE AFTER COSTS - WORKSHEET 5

Directions: Subtract the numbers in columns 16, 17 and 18 from the number in column 15 to obtain the total in column 19. The total in column 19 shows the projected annual profit or loss for classroom breakfast. If this number is positive, then you should consider a non-pricing classroom breakfast program. However, if the total annual revenue is less than the total food/supply costs, then consider a pricing classroom breakfast. Please see worksheet below. (We do not recommend charging the reduced-price students).

15		16		17		18		19
Total annual revenue (obtain from worksheet 2)	-	Total food and supply costs (obtain from worksheet 3)	-	Total annual labor costs (obtain from worksheet 4)	-	One time cost estimate for additional equipment (see end of chapter)	=	Total Breakfast Revenue/ Loss
\$	- minus	\$	- minus	\$	- minus	\$	=	\$

Source: Oregon Department of Education Child Nutrition Programs. Breakfast in the Classroom: A How-To Manual for Schools. Sept. 2008

DETERMINING COST FOR PRICING PROGRAM - WORKSHEET 6

Directions: Divide the number in column 20 by the number in column 21 to obtain the total in column 22.

20		21		22
Total Breakfast loss from 19 above.	÷	Total paid breakfast meals (from C5 of worksheet 2)	=	Paid student charge necessary to break even
\$	÷	\$	=	\$



THE IMPORTANCE OF CONTROLLING FOOD COSTS

Worksheet 1 (Menu Costing) provided an average cost of breakfast. As you develop your school's classroom breakfast menu, use the menu costing worksheet as a template to determine your exact food costs. An average breakfast meal cost of \$0.70 to \$0.80 is a good target. Once you have set your breakfast food costs, it is VERY important to control them. Nothing will derail a program more quickly than out of control food costs.

Here are two important tasks to keep food costs in line:

1. Correct portion sizes. Make sure that the correct portion sizes of items are listed, and followed, on the breakfast menu production record.
2. Ensure that all food not consumed in the classroom be returned to the cafeteria. Cafeteria staff must check the student roster against the amount of meals returned to the cafeteria to ensure that the amount of food served matches the roster and that any leftover food has been returned. If there is a discrepancy, the food service manager must determine the cause. This is important because teachers sometimes keep extra food (juice, muffins, cereal, etc.) in their classroom, or allow a student to have more than one serving of an item. If that happens then food costs escalate. Teacher training is very important in this regard, and is covered in an upcoming chapter.

Remember: Oversight of the financial aspects of classroom breakfast is important. Run different scenarios with the financial worksheets as your classroom breakfast program unfolds to keep ahead any financial surprises!

Source: Oregon Department of Education Child Nutrition Programs. Breakfast in the Classroom: A How-To Manual for Schools. Sept. 2008

Potential Funding Sources

Increased Reimbursement

As schools transition to BIC, school breakfast participation increases. As a result, the school's reimbursement amount also increases. Reimbursement is based on the number of reimbursable meals provided to students. The contents of a reimbursable meal will vary based on the type of food service system used at your school (Offer versus Serve or Serve Only). Although the food and labor costs will also increase, the 'per meal' cost tends to decrease due to larger bulk purchases. The difference between the meal cost and the amount received for free and reduced-price breakfasts often generates a net increase in revenue that can be used to support BIC sustainability.

Schools that have a high free and reduced percentage can also benefit by transitioning to a Special Assistance Provision (Provision 2/3, or Community Eligibility Provision (CEP)) which allow all meals to be served at no charge to the students. When using Provision 2/3, reimbursement amounts are based on percentages established in a Base Year. In CEP, reimbursements are established based on the percentage of students who are directly certified for free meals. Talk to your ADE School Nutrition Programs Specialist if you would like more information on these programs and to determine if these provisions are feasible for your school.

The following organizations provide funding for different aspects of a BIC program. Check with each organization for information on how they can help cover start-up costs:

Dairy Council of Arizona: <http://www.dairycouncilofaz.org/>

Dairy Council of Arizona is a not-for-profit nutrition education organization funded by dairy farm families in Arizona. Nutrition education materials, curriculum packages and resources are provided throughout the state at no charge. Funding may be available to purchase milk coolers to accommodate additional milk needed in serving more children through BIC or to purchase insulated food bags to deliver meals to each classroom.

Federal Government: www.grants.gov

GRANTS.GOV provides a comprehensive list of federal grants managed in partnership by the United States Department of Health and Human Services. This site often lists School Breakfast Program Expansion Grant opportunities as well as Farm to School Grant funding and much more. Search GRANTS.GOV using keywords such as 'school breakfast'.

Fuel Up to Play 60: www.fueluptoplay60.com/funding/general-information

National Dairy Council and the National Football League have collaborated to create the nation's leading school wellness program. In Arizona, Fuel Up to Play 60 is administered by Dairy Council of Arizona, and provides funding to schools to make changes in the nutrition and activity environment at the school level. This funding may be used to support implementation of a BIC program.

Action for Healthy Kids: www.actionforhealthykids.org/tools-for-schools/apply-for-grants

Action for Healthy Kids has provided breakfast grants to schools allowing for more than 32 million new school breakfasts to be served since 2009. Up to 550 schools will receive grant awards ranging from \$500 to \$5,000 to support increased breakfast participation. Eligible schools may apply to pilot or expand their School Breakfast Programs, including alternative or universal alternative.

Valley of the Sun United Way: <https://vsuw.org/community-objectives/we-fight-for-kids>

United Way is committed to ending hunger in Maricopa County and may provide qualifying schools in Maricopa County with start-up funds (up to \$4,000) to implement a BIC model. Funds are to be used for any items needed to implement a Breakfast in the Classroom program (purchase of food carts, carpet extractors, large garbage bins, etc.). Funding cannot be used to purchase food. For more information, contact Lora Reid, Community Impact Manager at 602-631-4877 or lreid@vsuw.org

Food Service Director

Timeline and Checklist for BIC

The key to providing students with a nutritious breakfast in the morning is the school nutrition staff. Shifting to BIC does not have to mean more work for school nutrition staff. Proper training for the program can minimize issues at the onset. Depending on the current breakfast service method of your school, BIC can be set up to work with current operations with very little change. School nutrition staff run their regular kitchen operations, but pack food into insulated food bags rather than serving the food to students through the service line.

Strategies for Success:

- Enlist school nutrition staff in the planning of BIC.
- Provide trainings on how the menu and daily operations will change.
- Conduct a trial run prior to the start of the program. You do not need to actually use and deliver food, but it is a good idea to walk through how bags will be packed, loaded on carts, delivered, and collected.

This timeline was designed to plan at the **end of one school year** for implementing a BIC program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various time frames for implementation.

March

1. **Communicate:** Work with principals to communicate current breakfast participation rates at each school and how they can be improved through BIC.
2. **Commitment:** Work with ADE and site administrators to obtain a commitment to implement Breakfast in the Classroom.
3. **BIC Site Team:** Work with the school kitchen manager to convene a team of stakeholders at the school level to work on developing a plan for implementing BIC at that particular site. This team could include the principal, school kitchen manager, teachers, site custodian, and other interested personnel.
4. **Menus:** Meet with kitchen managers to plan menus for BIC. Review sample BIC menus in this toolkit or existing BIC menus from your district or other districts.
5. **Staffing:** Work with kitchen managers to review current staffing schedules and determine possibility of increased hours as needed, which will likely be offset by increased reimbursement.
6. **Storage:** Review and assess storage space for hot and cold foods at each BIC site.

April

1. **Participation Numbers:** Review current breakfast participation and compare it with an anticipated participation rate of 75% of enrollment. Obtain forecast numbers from school kitchen manager and plan for increased ordering. This may require additional hot or cold storage equipment.
2. **Initial BIC Team meeting:** Work with the school kitchen manager to organize and initiate the first site BIC planning team meeting. Begin by reviewing site maps and number of classrooms to determine how many routes, carts, bags, coolers, and garbage cans you will need.
3. **Supplies:** Develop a list of items that will need to be ordered/purchased. Review list with site administrators for approval if needed.
4. **Funding:** Begin to apply for grant funds for start-up materials.
5. **Production Schedules:** Review production schedules with school kitchen managers and make adjustments for BIC service. Schedule additional staff hours to prep and package more meals.

May

1. **Funding:** Continue working on grant funding with school kitchen manager (carts, bags, trash bins, etc.).
2. **Routes and Logistics:** Meet with appropriate staff to determine the routes, delivery and pick-up schedules, campus logistics, trash disposal areas and meal count forms.
3. **Supplies:** Begin ordering any additional supplies that may be needed (carts, bags, trash bins, etc.)
4. **Communication Strategy:** Work with principals to develop communication with parents, teachers, substitutes and students about BIC (see samples in *Marketing Tools*).
5. **School Nutrition Staff Training:** Work with school kitchen managers to schedule and deliver BIC training for cafeteria staff. Date: _____
6. **Teacher Training Prep:** Work with principals to confirm dates for back-to-school in-service for teachers. Include time-slot for BIC training. Refer to the *Teacher Training Tools* section of this toolkit for additional resources. Date: _____

June/July

1. **Classroom Bags:** Work with the school kitchen manager to determine storage area of insulated bags and assemble laminated classroom name tags for each bag:
2. **Teacher Training Prep:** Develop and/or make copies of the following resources.
 - Teacher Training Checklist
 - BIC Guidelines for Classroom Service
 - Breakfast Time is Learning Time
 - Step by Step BIC for Teachers and Subs
 - Meal Count Forms
 - Students' Roles in BIC
 - Six Steps of Handwashing
 - Additional site-related resources as needed

3. **Food Safety Plan:** Develop a Breakfast in the Classroom Standard Operating Procedure (SOP) to add to the Food Safety Plan at each school operating BIC. A template SOP is provided in this toolkit. The template may need to be modified so it is specific to your operation.
4. **CNPWeb Site Application:** Update section 8 of the NSLP site application in CNPWeb to indicate participation in Breakfast in the Classroom.

1 Week Prior to Rollout

1. **Teacher Training:** Deliver BIC training for teachers as part of back-to-school in-service.
2. **Practice Run:** Assist site nutrition and custodial staff as they participate in a practice run of BIC service to determine how breakfast bags are delivered/returned from classrooms and how trash disposal is coordinated.
3. **Inventory:** Confirm all BIC items have been ordered and will be delivered in time for first day of school.
4. **Special Diets:** Review any special diets necessary for students in your school and ensure you have the proper food items and quantities for each diet. Prepare communications for site managers on which students require special dietary accommodations.
5. **Communicate:** Work with site managers to market the site's BIC program using the school's communication channels and school nutrition communication channels.

First Day of Breakfast in the Classroom

1. **Communicate:** Remain available to troubleshoot challenges and answer questions.

Sample Menu 1

Breakfast in the Classroom Three-Week Cycle (Offer vs. Serve)

*Students may select one entrée and must select at least three items.
One of the three items must be a fruit.*

Monday

Tuesday

Wednesday

Thursday

Friday

Week One

<p>Entrée Oatmeal Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>	<p>Entrée Breakfast on a Stick Cereal & Graham Crackers</p> <p>Sides Mixed Fruit Cup 100% Fruit Juice Milk Variety</p>	<p>Entrée Muffin & String Cheese Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>	<p>Entrée Mini Waffles Cereal & Graham Crackers</p> <p>Sides Applesauce Cup 100% Fruit Juice Milk Variety</p>	<p>Entrée French Toast Sticks Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>
---	--	--	---	---

Week Two

<p>Entrée Nutri-Grain Bar Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>	<p>Entrée Pancakes Cereal & Graham Crackers</p> <p>Sides Dried Cranberries 100% Fruit Juice Milk Variety</p>	<p>Entrée Sweet Potato Muffin Top Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>	<p>Entrée Uncrustable Cereal & Graham Crackers</p> <p>Sides Mixed Fruit Cup 100% Fruit Juice Milk Variety</p>	<p>Entrée Breakfast Sandwich Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>
---	--	---	---	--

Week Three

<p>Entrée Cereal Bar Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>	<p>Entrée Breakfast Wrap Cereal & Graham Crackers</p> <p>Sides Applesauce 100% Fruit Juice Milk Variety</p>	<p>Entrée Muffin & String Cheese Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>	<p>Entrée Honey Bun Cereal & Graham Crackers</p> <p>Sides Peach Cup 100% Fruit Juice Milk Variety</p>	<p>Entrée Mini Pancakes Cereal & Graham Crackers</p> <p>Sides Fresh Fruit 100% Fruit Juice Milk Variety</p>
--	---	--	---	---

This institution is an equal opportunity provider.
Sample menu adapted from a menu provided by Connie Parmenter, Washington Elementary District, Phoenix, AZ.

Sample Menu 2



November 2017

www.schoolfoodnyc.org

LOCALLY SOURCED

MONDAY



YOUR MENU. YOUR FOOD. YOUR SCHOOLFOOD APP
DOWNLOAD THE APP TODAY!

IOS & Android
OPERATING AND WITH COMPATIBLE BATTERY CHARGING



Sun Butter Cup
 with Honey Grahams
 and Honey & Grape
 Syrup
 100% Fruit Juice



Apple Cinnamon Cheerios
 with Honey Grahams
 Crackers
 100% Orange Tangerine Juice



Fruity Cheerios
 with Honey Grahams
 Crackers
 100% Apple Juice



Sun Butter Cup
 with Honey Grahams
 and Honey & Grape
 Syrup
 100% Fruit Juice

TUESDAY



Beef Sausage & White Cheddar Sandwich
 Cereal Bowl
 Back to the Roots®
 Cinnamon
 Cereal Bowl
 Seasonal Fresh Fruit



Turkey Chorizo Breakfast Burrito
 Cinnamon
 Cereal Bowl
 Back to the Roots®
 Cinnamon
 Cereal Bowl
 Seasonal Fresh Fruit



Turkey Bacon Egg & Cheese Breakfast Toast
 Cinnamon
 Cereal Bowl
 Back to the Roots®
 Cinnamon
 Cereal Bowl
 Seasonal Fresh Fruit



Beef Sausage & White Cheddar Sandwich
 Cereal Bowl
 Back to the Roots®
 Cinnamon
 Cereal Bowl
 Seasonal Fresh Fruit



Turkey Bacon Egg & Cheese Breakfast Toast
 Cinnamon
 Cereal Bowl
 Back to the Roots®
 Cinnamon
 Cereal Bowl
 Seasonal Fresh Fruit

WEDNESDAY



Whole Grain Bagel
 with Jelly & Cream Cheese
 Purple Corn
 Flakes Bowl
 Seasonal Fresh Fruit



Whole Grain Bagel
 with Jelly & Cream Cheese
 Honey Roasted
 Sunflower Seeds
 Seasonal Fresh Fruit



Whole Grain Croissant
 with Grape Jelly
 Purple Corn
 Flakes Bowl
 Seasonal Fresh Fruit



Whole Grain Bagel
 with Jelly & Cream Cheese
 Back to the Roots®
 Purple Corn
 Flakes Bowl
 Seasonal Fresh Fruit



Whole Grain Bagel
 with Jelly & Cream Cheese
 Honey Roasted
 Sunflower Seeds
 Seasonal Fresh Fruit

NEW YORK THURSDAYS



Upstate Farms Yogurt Choice
 with Apple Cinnamon
 Granola
 Craisins
 Fresh NY Apples



Yogurt Parfait
 Back to the Roots®
 Purple Corn
 Flakes Bowl
 Fresh NY Apples



Upstate Farms Yogurt Choice
 with Blueberry
 Granola
 Craisins
 Fresh NY Apple Slices



Upstate Farms Yogurt
 Apple Cinnamon
 Granola & Craisins
 Fresh NY Apples



Yogurt Parfait
 Back to the Roots®
 Purple Corn
 Flakes Bowl
 Fresh NY Apples

FRIDAY



Egg & Cheese Pita
 Apple Cinnamon Loaf
 Seasonal Fresh Fruit



Turkey Bacon Egg & Cheese Breakfast Toast
 Honey Corn Loaf
 Seasonal Fresh Fruit



Beef Sausage & White Cheddar Sandwich
 Blueberry Loaf
 Seasonal Fresh Fruit



Egg & Cheese Pita
 Apple Cinnamon Loaf
 Seasonal Fresh Fruit



WE SERVE OVER
35 MILLION
 NY APPLES
 PER YEAR!

Nutrition is Priceless
Free Lunch For All Students

- OFFERED DAILY**
- Seasonal Fresh Fruit
 - Assorted Milk**
 - Assorted Cold Cereal**
- Assorted Milk**
- 1% Low Fat
 - Fat Free
- Cold Cereal**
- Kellogg's® Frosted Mini Wheats
 - Raisin Bran
 - Multi Grain Cheerios®
 - Toasted Oats
 - Cinnamon Flakes
 - Back to the Roots®

Menu Subject to Change

School Food for NY Kids Department of Education **NYC** **iFOOD** **AT A TABLE**

Sample Menu 3



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	<p>WG Breakfast Bar (1 Gr)</p> <p>String Cheese, 1 oz. (1 MMA)</p> <p>Chilled Cupped Pears (1/2 c.)</p> <p>Oranges (1 ea.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>WW</p> <p>Banana/Zucchini Bread (2 Gr)</p> <p>Fresh Apple Slices (2 oz.)</p> <p>Chilled 100% Fruit Juice (4 oz.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>Egg Sandwich on WG Muffin (2 Gr & 1.5 Gr/MMA)</p> <p>Banana (1 ea.)</p> <p>Sweet Potato Waffle Fries (1/2 c.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>Mini WG Honey Biscuit w/Turkey Sausage (1 Gr & 1 Gr/MMA)</p> <p>Orange (1 ea.)</p> <p>Chilled Cupped Pears (1/2 c.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>WG Cereal w/FF Yogurt (1 Gr & 1 Gr/MMA)</p> <p>Fresh Blueberries (1/2 c.)</p> <p>Banana (1 ea.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>
Week 2	<p>WG Muffin (1 Gr)</p> <p>LF Mild Cheddar Cheese (1 oz.)</p> <p>Chilled 100% Fruit Juice (4 oz.)</p> <p>Fresh Apple (1 ea.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>WG Mini Pancakes (2 Gr)</p> <p>Banana (1 ea.)</p> <p>Applesauce (1/2 c.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>WG Bagel w/Cream Cheese (2 Gr)</p> <p>Fresh Strawberries (1/2 c.)</p> <p>Chilled Cupped Peaches (1/2 c.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>WG Slider Roll (1 Gr) w/Breakfast Chicken Patty (0.5 Gr & 1 Gr/MMA)</p> <p>Baked Sweet Potato Wedges (1/2 c.)</p> <p>Orange (1 ea.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>	<p>WG Cereal Bar w/FF Yogurt (1 Gr & 1 Gr/MMA)</p> <p>Fresh Blueberries (1/2 c.)</p> <p>Chilled 100% Fruit Juice (4 oz.)</p> <p>Variety of Milk - Plain 1%, FF & FF Flavored</p>

Breakfast in the Classroom School Readiness and Route Evaluation Tool



Date:

Rollout Date:

School Name:

1. School type (Prep, satellite, etc.):

2. School enrollment:

3. Projected daily breakfast participation:

4. Number of classrooms:

5. Are there any classrooms located on the 2nd floor? YES NO

Number of elevators available:

6a. Are there any equipment concerns? YES NO

Check space availability for equipment.

Check electrical outlet availability.

6b. Is there adequate storage for all BIC carts, bags, and additional foods? YES NO

If no, what additional equipment or storage is needed?

How will you obtain items/storage needed?

7. How many carts will be needed to deliver food to classrooms (1 cart can serve 10-12 classrooms)?

8. How many hallways have classrooms where food will be delivered?

9. Where will food be delivered (classrooms or central location)?

10. Who will deliver food to classrooms and what will be the role of students?

11. How will trash and empty BIC bags be collected?

12. Review the campus map and outline possible delivery and collection maps.

Notes:

Signatures:

_____ *Food Service Director*

_____ *Principal*

_____ *School Kitchen Manager*

Breakfast in the Classroom Equipment Checklist



Item

**Quantity Needed
per School/Notes**

Classroom Items

Trash container or stand

Extra trash bags

Wet wipes (for students to clean their hands after breakfast)

Spray bottle (to clean desks after breakfast)

Paper towels

Clipboards (to hold classroom accountability rosters)

Extra pens (for teachers to check off accountability rosters)

Custodial Items

Large rolling trash bins and trash bin liners

Extra trash bags

Carpet extractor

Food Service Items

Insulated food bags

Mobile service carts to deliver food to classrooms

____ Breakfast in the Classroom Standard Operating Procedure

Policy: Foodservice employees, teachers and other school staff with breakfast preparation, set up, service and clean up responsibilities will work together to ensure that breakfast in the classroom is safe to eat and that appropriate food safety measures are followed when there are leftover breakfast items.

Teachers and other school employees will follow ordering procedures established by food service for breakfast in the classroom. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude breakfast in the classroom. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers and other school employees with breakfast set up, service and clean up duties in the classroom will:

- Observe appropriate food handling techniques such as:
 - a. Keeping cold and hot items in transporters until time of meal service.
 - b. Serving meals as soon as possible when delivered to classroom.
 - c. Washing hands prior to assembling and distributing meals
 - d. Encouraging students to wash hands prior to meal service.
 - e. Keeping cold and hot foods in transport container to keep at safe temperatures.
 - f. Discarding leftover food that has been served to students and any cold or heated food products that have been removed from the transporters immediately following the meal service in appropriate receptacles.
 - g. Following established procedures for returning/discarding menu items that have not been served to students.
 - h. Using cleaner in spray bottle obtained from food service to wipe desks and contact surfaces.
 - i. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.
- Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice.

The food service manager/supervisor will:

1. Develop and share procedures for ordering breakfasts for service in the classroom and any anticipated changes in counts.
2. Plan breakfast menus with food safety in mind.
3. Process order placed by teacher or other personnel.
4. Arrange for an appropriate time for delivery.
5. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
6. Obtain suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service. **Note:** *All heated items will be discarded after breakfast service to maintain product integrity and as food safety measure.*
7. Review safe handling procedures listed above with teacher or other school personnel with breakfast transporting, set up, serving and clean up responsibilities.
8. Routinely visit classrooms to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
9. Monitor food waste to determine if menu revisions or changes in number of items packed based on what students take under Offer versus Serve policy. Monitor temperature logs for heated items to

review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.

10. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

All school foodservice staff who prepare and/or pack breakfast for service in classroom will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.
2. Prepare and pack breakfast according to the order and make necessary modifications for anticipated changes in the counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left between 41° F. and 135°F. which includes:
 - a. Keeping cold items under refrigeration until time of transport to classrooms.
 - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery to the classroom.
4. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items. **Note:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

All school foodservice staff receiving returned food items and transporters will:

- Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
- Discard any items that have been open or appear to have been served to students including packaged bakery type items, juice packs, and fruit or vegetables.
- Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other potentially hazardous cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
- Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
- Store utensils, transporters, pans and other items to minimize contamination.

Operating procedures implemented on (specify date): _____

Marketing Your Breakfast in the Classroom Program



It is extremely important to market your Breakfast in the Classroom program to all of the people that will be involved including all school staff, students, parents, and community partners. Below are key talking points that will help make sure everyone is aware of your school's efforts to make nutritious morning meals available to all students.

Principals Can Market BIC



As principal, you play an important role in deciding to start a BIC program. You also lead teachers in the goal of developing successful students. You can support BIC by sharing these messages with teachers and families.

Encourage teachers by:

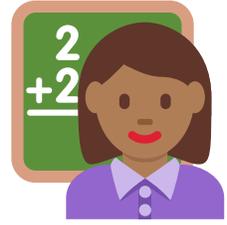
- Reminding them that school breakfast helps children behave better and be more attentive in class. It also reduces disruptive hunger-related visits to the school nurse.
- Distributing information to teachers about the link between breakfast and academic success. Prompt them to reinforce this message.

Encourage student participation by:

- Informing parents that they can count on school breakfast when family schedules are rushed and children do not feel like eating at home.
- Sending a letter or flyer to parents at the start of the year to make sure they know about the School Breakfast Program and sending regular communication home.
- Encouraging more families to complete their free and reduced-price meal applications (as applicable).
- Affirming students for “starting smart” with a good breakfast by joining them in the morning.

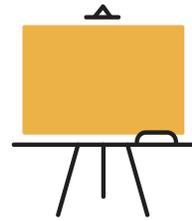
Teachers Can Support BIC

Teachers are role models for students and can enhance the BIC program by encouraging students to eat breakfast. Students who eat breakfast are better prepared to learn. Work with the principals to encourage teachers to create a positive energy around BIC each day.



Involving Other School Staff

Promote the BIC program to school staff. This toolkit includes training tools for school staff.



Communicating with Administration

- Post a breakfast letter in the administration office and email it to all staff.
- Understand the needs of faculty, staff and students by creating a school breakfast advisory group.
- Meet with administrators to establish measurements and goals to determine program success (*test scores, tardiness/absenteeism, student health, nurse visits, fitness scores, student discipline, student satisfaction*).
- Establish monthly communications back to administrators to communicate measurement results.
- Encourage administrators to participate in the classroom breakfast to see firsthand how the program affects students.



Communicating with Parents



Communication with parents is key to successful implementation of BIC. Utilize communication tools that are already in use by the principal, the kitchen manager, teachers, and other school staff. Promote the BIC program to parents by using a variety of communication strategies such as:

- Send home a flyer and/or letter to parents. This toolkit includes a sample flyer and a sample letter in both in English and Spanish. The materials include information on the BIC program, benefits of the program, and other important information.
- Include an article in the school's newsletter and/or PTO/PTA newsletters for parents.
- Post an announcement on the school's marquee, website, and/or social media.
- Email parents explaining the program; provide web links for breakfast sites that discuss the benefits of breakfast.
- Present the new breakfast program at a 'meet the teacher night' or other parent/school gathering.
- Share success stories and program results through the school newspaper, newsletter and/or website for parents to see; i.e. "in the first quarter, test scores improved by X% for math and reading."
- Make formal invites to parents to join their child for breakfast at school; give the program a creative name, like "Super Starts" or "Great Parents Lead by Example."
- Post nutritional information of the breakfast served in school on your website so parents can see the health benefits.
- Set up a breakfast station for parents during conferences, registration, and PTO and/or PTA meetings; provide samples of breakfast products and informational brochures that highlight nutritional benefits and include additional resources.

Communicating with Students

- Assign roles! The fastest and easiest way to gain buy-in and to establish excitement surrounding the program is by allowing the students to have a role. Every student can be involved from breakfast champion to cleanup specialists.
- Encourage creativity by having students create a marketing campaign for both their classmates and the overall school community.
- Teach students about different food groups by having taste tests; this will also allow you to determine student preferences which can lead to greater program success.
- Invite student groups and clubs to have their meetings in the cafeteria during breakfast.
- Establish individual classroom or grade-level goals so students can understand and share in the success of the program.
- Let the students know if they met their classroom goals.



Communicating with Custodians

- Post an informational letter in the supply area/custodial office.
- Let custodians know that students will gain a greater sense of responsibility, respect, and cleanliness that will be carried into lunch, resulting in a cleaner lunchroom.
- Encourage custodians to take part in the breakfast program so they can see the results firsthand.
- Ask for their input on how to improve the process for an even cleaner school and to help reduce waste.
- When custodians make a contribution, recognize their efforts! Have a “custodial breakfast” where you or the students serve the custodian’s favorite meal.



Communicating with Bus Drivers

If it's feasible to market your BIC program on the school bus, some of these ideas may be helpful:

- Communicate to bus drivers the goals/results of the program, making them part of the team.
- Have bus drivers remind students on their way out of the bus that breakfast is the most important part of the day.
- Provide menu signs for the buses so students know what is being served.



Sample Teacher Information Flyer



STARTING **[INSERT DATE]**
[INSERT SCHOOL NAME]

Will begin a NEW breakfast program:

Breakfast in the Classroom



This program will be a real bonus for you and our school!
Studies have shown that a universal breakfast program:

Improves the health, nutrition and well-being of students

Improves classroom performance and yields better test scores and grades

Improves students' ability to focus in class

Decreases disciplinary problems, tardiness and visits to the nurse

Increases attendance rates

Contributes to the overall revenue of a successful child nutrition program

School staff are important partners in the Breakfast in the Classroom program and play a key role in the implementation and success of the program. We want to make this transition as seamless as possible.

A Breakfast in the Classroom training will be offered on
[insert date, time, place]

As this is a new program at insert school name, we ask that you attend this training. If you have any questions, please contact **[insert contact person]** at **[insert contact information.]**

"This institution is an equal opportunity provider."



A PARTIR DEL **[INSERT DATE]**
[INSERT SCHOOL NAME]

EMPEZARÁ UN PROGRAMA NUEVO DE DESAYUNO



'DESAYUNO EN EL SALÓN DE CLASE'

¡Esto será de gran beneficio para usted y para nuestra escuela! Estudios han demostrado que un programa de desayuno universal:

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Mejora el rendimiento académico y produce mejores resultados en los exámenes y las calificaciones

Mejora la habilidad de los estudiantes para enfocarse en la clase

Reduce problemas de disciplina, tardanzas y visitas a la enfermera

Aumenta los niveles de asistencia

Contribuye a los ingresos totales de un programa de nutrición exitoso

Personal de Desayuno en la Clase son participantes importantes y juegan un papel clave en la implementación y el éxito del programa. Queremos que la transición sea lo más fácil posible.

Un entrenamiento del programa de Desayuno en la Clase será ofrecido el **[insert date, time, place]**

Como este será un programa nuevo en **[insert school name]**, le pedimos que atienda este entrenamiento. Si tiene preguntas, por favor contacte a **[insert contact person]** al **[insert contact information.]**

"Esta institución es un proveedor de igualdad de oportunidades."

Sample Parent Information Flyer



**Introducing a new way
to give students a nutritious
start every day!**

[Insert school name] is happy to announce

Breakfast in the Classroom

starting [insert date]



Everyone wins with Breakfast in the Classroom!

Improves the health, nutrition and well-being of students

Students are able to focus better in the class

Students start their day by eating a healthy breakfast

**Breakfast will be served in every
classroom at the start of each day.**

Additional information will be sent to parents by [insert date letter will be sent]. If you have any questions please contact [insert contact name] at [insert contact information].

"This institution is an equal opportunity provider."



¡INTRODUCIENDO UNA FORMA NUEVA DE DARLES A LOS ESTUDIANTES UN COMIENZO NUTRITIVO CADA DÍA!

[Insert school name] e alegra al anunciar que el programa de

Desayuno en la Clase
empezará [insert date]



Todos Ganan con El Programa de Desayuno en la Clase

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Los estudiantes podrán enfocarse mejor en clase

Los estudiantes empezarán su día comiendo un desayuno saludable

El desayuno será servido en cada salón de clase al principio de cada día.

Información adicional será mandada a los padres el [insert date letter will be sent]. Si tiene cualquier pregunta, por favor contacte a [insert contact name] al [insert contact information].

"Esta institución es un proveedor de igualdad de oportunidades."

Breakfast in the Classroom **Beginning [insert date]**

Dear Parents,

[Insert school name] is happy to announce a new breakfast program. Beginning on [insert date] all students will have the opportunity to eat breakfast with their classmates in the classroom. The new program replaces our current breakfast service.

What is Breakfast in the Classroom?

- It is a new way of serving breakfast to all students.
- Breakfast is eaten in the classroom every school day.
- Breakfast is served the first 10 minutes of class.
- Participation is strictly voluntary.

How does Breakfast in the Classroom work?

- Each day breakfast is packaged in insulated bags and rolled to the classrooms on mobile carts.
- Each student chooses a breakfast and eats at his or her desk while the teacher takes morning attendance, does review work, or reads announcements.
- Trash is put into a large trash bag for removal; no food is left inside the classroom.

What foods are served in Breakfast in the Classroom?

- Milk is served daily, as well as fruit or juice.
- Meals are healthy, easy to eat, and include popular breakfast items. Breakfast menus are available at [insert link. If you do not have a menu link, include a copy of the menu for the month].
- If your child requires a special diet (per doctor's orders), a form can be filled out and arrangements made to address your child's needs. Forms are available at [insert link].

What are the benefits of Breakfast in the Classroom?

Studies have shown that when schools have a Breakfast in the Classroom program:

- Students concentrate better and remember more of what they learn.
- Students perform better academically.
- Absenteeism and tardiness is decreased.
- Visits to the nurse because of hunger are reduced.

Please note: If you do not want your child to participate, they do not have to eat the school breakfast provided. Let the teacher know that you do not want your child to participate.

If you have any questions, comments or suggestions about this breakfast program you can contact [insert contact name and contact information].

Please share this exciting news with your child!

Thank you,

"This institution is an equal opportunity provider."

Desayuno en la Clase Empezando [insert date]

Estimados Padres,

[Insert school name] se alegra al anunciar el comienzo de un programa nuevo de desayuno. Empezando el [insert date] todos los estudiantes tendrán la oportunidad de desayunar con sus compañeros de clase en el salón de clase. Este programa nuevo reemplazará a nuestro servicio de desayuno actual.

¿Qué es el programa de Desayuno en la Clase?

- Es una forma nueva de servir desayuno a todos los estudiantes.
- El desayuno se come en el salón de clase cada día de escuela.
- El desayuno se servirá durante los primeros 10 minutos de clase.
- La participación en este programa es voluntaria.

¿Cómo funciona el programa de Desayuno en la Clase?

- Cada día, el desayuno será empaquetado en bolsas insuladas y llevada a los salones de clase en carritos.

¿Qué comida sirven en el programa de Desayuno en la Clase?

- Leche será servida a diario, y también fruta o jugo.
- Las comidas serán saludables, fáciles de comer, e incluirán comidas populares de desayuno. Menús de desayuno están disponibles en [insert link. If you do not have a menu link, include a copy of the menu for the month].
- Si su hijo(a) requiere una dieta especial (indicado por su doctor), puede llenar un formulario y arreglos especiales se harán para las necesidades de su hijo(a). Los formularios están disponibles en [insert link].

¿Cuáles son los beneficios del programa de Desayuno en la Clase?

Los estudios han comprobado que cuando las escuelas tienen un programa de Desayuno en la Clase:

- Los estudiantes se concentran mejor y se acuerdan de más de lo que aprenden.
- A los estudiantes les va mejor académicamente.
- Ausencias y tardanzas disminuyen.
- Visitas a la enfermera debidas al hambre son reducidas.

Por favor note: Si no quiere que su hijo(a) participe, ellos no tienen que comer el desayuno dado por la escuela.

Si usted tiene alguna pregunta(s), comentario(s), o sugerencia(s) sobre el programa de desayuno puede contactar a [insert contact name and contact information].

¡Por favor comparta esta noticia emocionante con su hijo(a)!

Gracias,

"Esta institución es un proveedor de igualdad de oportunidades."

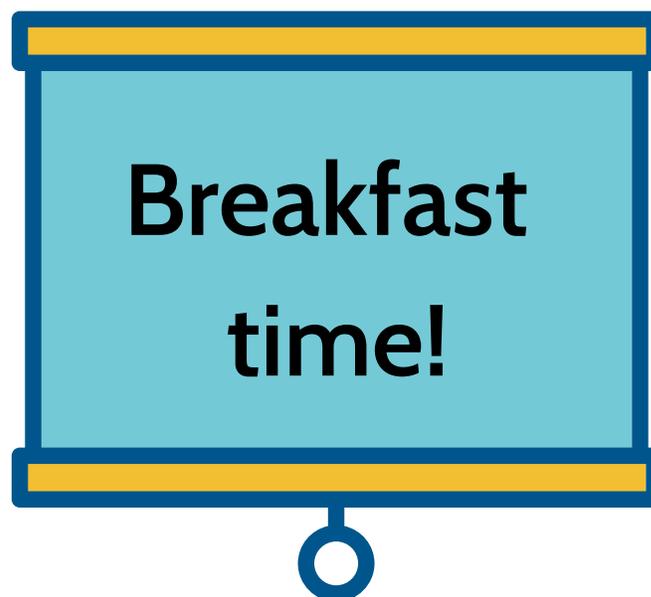
Teacher Training Checklist

1 Week Prior to Rollout

1. **Teacher Training:** Attend the back-to-school in-service and participate in the Breakfast in the Classroom training.
2. **Special Diets:** Review your class list and confirm necessary revisions to the meal service to accommodate students with special diet needs.

First Day of Breakfast in the Classroom

1. **BIC Service Prep:** Review BIC procedures prior to student arrival. Refer to the Student's Roles in Breakfast in the Classroom handout, which provides strategies to increase student involvement in BIC.
2. **BIC Service:** Introduce BIC to your students as the school day begins and establish your morning routine according to your school plan.
3. **BIC Meal Count Forms:** Track and record the number of students who receive a reimbursable meal that day on the established meal count form.
4. **BIC Cleanup:** Show students where trash will be collected and how breakfast bags will be returned. Collect garbage and place it in the designated area. Place breakfast bags in designated area to be returned to the cafeteria.



Breakfast in the Classroom

Guidelines for Classroom Service



The detailed outline below contains aspects of daily implementation of a Breakfast in the Classroom (BIC) program. Each school will establish a routine that meets the needs of each specific site. Insert times that match your school's bell schedule.

<p>Before bell</p>	<p>Bag Pick-up and Delivery</p> <ul style="list-style-type: none"> • Delivery teams report to the cafeteria and pick up the food bags for their individual classroom. • There will be 2-3 food bags per day per classroom. • Each food bag will be labeled with the room number and delivered to the classroom according to the established plan.
<p>At first bell</p>	<p>Begin School Day</p> <ul style="list-style-type: none"> • Teachers pick up/line up students. • Teachers and students report to classroom.
<p>In classroom: 10 minutes</p>	<p>Meal Service</p> <ul style="list-style-type: none"> • Teacher, designated aide or volunteer places the open insulated bags with the food item on the designated table in the classroom. • Students come into the classroom, sit down and get settled. • Teacher releases students to wash hands. • Students select their meal and return to their desk to eat breakfast. • Students eat breakfast while attending to morning activities such as attendance, homework, housekeeping, etc. <p>Meal Counts</p> <ul style="list-style-type: none"> • Teachers count only those students who have selected a reimbursable meal. • Students taking only one item, such as a milk or juice, are not counted as a reimbursable meal. • The number of reimbursable meals is recorded on the meal count form.
<p>In classroom: 5 minutes</p>	<p>Clean Up</p> <ul style="list-style-type: none"> • All unserved food will be returned to the cafeteria. • Students place all waste in the trash container provided for each classroom; dispose of excess beverage in the trash container. • Each student washes and dries hands. • Classroom cleanup takes place according to the established plan. • Breakfast bags containing unused food are returned to the cafeteria according to the established plan. • Trash is placed outside the classroom according to the established plan.

Breakfast in the Classroom

Your School's Morning Schedule Template



A classroom routine for BIC will need to be established. Use this template to draft the morning schedule that works best for your school.

Time

Activity



Whether providing instruction while the students are eating breakfast or incorporating education about the importance of breakfast throughout other content areas, BIC provides an excellent opportunity to fuse breakfast and learning.

Read-Aloud Time

Read to students from a picture or chapter book while they are eating. Once a week, read a book that has to do with nutrition and/ or being physically active. Students may also enjoy listening to books on tape.

Combine Breakfast and DEAR (Drop Everything and Read)

Allow students time for self-selected silent reading while they eat.

Practice Spelling Words

While eating, play a word game (e.g., Sparkle) where students take turns giving the next letter in a spelling word until it is spelled correctly.

Show Instructional Media (e.g., television programming or videos)

View content relevant to what the students are learning while they are eating.

School News Program

Do you have a school news program? If not, consider starting one. Have classes take turns recording a school news program. Create news videos and distribute school-wide; let students watch the school news while eating breakfast.

Current Events

During breakfast, distribute articles related to current events. Have students discuss and debate current events.

Life Skills/Character Education

Use breakfast time to learn about important Character Education skills. Apply the skills to the context of eating school breakfast (e.g., when students help serve and clean up breakfast, they are learning about 'responsibility').

MyPlate Sort and Log

Teach students how to eat healthy by using the MyPlate food guidance system as a guide; discuss the importance of variety and balance. Provide younger students with Food Group Sorting Placemats (to make the placemat: on construction paper create a five-column chart, label it with the five Food Groups and laminate). Students can use the placemats while they eat breakfast and sort the items in their daily breakfast into the proper food groups as they are eating. If the chart is laminated, students could create tally marks on the sorting chart using a dry erase marker.

Vocabulary Development

Work with words that the students are learning during breakfast. Students can list the names of the foods they are eating and put them in alphabetical order, study the history of the food, list adjectives that describe the food and list verbs that describe the way that they eat the food.

Demonstrations

Use breakfast time to demonstrate something that you will be teaching later. Perhaps you are going to demonstrate how to write a personal narrative. Teach it while they eat. Science demonstrations work well too.

Fine Arts

As they eat, have students listen and react to a variety of music, or view and discuss a slideshow of art collections.

Literature Circles

While eating breakfast, students can meet with their literature circle groups or book clubs to summarize and discuss prior reading (e.g., the chapter that they read for homework) or answer specific questions about the book they are reading.

Homework Review

During breakfast, go over the homework from the night before.

Test Review

During breakfast, play games to review for tests, such as a Jeopardy-style quiz.

Class Meetings

Use breakfast time to conduct your class meeting. During class meeting, students are assigned new class jobs, class rules are discussed and reinforced, upcoming events are reviewed and class “business” is conducted.

Mind Puzzles and Riddles

Post mind puzzles and riddles for students to think about and solve while they are eating.

Incorporate breakfast education into your academic content!

Try the following suggestions to help promote the BIC program throughout the school day and year.

Creative Arts

Promote breakfast using posters and songs created by students. The activities can be part of art or music classes or serve as an educational school-wide contest.

Language Arts

Brainstorm adjectives about breakfast.

Write persuasive essays or short stories about the importance of breakfast and the consequences of skipping breakfast.

Social Studies and Current Events

When learning about different countries, investigate what different cultures eat for breakfast. Relate particular breakfast foods to a country's climate, agriculture, customs, and exports.

STEM - Math

Have students create and conduct breakfast surveys. Use the information gathered to study percentages or trends in math class.

STEM - Nutrition Education

Reinforce the MyPlate Food Guidance System by showing how it relates to breakfast.

Step By Step Breakfast in the Classroom: For Teachers and Substitute Teachers

Instructions for Foodservice Director: Review this handout and choose the methods that apply to your operation. Please make any necessary revisions and remove this statement prior to distributing to teachers and classrooms.

Editable version can be found on the ADE Website.

Nutrition services prepares meals

- Food bags are packed on a daily basis.
- Cold and hot foods are packed in separate insulated bags.
- Each classroom receives a meal count form, trash bag, spork kits and wipes (upon request).



Meals are delivered to the classroom [choose your method]

- Nutrition services staff delivers food bags to the classroom, or
- Teachers pick up food bags before school begins, or
- Assigned students from each room pick up food bags.

Meals are served

Choose which method of meal service below applies to your classrooms (directors are responsible for making sure teachers can correctly identify a reimbursable meal)

- | | |
|---|--|
| <ul style="list-style-type: none">• Meal service is “Serve Only.” Students must take all items served.• Students <u>must</u> select a fruit item.• Each student selects a meal before taking a seat, or• Teachers call students up to select their meal. | <ul style="list-style-type: none">• Meal service is “Offer vs. Serve.” Students must select at least three items.• Students <u>must</u> select a fruit item.• Each student selects a meal before taking a seat, or• Teachers call students up to select their meal. |
|---|--|



Meals are counted

- Teachers count students on the meal count form at the time the student takes a reimbursable meal.
- Students that have not selected a reimbursable meal must not be counted.
- Place the completed meal count form back in the food bag.



Clean up

- All unserved food items must be placed back in the food bags.
- Students dispose of their trash.
- Trash is left outside the classroom.
- Custodial staff collects trash.
- Food bags are picked up by nutrition services staff.

Questions? Contact your cafeteria manager.

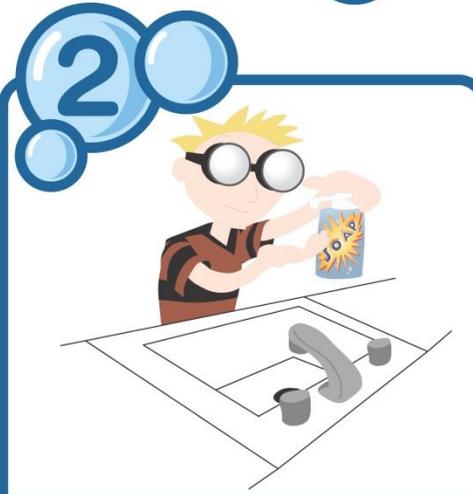


American Red Cross

The 6 Steps of Handwashing



Step #1:
Wet your hands with warm water.



Step #2:
Apply soap.



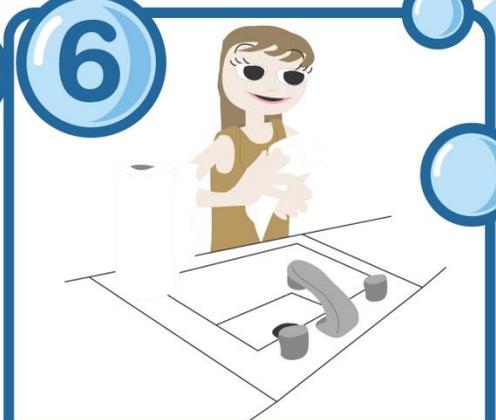
Step #3:
Rub your hands together, and even get between those fingers for 20 seconds.



Step #4:
Don't forget your fingernails. Use a nailbrush if you have one.



Step #5:
Rinse the germs away.

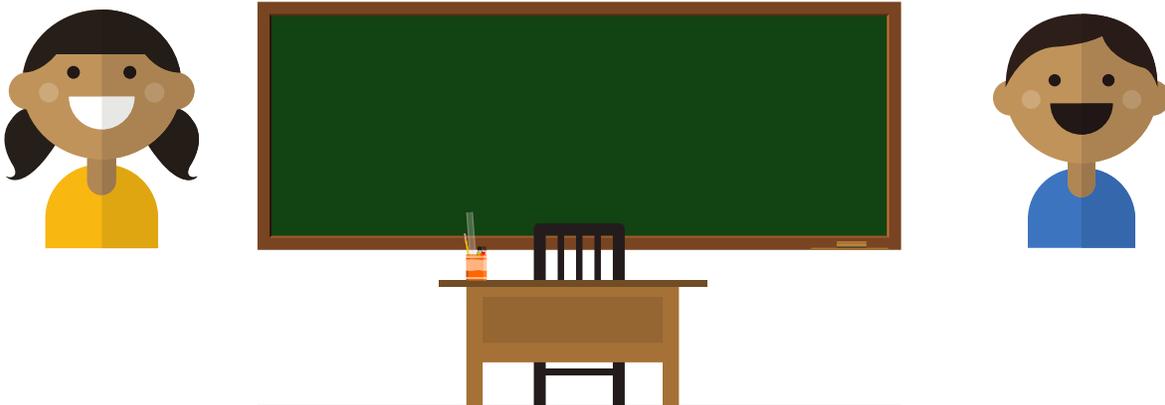


Step #6:
Dry your hands.

Students' Roles in Breakfast in the Classroom

Student participation is important to a successful BIC program. The BIC Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the BIC program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery:** Students from each classroom can be assigned to pick up the breakfast bags from the cafeteria and deliver them to their classroom.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.



Breakfast in the Classroom Monitoring Checklist

Visit food preparation areas and classrooms to observe the items listed below after the 1st and 6th month of BIC roll out.

Date:	School Name:		Staff Name:
Category	Good	N/I*	Comments
TIMING and SERVICE			
Bags are ready on time for students.			
All menu items are placed in designated area. Do not correct teacher if there is a problem.			
Students eat in time allotted.			
Bags are returned in a timely manner.			
FOOD			
BIC menu is being followed.			
Food is served at the correct temperature.			
Special diets and milk allergies are appropriately accommodated.			
No food left in classrooms - leftover food is returned to kitchen.			
Leftover food is handled properly and kept at proper temperature.			
Food waste is recorded. Ask the kitchen staff which foods are not eaten and returned to the kitchen.			
EQUIPMENT			
Bags are clean and in good condition.			
Bags are stored in a clean area.			
Classrooms have BIC trash containers.			
Spray bottle and sufficient amount of paper towels provided in classroom.			

*Needs Improvement

Category	Good	N/I*	Comments
COUNTING & CLAIMING			
Proper recording of reimbursable meals on meal count form.			
Daily meal count form is returned to school nutrition staff.			
KEY PERFORMANCE INDICATOR	Before BIC	After BIC	Comments
Labor hours			
Meals per labor hour			
School Academic Performance Index			
Avg. monthly tardiness			
Avg. monthly absenteeism			
Avg. monthly food cost			
Avg. monthly morning nurse visits related to hunger			
Additional Comments			

**Needs Improvement*

Breakfast in the Classroom Teacher Survey

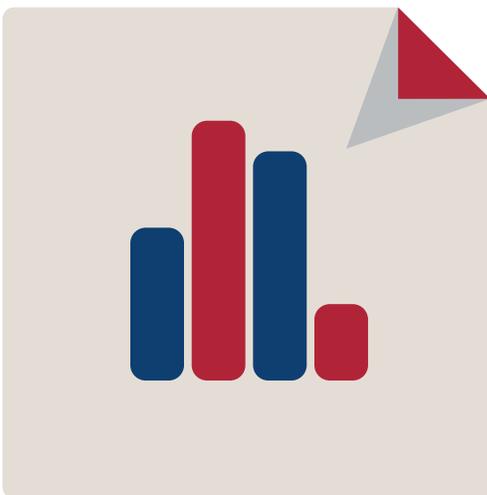
Instructions

This survey is a tool that can be used to gather input from teachers about your BIC program. It has teachers rate their observations on hunger-related issues, classroom environment, and students' academic achievement. Enhancing teacher satisfaction with BIC will help ensure the success of the program.

The Breakfast in the Classroom Teacher Survey can be administered after 1 week of implementing your BIC program, then again at specified intervals to determine acceptance and success of the program. This survey can also be useful to identify challenges that may need to be addressed.

Suggested survey implementation schedule:

- **1 month** post-BIC
- **3 months** post-BIC
- **Additionally as needed** to identify potential issues and monitor the success of the program



This survey is also in the section for your School Kitchen Manager. You can work with each site to implement this survey and gather important data that will help justify continuing BIC. It may also be helpful to collect data from all schools in the district to develop an aggregate report on the BIC programs across the district.

Breakfast in the Classroom Teacher Survey

School _____ Grade _____ Teacher (Optional) _____ Date _____

Using this scale, please respond to questions 1 -7 by circling the answer that best describes your experience with Breakfast in the Classroom:

1 =	Decreased Significantly	2 =	Decreased Somewhat	3 =	Not Changed	4 =	Increased Somewhat	5 =	Increased Significantly
-----	----------------------------	-----	-----------------------	-----	----------------	-----	-----------------------	-----	----------------------------

Classroom Management

1. With BIC, the number of hunger-related classroom disruptions has:

1 2 3 4 5

2. With BIC, the number of students leaving class for hunger-related symptoms has:

1 2 3 4 5

3. With BIC, the frequency of absences has:

1 2 3 4 5

4. With BIC the frequency of tardiness has:

1 2 3 4 5

Student Engagement

5. With BIC, students' ability to focus and stay on task has:

1 2 3 4 5

Student Achievement

6. With BIC, students' math grades have: 1 2 3 4 5

7. With BIC, students' language arts grades have: 1 2 3 4 5

General Questions

8. Breakfast in the Classroom improves the learning environment.

Strongly Disagree Disagree No Opinion Agree Strongly Agree

9. Breakfast in the Classroom enables me to be a more effective teacher.

Strongly Disagree Disagree No Opinion Agree Strongly Agree

10. Do you have suggestions for improving the BIC process?

Please return survey to kitchen manager.

Table of Contents

School Kitchen Manager

Timeline and Checklist for Breakfast in the Classroom	69
Breakfast in the Classroom School Readiness and Route Evaluation Tool	73
Breakfast in the Classroom Equipment Checklist	75
Students' Roles in Breakfast in the Classroom	76
Breakfast in the Classroom Teacher Survey	77

School Kitchen Manager

Timeline and Checklist for BIC

The key to providing students with a nutritious breakfast in the morning is the school nutrition staff. Shifting to BIC does not have to mean more work for school nutrition staff. Proper training for the program can enhance the potential for fewer issues at the onset. Depending on the current breakfast service method of your school, BIC can be set up to work with current operations with very little change. School nutrition staff run their regular kitchen operations, but pack food into insulated food bags rather than serving the food to students through the service line.



Strategies for Success:

- Enlist school nutrition staff in the planning of BIC.
- Provide trainings on how the menu and daily operations will change.
- Conduct a trial run prior to the start of the program. You do not need to actually use and deliver food, but it is a good idea to walk through how bags will be packed, loaded on carts, delivered, and collected.

This timeline was designed to plan at the **end of one school year** for implementing a BIC program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various timeframes for implementation.

March

1. **BIC Site Team:** Work with your Food Service Director to convene a team of stakeholders at the school level to work on developing a plan for implementing BIC at your particular site. This team could include the principal, teachers, site custodian, and other interested personnel.
2. **Menus:** Meet with Food Service Director to review current menu and any existing BIC menus for your district. Determine how your menu will change with implementation of BIC.
3. **Staffing:** Work with Food Service Director to review current staffing schedules and determine possibility of increased hours as needed, which will likely be offset by increased by reimbursement.
4. **Storage:** Review and assess storage space for hot and cold foods at your site.

April

1. **Participation Numbers:** Review breakfast participation numbers. Then acquire a list of room numbers and number of students in each room for the coming year. These numbers will assist in forecasting anticipated increases in participation. Increased participation may require additional hot and cold storage space and/or equipment.
2. **Initial BIC Team meeting:** Work with the Food Service Director to assist in developing site BIC planning team and initiate first meeting. Begin by reviewing site maps and number of classrooms to determine how many routes, carts, bags, coolers, and garbage cans you will need.
3. **Supplies:** Begin ordering any additional supplies that may be needed (carts, bags, trash bins, etc.)
4. **Funding:** Work with Food Service Director to begin applying for grant funds for start-up materials.
5. **Production Schedules:** Review production schedules with Food Service Director and make adjustments for BIC service. Schedule additional staff hours to prep and package more meals.

May

1. **Funding:** Continue working on grant funding with Food Service Director for materials that may be needed (carts, bags, trash bins etc.).
2. **Routes and Logistics:** Meet with appropriate staff to determine the routes, delivery and pickup schedules, campus logistics, trash disposal areas, and meal count forms.
3. **Supplies:** Begin ordering materials (carts, bags, trash bins, etc.).
4. **School Nutrition Staff Training:** Schedule and deliver BIC training to cafeteria staff to introduce them to BIC and give them an overview of upcoming changes. Date: _____
5. **Teacher Training Prep:** Work with Food Service Director to prepare for BIC training for teachers at the back-to-school teacher in-service. Teacher training resources are available through your Food Service Director. Date: _____

June/July

1. **Classroom Bags:** Determine storage area of insulated bags. Make and assemble laminated classroom name tags for each bag.
2. **Teacher Training Prep:** Make or receive from the Food Service Director, copies of:
 - Teacher Checklist
 - BIC Guidelines for Classroom Service
 - Breakfast Time is Learning Time
 - The Six Steps of Handwashing
 - Step by Step BIC for Teachers and Subs
 - USDA 'And Justice for All' posters
 - Meal Count Forms
 - Additional site-related resources as needed
3. **Food Safety Plan:** Work with Food Service Director to develop a Breakfast in the Classroom Standard Operating Procedure (SOP) to add to the site's Food Safety Plan. A template SOP is provided in this toolkit. The template may need to be modified so it is specific to your operation.

1 Week Prior to Rollout

1. **Teacher Training:** Assist in BIC training for teachers as part of the back-to-school in-service.
2. **Practice Run:** Conduct a practice run of BIC service with nutrition and custodial staff to determine how breakfast bags are delivered/returned from classrooms and how trash disposal is coordinated.
3. **Inventory:** Confirm all BIC food items have been ordered and will be delivered in time for first day of school.
4. **Bag Prep:** Clean, sanitize, and prepare bags for first day of service, including necessary signage.
5. **Special Diets:** Review any special diets necessary for students in your school and ensure you have the proper food items and quantities for each diet. Prepare communications for teachers on which students require special dietary accommodations.
6. **Communicate:** Work with Food Service Director to market the site's BIC program using school's communication channels and school nutrition communication channels.

First Day of Breakfast in the Classroom

1. **BIC Service:** Prepare meals and pack bags. Deliver bags to classrooms according to the school plan.
2. **Cleanup:** Collect bags and trash according to the school plan.

Breakfast in the Classroom School Readiness and Route Evaluation Tool



Date:

Rollout Date:

School Name:

1. School type (Prep, satellite, etc.):

2. School enrollment:

3. Projected daily breakfast participation:

4. Number of classrooms:

5. Are there any classrooms located on the 2nd floor? YES NO

Number of elevators available:

6a. Are there any equipment concerns? YES NO

Check space availability for equipment.

Check electrical outlet availability.

6b. Is there adequate storage for all BIC carts, bags, and additional foods? YES NO

If no, what additional equipment or storage is needed?

How will you obtain items/storage needed?

7. How many carts will be needed to deliver food to classrooms (1 cart can serve 10-12 classrooms)?

8. How many hallways have classrooms where food will be delivered?

9. Where will food be delivered (classrooms or central location)?

10. Who will deliver food to classrooms and what will be the role of students?

11. How will trash and empty BIC bags be collected?

12. Review the campus map and outline possible delivery and collection maps.

Notes:

Signatures:

_____ *Food Service Director*

_____ *Principal*

_____ *School Kitchen Manager*

Breakfast in the Classroom Equipment Checklist



Item

Quantity Needed per School/Notes

Classroom Items

Trash container or stand

Extra trash bags

Wet wipes (for students to clean their hands after breakfast)

Spray bottle (to clean desks after breakfast)

Paper towels

Clipboards (to hold classroom accountability rosters)

Extra pens (for teachers to check off accountability rosters)

Custodial Items

Large rolling trash bins and trash bin liners

Extra trash bags

Carpet extractor

Food Service Items

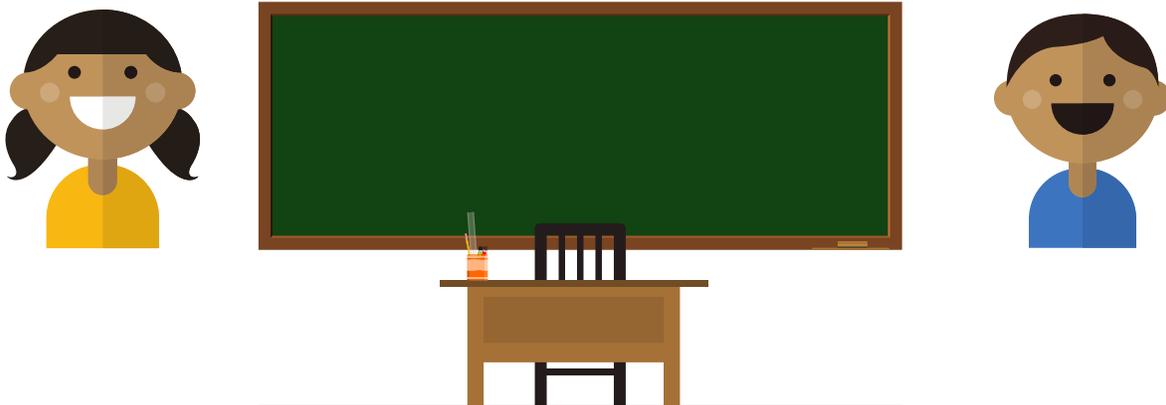
Insulated food bags

Mobile service carts to deliver food to classrooms

Students' Roles in Breakfast in the Classroom

Student participation is important to a successful BIC program. The BIC Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the BIC program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery:** Students from each classroom can be assigned to pick up the breakfast bags from the cafeteria and deliver them to their classroom.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.



Breakfast in the Classroom Teacher Survey

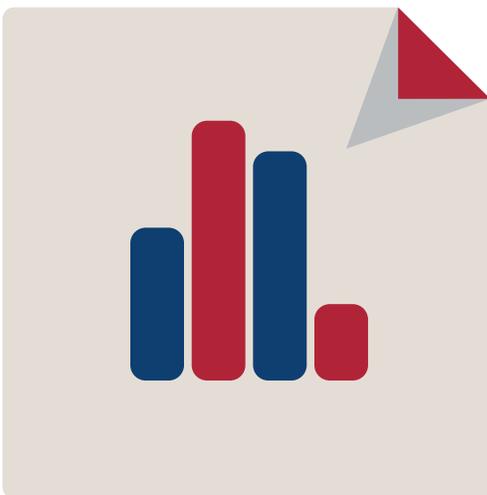
Instructions

This survey is a tool that can be used to gather input from teachers about your BIC program. It has teachers rate their observations on hunger-related issues, classroom environment, and students' academic achievement. Enhancing teacher satisfaction with BIC will help ensure the success of the program.

The Breakfast in the Classroom Teacher Survey can be administered after 1 week of implementing your BIC program, then again at specified intervals to determine acceptance and success of the program. This survey can also be useful to identify challenges that may need to be addressed.

Suggested survey implementation schedule:

- **1 month** post-BIC
- **3 months** post-BIC
- **Additionally as needed** to identify potential issues and monitor the success of the program



This survey is also in the section for your Food Service Director. You can work with each site to implement this survey and gather important data that will help justify continuing BIC. It may also be helpful to collect data from all schools in the district to develop an aggregate report on the BIC programs across the district.

Breakfast in the Classroom Teacher Survey

School _____ **Grade** _____ **Teacher (Optional)** _____ **Date** _____

Using this scale, please respond to questions 1 -7 by circling the answer that best describes your experience with Breakfast in the Classroom:

1 =	Decreased Significantly	2 =	Decreased Somewhat	3 =	Not Changed	4 =	Increased Somewhat	5 =	Increased Significantly
-----	----------------------------	-----	-----------------------	-----	----------------	-----	-----------------------	-----	----------------------------

Classroom Management

1. With BIC, the number of hunger-related classroom disruptions has:

1 2 3 4 5

2. With BIC, the number of students leaving class for hunger-related symptoms has:

1 2 3 4 5

3. With BIC, the frequency of absences has:

1 2 3 4 5

4. With BIC the frequency of tardiness has:

1 2 3 4 5

Student Engagement

5. With BIC, students' ability to focus and stay on task has:

1 2 3 4 5

Student Achievement

6. With BIC, students' math grades have: 1 2 3 4 5

7. With BIC, students' language arts grades have: 1 2 3 4 5

General Questions

8. Breakfast in the Classroom improves the learning environment.

Strongly Disagree Disagree No Opinion Agree Strongly Agree

9. Breakfast in the Classroom enables me to be a more effective teacher.

Strongly Disagree Disagree No Opinion Agree Strongly Agree

10. Do you have suggestions for improving the BIC process?

Please return survey to kitchen manager.

Table of Contents

Principal

Timeline and Checklist for Breakfast in the Classroom	81
Marketing Your Breakfast in the Classroom Program	85
Sample Teacher Information Flyer	91
Sample Parent Information Flyer	93
Sample Parent Letter	95
Breakfast in the Classroom Guidelines for Classroom Service	97
Your School's Morning Schedule Template	98

Principal

Timeline and Checklist for BIC

Principals and other site administrators play an important role in the success of BIC. Not only does the support from administrators create an atmosphere where BIC is readily accepted and implemented, but it can create a school environment where students are well nourished, focused, and ready to learn.

"My first reaction to having Breakfast in the Classroom at my school was why not because it's good for kids. Populations like we have struggle with finding nutritional breakfast and lunch, sometimes the meals we serve here are the only nutritional meals that the students receive. So my first instinct was if it's good for kids, then we're on board."

*Karen Peterson
Principal, Griffith Elementary School
Balsz Elementary School District*

Strategies for Success:

- Embrace BIC and let your staff know you support the program and are prepared to troubleshoot any challenges that may arise.
- Work with teachers and school nutrition staff in the planning of BIC to create staff-wide buy-in and ownership of the transition.
- Be an advocate for BIC and help market the program. Work with administrative staff to inform parents about BIC via any and all school communication tools.
- Remain committed, even if things don't go smoothly the first couple of weeks. Have patience and work to overcome barriers rather than throwing in the BIC towel!
- Remember that hungry students can't learn. BIC helps all students be awake, alert, and ready to achieve.

This timeline was designed to plan at the **end of one school year** for implementing a BIC program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various timeframes for implementation.

March

1. **Investigate:** Work with your Food Service Director to learn about the current breakfast participation rate and how it can be improved through Breakfast in the Classroom.
2. **Commitment:** Provide verbal commitment to support BIC in your school.
3. **BIC Site Team:** Work with the school kitchen manager to convene a team of stakeholders at the school level to work on developing a plan for implementing BIC at that particular site. This team could include the principal, school kitchen manager, teachers, site custodian, and other interested personnel.

April

1. **Participation Numbers:** Review breakfast participation numbers. Then acquire a list of room numbers and number of students in each room for the coming year. These numbers will assist in forecasting anticipated increases in participation. Increased participation may require additional hot and cold storage space and/or equipment.
2. **Initial BIC Team Meeting:** Work with Food Service Director to initiate and support first BIC team meeting. The director will be reviewing site maps and number of classrooms to determine how many routes, carts, bags, coolers, and garbage cans you will need.

May

1. **Funding:** Communicate with Food Service Director and/or kitchen manager to review and approve funding applications as needed.
2. **Routes and Logistics:** Review school schedule and bell schedule and make adjustments as necessary. Coordinate with appropriate staff as needed.
3. **Develop Communication Strategy:** Meet with Food Service Director and school administrative support team to begin drafting messages about BIC to communicate with parents, teachers, substitutes, and students.
4. **Teacher Training Prep:** Schedule regular back to school in-service for teachers. Work with Food Service Director to include information on BIC. Back-to-school in-service
Date: _____

June/July

1. **Communicate With Parents:** Inform parents via your school's standard communication channels that meet legal communication requirements, including letters to parents, parent emails, newsletters, school marquee, social media, etc.
2. **Teacher Training Prep:** Make sure Food Service Director or school nutrition staff has a timeslot at the teachers' back to school in-service training to discuss BIC logistics.

One Week Prior to Rollout

1. **Teacher Training:** Support and promote BIC at the back to school in-service training for teachers and school staff.

First Day of Breakfast in the Classroom

1. **BIC Service:** Support teachers and school nutrition staff as they implement BIC. Assist in troubleshooting challenges that may arise.

Marketing Your Breakfast in the Classroom Program



It is extremely important to market your Breakfast in the Classroom program to all of the people that will be involved including all school staff, students, parents, and community partners. Below are key talking points that will help make sure everyone is aware of your school's efforts to make nutritious morning meals available to all students.

Principals Can Market BIC



As principal, you play an important role in deciding to start a BIC program. You also lead teachers in the goal of developing successful students. You can support BIC by sharing these messages with teachers and families.

Encourage teachers by:

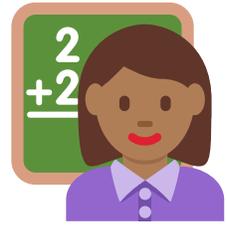
- Reminding them that school breakfast helps children behave better and be more attentive in class. It also reduces disruptive hunger-related visits to the school nurse.
- Distributing information to teachers about the link between breakfast and academic success. Prompt them to reinforce this message.

Encourage student participation by:

- Informing parents that they can count on school breakfast when family schedules are rushed and children do not feel like eating at home.
- Sending a letter or flyer to parents at the start of the year to make sure they know about the School Breakfast Program and sending regular communication home.
- Encouraging more families to complete their free and reduced-price meal applications (as applicable).
- Affirming students for “starting smart” with a good breakfast by joining them in the morning.

Teachers can support BIC

Teachers are role models for students and can enhance the BIC program by encouraging students to eat breakfast. Students who eat breakfast are better prepared to learn. Encourage teachers to create a positive energy around BIC each day.



School Staff

Promote the BIC program to school staff. The toolkit includes training tools for school staff.



Communicating with Administration

- Post a breakfast letter in the administration office and email it to all staff.
- Understand the needs of faculty, staff and students by creating a school breakfast advisory group.
- Meet with administrators to establish measurements and goals to determine program success. (*Test scores, tardiness/absenteeism, student health, nurse visits, fitness scores, student discipline, student satisfaction*).
- Establish monthly communications back to administrators to communicate measurement results.
- Encourage administrators to participate in the classroom breakfast to see first-hand how the program affects students.



Communicating with Parents



Communication with parents is key to successful implementation of BIC. Utilize communication tools that are already in use by the food service director, the cafeteria manager, teachers, and other school staff. Promote the BIC program to parents by using a variety of communication strategies such as:

- Send home a flyer and/or letter to parents. This toolkit includes a sample flyer and a sample letter in both in English and Spanish. The materials include information on the BIC program, benefits of the program, and other important information.
- Include an article in the school's newsletter and/or PTO/PTA newsletters for parents.
- Post an announcement on the school's marquee, website, and/or social media.
- Email parents explaining the program; provide web links for breakfast sites that discuss the benefits of breakfast.
- Present the new breakfast program at a 'meet the teacher night' or other parent/school gathering.
- Share success stories and program results through the school newspaper, newsletter and/or website for parents to see; i.e. "in the first quarter, test scores improved by X% for math and reading."
- Make formal invites to parents to join their child for breakfast at school; give the program a creative name, like "Great Starts" or "Great Parents Lead by Example."
- Post the nutritional information of the breakfast served in school on your website so parents can see the health benefits.
- Set up a breakfast station for parents during conferences, registration, and PTO and/or PTA meetings; provide samples of breakfast products and information brochures that highlight nutritional benefits and give additional website resources.

Communicating with Students

- Assign roles! The fastest and easiest way to gain buy-in and to establish excitement surrounding the program is by allowing the students to have a role. Every student can be involved from breakfast champion to cleanup specialists.
- Encourage creativity by having students create a marketing campaign for both their classmates and the overall school community.
- Teach students about different food groups by having taste tests; this will also allow you to determine student preferences which can lead to greater program success.
- Invite student groups and clubs to have their meetings in the cafeteria during breakfast.
- Establish individual classroom or grade-level goals so students can understand and share in the success of the program.
- Let the students know if they met their classroom goals.



Communicating with Custodians

- Post an informational letter in the supply area/custodial office.
- Let custodians know that students will gain a greater sense of responsibility, respect, and cleanliness that will be carried into lunch, resulting in a cleaner lunchroom.
- Encourage custodians to take part in the breakfast program so they can see the results firsthand.
- Ask for their input on how to improve the process for an even cleaner school and to help reduce waste.
- When custodians make a contribution, recognize their efforts! Have a “custodial breakfast” where you or the students serve the custodian’s favorite meal.



Communicating with Bus Drivers

If it's feasible to market your BIC program on the school bus, some of these ideas may be helpful:

- Communicate to bus drivers the goals/results of the program, making them part of the team.
- Have bus drivers remind students on their way out of the bus that breakfast is the most important part of the day.
- Provide menu signs for the buses so students know what is being served.



Sample Teacher Information Flyer



STARTING **[INSERT DATE]**
[INSERT SCHOOL NAME]

Will begin a NEW breakfast program:

Breakfast in the Classroom



**This program will be a real bonus for you and our school!
Studies have shown that a universal breakfast program:**

Improves the health, nutrition and well-being of students

Improves classroom performance and yields better test scores and grades

Improves students' ability to focus in class

Decreases disciplinary problems, tardiness and visits to the nurse

Increases attendance rates

Contributes to the overall revenue of a successful child nutrition program

School staff are important partners in the Breakfast in the Classroom program and play a key role in the implementation and success of the program. We want to make this transition as seamless as possible.

**A Breakfast in the Classroom training will be offered on
[insert date, time, place]**

As this is a new program at insert school name, we ask that you attend this training. If you have any questions, please contact **[insert contact person]** at **[insert contact information.]**

"This institution is an equal opportunity provider."



A PARTIR DEL **[INSERT DATE]**
[INSERT SCHOOL NAME]

EMPEZARÁ UN PROGRAMA NUEVO DE DESAYUNO



'DESAYUNO EN EL SALÓN DE CLASE'

¡Esto será de gran beneficio para usted y para nuestra escuela! Estudios han demostrado que un programa de desayuno universal:

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Mejora el rendimiento académico y produce mejores resultados en los exámenes y las calificaciones

Mejora la habilidad de los estudiantes para enfocarse en la clase

Reduce problemas de disciplina, tardanzas y visitas a la enfermera

Aumenta los niveles de asistencia

Contribuye a los ingresos totales de un programa de nutrición exitoso

Personal de Desayuno en la Clase son participantes importantes y juegan un papel clave en la implementación y el éxito del programa. Queremos que la transición sea lo más fácil posible.

Un entrenamiento del programa de Desayuno en la Clase será ofrecido el **[insert date, time, place]**

Como este será un programa nuevo en **[insert school name]**, le pedimos que atienda este entrenamiento. Si tiene preguntas, por favor contacte a **[insert contact person]** al **[insert contact information.]**

"Esta institución es un proveedor de igualdad de oportunidades."

Sample Parent Information Flyer



**Introducing a new way
to give students a nutritious
start every day!**

[Insert school name] is happy to announce

Breakfast in the Classroom

starting [insert date]



Everyone wins with Breakfast in the Classroom!

Improves the health, nutrition and well-being of students

Students are able to focus better in the class

Students start their day by eating a healthy breakfast

**Breakfast will be served in every
classroom at the start of each day.**

Additional information will be sent to parents by [insert date letter will be sent]. If you have any questions please contact [insert contact name] at [insert contact information].

"This institution is an equal opportunity provider."



¡INTRODUCIENDO UNA FORMA NUEVA DE DARLES A LOS ESTUDIANTES UN COMIENZO NUTRITIVO CADA DÍA!

[Insert school name] e alegra al anunciar que el programa de

Desayuno en la Clase
empezará [insert date]



Todos Ganan con El Programa de Desayuno en la Clase

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Los estudiantes podrán enfocarse mejor en clase

Los estudiantes empezarán su día comiendo un desayuno saludable

El desayuno será servido en cada salón de clase al principio de cada día.

Información adicional será mandada a los padres el [insert date letter will be sent]. Si tiene cualquier pregunta, por favor contacte a [insert contact name] al [insert contact information].

"Esta institución es un proveedor de igualdad de oportunidades."

Breakfast in the Classroom **Beginning [insert date]**

Dear Parents,

[Insert school name] is happy to announce a new breakfast program. Beginning on [insert date] all students will have the opportunity to eat breakfast with their classmates in the classroom. The new program replaces our current breakfast service.

What is Breakfast in the Classroom?

- It is a new way of serving breakfast to all students.
- Breakfast is eaten in the classroom every school day.
- Breakfast is served the first 10 minutes of class.
- Participation is strictly voluntary.

How does Breakfast in the Classroom work?

- Each day breakfast is packaged in insulated bags and rolled to the classrooms on mobile carts.
- Each student chooses a breakfast and eats at his or her desk while the teacher takes morning attendance, does review work, or reads announcements.
- Trash is put into a large trash bag for removal; no food is left inside the classroom.

What foods are served in Breakfast in the Classroom?

- Milk is served daily, as well as fruit or juice.
- Meals are healthy, easy to eat, and include popular breakfast items. Breakfast menus are available at [insert link. If you do not have a menu link, include a copy of the menu for the month].
- If your child requires a special diet (per doctor's orders), a form can be filled out and arrangements made to address your child's needs. Forms are available at [insert link].

What are the benefits of Breakfast in the Classroom?

Studies have shown that when schools have a Breakfast in the Classroom program:

- Students concentrate better and remember more of what they learn.
- Students perform better academically.
- Absenteeism and tardiness is decreased.
- Visits to the nurse because of hunger are reduced.

Please note: If you do not want your child to participate, they do not have to eat the school breakfast provided. Let the teacher know that you do not want your child to participate.

If you have any questions, comments or suggestions about this breakfast program you can contact [insert contact name and contact information].

Please share this exciting news with your child!

Thank you,

"This institution is an equal opportunity provider."

Desayuno en la Clase Empezando [insert date]

Estimados Padres,

[Insert school name] se alegra al anunciar el comienzo de un programa nuevo de desayuno. Empezando el [insert date] todos los estudiantes tendrán la oportunidad de desayunar con sus compañeros de clase en el salón de clase. Este programa nuevo reemplazará a nuestro servicio de desayuno actual.

¿Qué es el programa de Desayuno en la Clase?

- Es una forma nueva de servir desayuno a todos los estudiantes.
- El desayuno se come en el salón de clase cada día de escuela.
- El desayuno se servirá durante los primeros 10 minutos de clase.
- La participación en este programa es voluntaria.

¿Cómo funciona el programa de Desayuno en la Clase?

- Cada día, el desayuno será empaquetado en bolsas insuladas y llevada a los salones de clase en carritos.

¿Qué comida sirven en el programa de Desayuno en la Clase?

- Leche será servida a diario, y también fruta o jugo.
- Las comidas serán saludables, fáciles de comer, e incluirán comidas populares de desayuno. Menús de desayuno están disponibles en [insert link. If you do not have a menu link, include a copy of the menu for the month].
- Si su hijo(a) requiere una dieta especial (indicado por su doctor), puede llenar un formulario y arreglos especiales se harán para las necesidades de su hijo(a). Los formularios están disponibles en [insert link].

¿Cuáles son los beneficios del programa de Desayuno en la Clase?

Los estudios han comprobado que cuando las escuelas tienen un programa de Desayuno en la Clase:

- Los estudiantes se concentran mejor y se acuerdan de más de lo que aprenden.
- A los estudiantes les va mejor académicamente.
- Ausencias y tardanzas disminuyen.
- Visitas a la enfermera debidas al hambre son reducidas.

Por favor note: Si no quiere que su hijo(a) participe, ellos no tienen que comer el desayuno dado por la escuela.

Si usted tiene alguna pregunta(s), comentario(s), o sugerencia(s) sobre el programa de desayuno puede contactar a [insert contact name and contact information].

¡Por favor comparta esta noticia emocionante con su hijo(a)!

Gracias,

"Esta institución es un proveedor de igualdad de oportunidades."

Breakfast in the Classroom

Guidelines for Classroom Service



The detailed outline below contains aspects of daily implementation of a Breakfast in the Classroom (BIC) program. Each school will establish a routine that meets the needs of each specific site. Insert times that match your school's bell schedule.

<p>Before bell</p>	<p>Bag Pick-up and Delivery</p> <ul style="list-style-type: none"> • Delivery teams report to the cafeteria and pick up the food bags for their individual classroom. • There will be 2-3 food bags per day per classroom. • Each food bag will be labeled with the room number and delivered to the classroom according to the established plan.
<p>At first bell</p>	<p>Begin School Day</p> <ul style="list-style-type: none"> • Teachers pick up/line up students. • Teachers and students report to classroom.
<p>In classroom: 10 minutes</p>	<p>Meal Service</p> <ul style="list-style-type: none"> • Teacher, designated aide or volunteer places the open insulated bags with the food item on the designated table in the classroom. • Students come into the classroom, sit down and get settled. • Teacher releases students to wash hands. • Students select their meal and return to their desk to eat breakfast. • Students eat breakfast while attending to morning activities such as attendance, homework, housekeeping, etc. <p>Meal Counts</p> <ul style="list-style-type: none"> • Teachers count only those students who have selected a reimbursable meal. • Students taking only one item, such as a milk or juice, are not counted as a reimbursable meal. • The number of reimbursable meals is recorded on the meal count form.
<p>In classroom: 5 minutes</p>	<p>Clean Up</p> <ul style="list-style-type: none"> • All unserved food will be returned to the cafeteria. • Students place all waste in the trash container provided for each classroom; dispose of excess beverage in the trash container. • Each student washes and dries hands. • Classroom cleanup takes place according to the established plan. • Breakfast bags containing unused food are returned to the cafeteria according to the established plan. • Trash is placed outside the classroom according to the established plan.

Breakfast in the Classroom

Your School's Morning Schedule



A classroom routine for BIC will need to be established. Use this template to draft the morning schedule that works best for your school.

Time

Activity

Table of Contents

Teacher

Timeline and Checklist for Breakfast in the Classroom	101
Step by Step Breakfast in the Classroom: For Teachers and Substitute Teachers	103
Breakfast Time is Learning Time	107
Students' Roles in Breakfast in the Classroom	110
The Six Steps of Handwashing	112

Teacher

Checklist and Timeline for BIC

"When we began Breakfast in the Classroom I initially said, 'No way'. I feared trash, damaged carpet, a waste of time. That hypothesis was wrong. After doing this for the length of time that I've done it, 3 years, routine, consistency, it's awesome. It can be done in a very short period of time."

Pamela Johnson

Teacher, Chandler Unified School District

Teachers assume many roles to support school and student success. You are essential to implementing a successful school breakfast program. Create a positive energy around Breakfast in the Classroom (BIC) each day. You can enhance the BIC program by encouraging your students to eat breakfast and in the process you help prepare them to learn.

The only extra requirement is to complete a daily meal count form to note which students take complete (reimbursable) meals. You or your aide can complete this meal count form as students pick up their meals.

Keep in mind that implementing BIC will require changes to the beginning of the school day and may be challenging during the first few days as a routine for breakfast is being established. In most cases where BIC has been implemented, teachers and aides report that any additional work or initial issues were outweighed by the benefits of students feeling more awake, alert, and ready to achieve academic success after breakfast.

Teacher Training:

The Food Service Director, along with the School Kitchen Manager, will conduct training for teachers and all school staff. Since each classroom will now be a point of service for the School Breakfast Program, there are requirements that you must follow, such as serving complete (reimbursable) meals and counting them on a meal count form. There are also school-level procedures, information on marketing for teachers, and instructions for substitutes that will be reviewed at the training.

Strategies for Success

- Complete the meal count form by counting those students who take a reimbursable breakfast.
- While students eat breakfast, complete administrative functions (check in library books, take attendance, etc.), discuss plans for the day, or lead an educational activity (see 'Breakfast Time is Learning Time')
- Supervise students or develop student leadership teams to oversee cleanup process.

1 Week Prior to Rollout

1. **Teacher Training:** Attend the back-to-school in-service and participate in the Breakfast in the Classroom training
2. **Special Diets:** Review your class list and confirm necessary revisions to the meal service to accommodate students with special diet needs.

First Day of Breakfast in the Classroom

1. **BIC Service:** Introduce BIC to your students as the school day begins and establish your morning routine according to your school/classroom plan.
2. **BIC Meal Count Forms:** Track and record the number of students who receive a reimbursable meal that day on the established meal count form.
3. **BIC Cleanup:** Show students where trash will be collected and how breakfast bags will be returned. Collect garbage and place it in the designated area. Place breakfast bags in designated area to be returned to the cafeteria.
 - a. *Occasional Spills:* If small spills occur, clean them promptly to avoid classroom issues with pests and odors. If larger spills occur, talk to your custodial staff about cleaning the carpet if necessary.

Step By Step Breakfast in the Classroom: For Teachers and Substitute Teachers

Instructions for Foodservice Director: Review this handout and choose the methods that apply to your operation. Please make any necessary revisions and remove this statement prior to distributing to teachers and classrooms.

Editable version can be found on the ADE Website.

Nutrition services prepares meals

- Food bags are packed on a daily basis.
- Cold and hot foods are packed in separate insulated bags.
- Each classroom receives a meal count form, trash bag, spork kits and wipes (upon request).



Meals are delivered to the classroom [choose your method]

- Nutrition services staff delivers food bags to the classroom, or
- Teachers pick up food bags before school begins, or
- Assigned students from each room pick up food bags.

Meals are served

Choose which method of meal service below applies to your classrooms (directors are responsible for making sure teachers can correctly identify a reimbursable meal)

- | | |
|---|--|
| <ul style="list-style-type: none">• Meal service is “Serve Only.” Students must take all items served.• Students <u>must</u> select a fruit item.• Each student selects a meal before taking a seat, or• Teachers call students up to select their meal. | <ul style="list-style-type: none">• Meal service is “Offer vs. Serve.” Students must select at least three items.• Students <u>must</u> select a fruit item.• Each student selects a meal before taking a seat, or• Teachers call students up to select their meal. |
|---|--|



Meals are counted

- Teachers count students on the meal count form at the time the student takes a reimbursable meal.
- Students that have not selected a reimbursable meal must not be counted.
- Place the completed meal count form back in the food bag.



Clean up

- All unserved food items must be placed back in the food bags.
- Students dispose of their trash.
- Trash is left outside the classroom.
- Custodial staff collects trash.
- Food bags are picked up by nutrition services staff.

Questions? Contact your cafeteria manager.

Breakfast in the Classroom

Guidelines for Classroom Service



The detailed outline below contains aspects of daily implementation of a Breakfast in the Classroom (BIC) program. Each school will establish a routine that meets the needs of each specific site. Insert times that match your school's bell schedule.

<p>Before bell</p>	<p>Bag Pick-up and Delivery</p> <ul style="list-style-type: none"> • Delivery teams report to the cafeteria and pick up the food bags for their individual classroom. • There will be 2-3 food bags per day per classroom. • Each food bag will be labeled with the room number and delivered to the classroom according to the established plan.
<p>At first bell</p>	<p>Begin School Day</p> <ul style="list-style-type: none"> • Teachers pick up/line up students. • Teachers and students report to classroom.
<p>In classroom: 10 minutes</p>	<p>Meal Service</p> <ul style="list-style-type: none"> • Teacher, designated aide or volunteer places the open insulated bags with the food item on the designated table in the classroom. • Students come into the classroom, sit down and get settled. • Teacher releases students to wash hands. • Students select their meal and return to their desk to eat breakfast. • Students eat breakfast while attending to morning activities such as attendance, homework, housekeeping, etc. <p>Meal Counts</p> <ul style="list-style-type: none"> • Teachers count only those students who have selected a reimbursable meal. • Students taking only one item, such as a milk or juice, are not counted as a reimbursable meal. • The number of reimbursable meals is recorded on the meal count form.
<p>In classroom: 5 minutes</p>	<p>Clean Up</p> <ul style="list-style-type: none"> • All unserved food will be returned to the cafeteria. • Students place all waste in the trash container provided for each classroom; dispose of excess beverage in the trash container. • Each student washes and dries hands. • Classroom cleanup takes place according to the established plan. • Breakfast bags containing unused food are returned to the cafeteria according to the established plan. • Trash is placed outside the classroom according to the established plan.

Breakfast in the Classroom

Your School's Morning Schedule



A classroom routine for BIC will need to be established. Use this template to draft the morning schedule that works best for your school.

Time

Activity



Whether providing instruction while the students are eating breakfast or incorporating education about the importance of breakfast throughout other content areas, BIC provides an excellent opportunity to fuse breakfast and learning.

Read-Aloud Time

Read to students from a picture or chapter book while they are eating. Once a week, read a book that has to do with nutrition and/ or being physically active. Students may also enjoy listening to books on tape.

Combine Breakfast and DEAR (Drop Everything and Read)

Allow students time for self-selected silent reading while they eat.

Practice Spelling Words

While eating, play a word game (e.g., Sparkle) where students take turns giving the next letter in a spelling word until it is spelled correctly.

Show Instructional Media (e.g., television programming or videos)

View content relevant to what the students are learning while they are eating.

School News Program

Do you have a school news program? If not, consider starting one. Have classes take turns recording a school news program. Create news videos and distribute school-wide; let students watch the school news while eating breakfast.

Current Events

During breakfast, distribute articles related to current events. Have students discuss and debate current events.

Life Skills/Character Education

Use breakfast time to learn about important Character Education skills. Apply the skills to the context of eating school breakfast (e.g., when students help serve and clean up breakfast, they are learning about 'responsibility').

MyPlate Sort and Log

Teach students how to eat healthy by using the MyPlate food guidance system as a guide; discuss the importance of variety and balance. Provide younger students with Food Group Sorting Placemats (to make the placemat: on construction paper create a five-column chart, label it with the five Food Groups and laminate). Students can use the placemats while they eat breakfast and sort the items in their daily breakfast into the proper food groups as they are eating. If the chart is laminated, students could create tally marks on the sorting chart using a dry erase marker.

Vocabulary Development

Work with words that the students are learning during breakfast. Students can list the names of the foods they are eating and put them in alphabetical order, study the history of the food, list adjectives that describe the food and list verbs that describe the way that they eat the food.

Demonstrations

Use breakfast time to demonstrate something that you will be teaching later. Perhaps you are going to demonstrate how to write a personal narrative. Teach it while they eat. Science demonstrations work well too.

Fine Arts

As they eat, have students listen and react to a variety of music, or view and discuss a slideshow of art collections.

Literature Circles

While eating breakfast, students can meet with their literature circle groups or book clubs to summarize and discuss prior reading (e.g., the chapter that they read for homework) or answer specific questions about the book they are reading.

Homework Review

During breakfast, go over the homework from the night before.

Test Review

During breakfast, play games to review for tests, such as a Jeopardy-style quiz.

Class Meetings

Use breakfast time to conduct your class meeting. During class meeting, students are assigned new class jobs, class rules are discussed and reinforced, upcoming events are reviewed and class “business” is conducted.

Mind Puzzles and Riddles

Post mind puzzles and riddles for students to think about and solve while they are eating.

Incorporate breakfast education into your academic content!

Try the following suggestions to help promote the BIC program throughout the school day and year.

Creative Arts

Promote breakfast using posters and songs created by students. The activities can be part of art or music classes or serve as an educational school-wide contest.

Language Arts

Brainstorm adjectives about breakfast.

Write persuasive essays or short stories about the importance of breakfast and the consequences of skipping breakfast.

Social Studies and Current Events

When learning about different countries, investigate what different cultures eat for breakfast. Relate particular breakfast foods to a country's climate, agriculture, customs, and exports.

STEM - Math

Have students create and conduct breakfast surveys. Use the information gathered to study percentages or trends in math class.

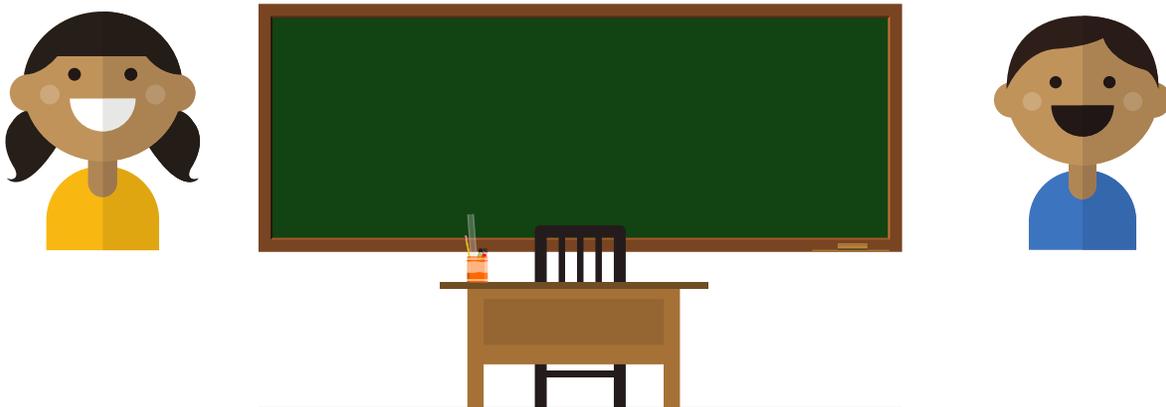
STEM - Nutrition Education

Reinforce the MyPlate Food Guidance System by showing how it relates to breakfast.

Students' Roles in Breakfast in the Classroom

Student participation is important to a successful BIC program. The BIC Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the BIC program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery:** Students from each classroom can be assigned to pick up the breakfast bags from the cafeteria and deliver them to their classroom.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.



Communicating with Students

- Assign roles! The fastest and easiest way to gain buy-in and to establish excitement surrounding the program is by allowing the students to have a role. Every student can be involved from breakfast champion to cleanup specialists.
- Encourage creativity by having students create a marketing campaign for both their classmates and to the entire school community.
- Teach students about different food groups by having taste tests; this will also allow you to determine student preferences which can lead to greater program success.
- Invite student groups and clubs to have their meetings in the cafeteria during breakfast.
- Establish individual classroom or grade-level goals so students can understand and share in the success of the program.
- Let the students know if they met their classroom goals.





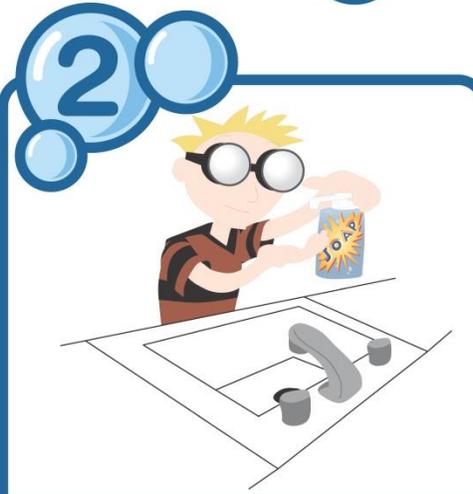
American Red Cross

The 6 Steps of Handwashing



1

Step #1:
Wet your hands with warm water.



2

Step #2:
Apply soap.



3

Step #3:
Rub your hands together, and even get between those fingers for 20 seconds.



4

Step #4:
Don't forget your fingernails. Use a nailbrush if you have one.



5

Step #5:
Rinse the germs away.



6

Step #6:
Dry your hands.

Table of Contents

Custodial Staff

Timeline and Checklist for Breakfast in the Classroom

115

Custodial Staff

Timeline and Checklist for BIC

Custodial staff play an important role in a successful Breakfast in the Classroom (BIC) program.

Shifting to BIC does not necessarily mean more work for you - it's simply a change in the trash removal process. In fact, BIC actually means the cafeteria stays clean for morning assemblies or meetings without having to clean up after breakfast service.

When implementing BIC, two common concerns related to bringing food into the classroom are trash removal and pest management. School districts that have implemented BIC have found ways to manage these concerns.

Strategies for Success

- Work with teachers to enlist the help of students to assist in trash removal. They can be responsible for moving garbage bins or bags from the classrooms into the hallway or a central location.
- Develop trash collection routes and schedule.
- Recommend purchasing a carpet cleaner or extractor for each site if needed. This can be either a large industrial-sized extractor, or a smaller, hand-held version that can be shared among all classes to manage minor spills.
- Remember that good communication and training for all staff is key to managing spills and minimizing pests.

Trash Removal

Students are responsible for clearing away their trash after eating. Classroom representatives place the trash bags or bins outside the classrooms or in your designated area for collection. Your schedule can be adjusted to facilitate collection of the additional trash bags or bins.

Pest Prevention/Control:

Pest prevention can be maintained with proper cleanup in the classroom. Teachers and students will promptly address minor spills as they occur.

Custodial Staff

Timeline and Checklist for BIC

This timeline was designed to plan at the **end of one school year** for implementing a BIC program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various timeframes for implementation.

April

1. **Initial BIC Team Meeting:** Participate in the initial site Breakfast in the Classroom planning team meeting. Provide input on logistics, trash maintenance, classroom cleanup procedures.

May

1. **Routes and Logistics:** Determine the best method of trash collection at the end of breakfast. Work with Food Service Director to determine how many additional carts, garbage bins, or other supplies will be needed.
2. **Supplies:** Ensure all carts, garbage bins, bags, and other necessary cleaning supplies have been ordered.
3. **BIC Site Team Meeting:** Participate in site Breakfast in the Classroom planning team meetings as needed.

1 Week Prior to Roll-Out

1. **Teacher Training:** Attend the back-to-school in-service and assist as needed in training teachers on trash removal and cleanup according to the procedures established in the BIC team meetings.
2. **Practice Run:** Participate in practice run where breakfast bags are delivered to and returned from classrooms. Incorporate the process for garbage collection in the practice run.

First Day of Breakfast in the Classroom

1. **BIC Service:** Distribute and collect garbage bins according to the school plan.

Resources

The following organizations support School Breakfast and provide resources to help schools implement models of universal breakfast.

Arizona Department of Education Health and Nutrition Services

<http://www.azed.gov/hns/nslp/sbp/bic/>

The Health and Nutrition Services Division is committed to enhancing the health and well being of Arizona's children and adults by providing access to a variety of federally funded programs. Electronic copies of the materials in this toolkit and other helpful information can be accessed on the website.

Association of Arizona Food Banks (AAFB)

<http://www.azfoodbanks.org/index.php/schoolbreakfast>

AAFB is focused on innovative school breakfast programs such as Breakfast in the Classroom and Grab and Go that are easily implemented and proven to increase participation. AAFB provides Information, technical assistance and encouragement to help overcome concerns or obstacles standing in the way of implementing a successful breakfast program.

Dairy Council® of Arizona

<http://www.arizonamilk.org>

For more than 40 years, the Dairy Council of Arizona has been promoting good health and nutrition in the classroom and the community by promoting school wellness, Dietary Guidelines, sharing recipes, and providing a vast collection of nutritional and educational resources. The Dairy Council partners with agencies to provide funding and develop tools and resources for schools interested in expanding their breakfast programs and increase participation.

Food Research and Action Center (FRAC)

<http://www.frac.org/programs/school-breakfast-program>

FRAC is the leading national nonprofit organization working to eradicate poverty-related hunger and undernutrition in the United States. FRAC provides educational materials and technical assistance tools designed to increase participation in school meal programs and implement alternative breakfast models.

Fuel Up to Play 60

<http://www.arizonamilk.org/fuel-up-to-play-60>

Apply for funding to implement your School Breakfast Program. Launched by the National Dairy Council (NDC) and the National Football League (NFL) in collaboration with the United States Department of Agriculture (USDA), Fuel Up to Play 60 is an in-school nutrition and physical activity program that encourages the consumption of healthy foods and achieving at least 60 minutes of physical activity every day.

No Kid Hungry/Share Our Strength Center for Best Practices

<https://bestpractices.nokidhungry.org/school-breakfast>

Share Our Strength's No Kid Hungry® campaign is ending childhood hunger by connecting kids to the healthy food they need, every day.

School Nutrition Foundation (SNF)

<http://schoolnutritionfoundation.org/breakfast-in-the-classroom/>

The SNF Breakfast in the Classroom Resource Center provides information about alternative breakfast models and resources such as videos, tools and resources.

United State Department of Agriculture (USDA)

<http://www.fns.usda.gov/sbp/toolkit>

For more than 50 years, the School Breakfast Program has provided schoolchildren across the nation a well-balanced first meal of the day. USDA provides digital resources that program operators and other stakeholders may use to establish or expand the breakfast service within their school.

Valley of the Sun United Way (VSUW)

<https://vsuw.org/community-objectives/we-fight-for-kids>

Together with our donors, volunteers, and partners, we are breaking the cycle of poverty in Maricopa County by fighting for children, families, and neighborhoods. We bring partners together from every sector - public, private, and non-profit. Valley of the Sun United Way is on a mission to provide alternative breakfast models (Breakfast in the Classroom, Grab 'N' Go, and Second Chance Breakfast) to children in need throughout Maricopa County. This is part of their effort to End Hunger in the Classroom by working with schools to provide meals to children and reduce chronic hunger.

References

American Red Cross The 6 Steps of Handwashing

California Food Policy Advocates BreakfastFirst campaign.

<http://www.breakfastfirst.org/>

Feeding America: Map the Meal Gap

<http://map.feedingamerica.org/county/2014/child/arizona>. Accessed 2/27/2017.

Food Research and Action Center School Breakfast Scorecard, 2017-2018 School Year

<http://frac.org/research/resource-library/school-breakfast-scorecard-2017-2018-school-year-february-2019>. Accessed 2/14/2019.

GENYOUth Foundation: The Wellness Impact: Enhancing Academic Success through Healthy School Environments. 2013. <http://www.genyouthnow.org/reports/the-wellness-impact-report>

Kellogg's School Breakfast Resources

<https://www.kelloggspecialtychannels.com/Image/Show/34df893b-c87b-44df-99cb-48b87d4d551f>

National Dairy Council. Expanding Breakfast Toolkit. Second Edition. 2006.

NEA Health Information Network: Breakfast in the Classroom-School Breakfast Toolkit. 2011.

NEA Health Information Network and Share Our Strength: Start School with Breakfast. A Guide to Increasing School Breakfast Participation. 2011.

Oregon Department of Education, Child Nutrition Programs. Breakfast in the Classroom: A How-To Manual for Schools. 2008.

Plan, Do, Check, Act Model: Shewhart, Walter A. (1939). Statistical Method from the Viewpoint of Quality Control. Dover Publications December 1, 1986. ISBN 0-486-65232-7. OCLC 13822053.

U.S. Department of Agriculture, Economic Research Service Briefing Rooms. Food security in the United States: definitions of hunger and food security, updated 2015.

<http://ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/key-statistics-graphics.aspx> Accessed 2/27/2017.

U.S. Department of Health & Human Services. Poverty Guidelines:

<https://aspe.hhs.gov/poverty-guidelines> Accessed 2/27/2017.

Partner Contact Information

Valley of the Sun United Way

3200 E. Camelback, Suite 375
Phoenix, AZ 85018
602-631-4800
www.vsuw.org/



Dairy Council of Arizona

510 S. 52nd St., Suite 101
Tempe, AZ 85281
www.arizonamilk.org



Arizona Department of Education Health and Nutrition Services

3300 N. Central Avenue
Phoenix, AZ 85012
602-542-8700
www.azed.gov/hns/



Association of Arizona Food Banks

340 E. Coronado Rd, Suite 400
Phoenix, AZ 85004
602-528-3434
www.azfoodbanks.org

