



**San Diego Unified  
School District**

**Food Services Department**

# **Breakfast Programs**



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**San Diego Unified School District (SDUSD)  
Food Services Department  
Breakfast Programs  
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## Introduction

Breakfast is the most important meal of the day. Not only does it give you energy to start a new day, but breakfast is linked to many health benefits, including weight control and improved performance. As the Food Services Department for San Diego Unified School District, our role is to provide breakfast to children without any barriers to ensure they can perform and reach their highest potential.

Research has firmly established the link between breakfast and academic achievement, so it is not surprising that when more students eat breakfast, the educational benefits mount. Evaluations have found that school breakfast dramatically improves student attentiveness, motivation and test scores. Research also demonstrated that participation in a School Breakfast Program is associated with lower levels of Body Mass Index (BMI is a measure of body fat based on height and weight). San Diego Unified School District (SDUSD) teachers say that the Breakfast in the Classroom Program greatly diminishes trips to the nurse and assists in keeping children focused on class work.

## Breakfast Options

### Results in Highest Student Participation

- **Breakfast in the Classroom** – A student driven program. Student's pick-up breakfast from the cafeteria in rolling insulated bags, set-up breakfast in the classroom and clean-up ten minutes after the bell rings. Breakfast is served to each child by placing a meal at each student's seat. The teacher takes roll and begins teaching during the 10 minute breakfast. Primarily Elementary.
- **Grab and Go** – Breakfast is packed by the cafeteria and distributed to students before school begins and may eat it anywhere on campus or in their classroom, (school specific). Primarily Middle School. Given to the students:
  - When they get off the bus.
  - When they enter campus.
  - In front of their classrooms.
- **Nutrition Break** – Carts are set-up throughout campus during 1<sup>st</sup> and 2<sup>nd</sup> period for approximately 10 minutes. Students have to pick-up their breakfast and can eat it anywhere on campus except classrooms. Primarily High School.

### Results in Lowest Student Participation

- **Kid's Choice Café Breakfast** – Breakfast choices are available in the cafeteria for any student who chooses to come prior to school and eat breakfast. Closed when school begins.
- **Middle and High School, Breakfast in the Café** – Breakfast choices are available in the cafeteria for any student who chooses to come prior to school and eat breakfast. Closed when school begins.

## Funding

All breakfast programs at SDUSD are funded through the United States Department of Agriculture (USDA). The Food and Nutrition Service administers the program at the Federal level. At the State level, the National School Lunch Program is administered by the California State education agency, which operates the program through agreements with school food authorities.

SDUSD participates in the National School Lunch Program, School Breakfast Program, Summer Food Service Program, and After-School Snack and Supper Program. SDUSD receives reimbursement for each meal served and food subsidies from the U.S. Department of Agriculture (USDA). In return, SDUSD must serve meals that meet Federal requirements, and must offer free or reduced-price meals to eligible children.

School meals must meet the applicable recommendations of the Dietary Guidelines for Americans, which recommend that no more than 30 percent of an individual's calories come from fat, and less than 10 percent from saturated fat. Regulations also establish a standard for school lunches to provide one-third of the Recommended Dietary Allowances of protein, Vitamin A, Vitamin C, iron, calcium, and calories. School meals must meet Federal nutrition requirements.

Any child attending SDUSD may purchase a meal. Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals, for which students can be charged no more than 40 cents. (For the period July 1, 2011, through June 30, 2012, 130 percent of the poverty level is \$29,055 for a family of four; 185 percent is \$41,348.)

SDUSD's Meals for Reimbursement are:

- Breakfast either before school or during the school day.
- Lunch during the school day.
- Snack or supper served after the end of the regular school day while in an educational program.
- Summer Meals while school is out for more than 10 consecutive days.



# BREAKFAST in the CLASSROOM

## OVERVIEW

### Food

Nutritious meals are planned in a two-week cycle. They include a hot or cold entree, juice or fruit, and milk. Menu modifications are available for children with documented medical conditions. Requests for special diets should be initiated with the school nurse. Documentation from a licensed physician may be required. Vegetarian needs are available with a teacher's request.

A meal is served to each child and teacher in the classroom each day school is in session. A parent volunteer may also be served in Pre-K, Kinder, and first grade if the teacher needs assistance.

### Organization

Breakfast is packed in insulated rolling bags and are picked up from the kitchen area by students and taken into each classroom. Placemats are put on each student's desk. Designated student helpers place each food item, along with a spork packet and wet wipe, on the placemat on each student's desk and at the teacher's desk. All students have the opportunity to eat breakfast at their desks with their classmates. Dry disposable towels are available in the rolling bags for any spills and moist towelettes are available in the classroom to clean placemats and desks. Trash and food bags are removed when breakfast is over (10 minutes, optimum, sometimes longer).

**Student Assignments** – Five student helpers on the breakfast team

- **Two students:**
  - Bring the bag to the classroom from the cafeteria.
  - Place a BIC placemat on each student's desk.
  - Distribute the food.
  - Collect all unopened and unused food and put back in the bag.
  - Return bag to the cafeteria.
- **Two students:**
  - Wheel the designated trash cans around the classroom at the end of breakfast to collect all trash.
  - Wipe each placemat and desk top with moist towelette.
  - Wheel the cans outside the classroom to a designated location.
- **One student – Sheriff:**
  - Inspects each student's desk (top and inside) and floor area for crumbs, spills, wrappers and leftover food, and cleans up when necessary.

## **Classroom Clean-up**

- All left-over, unopened food is picked up and placed back in the plastic bags it came in and returned to the cafeteria in the appropriate insulated bag.
- Students have wet wipes to wash their hands.
- Dry towels are provided in the rolling bag to manage spills.
- Moist towelettes are provided to each classroom to wipe desks and placemats. No more than two to three towelettes should be used daily to wipe all desks and placemats.
- Custodial staff removes the trash from the designated area, replaces the liners, and students pick-up the trash cans after recess or lunch returning them to the classroom for the next day.
- NO food is to be left in the classroom, neither in the student's desks or backpacks, nor in the teacher's desk, etc. This could lead to attracting bugs and causing illness if food is not kept at appropriate temperatures.

## **Breakfast in the Classroom is a Win-Win Program for all Stakeholders.**

### **Superintendent and Board of Education**

- See improved standardized test scores
- Experience improved attendance
- Do not have to spend district funds to support the Food Service Department.

### **Principals**

- See improved standardized test scores
- Have decreased absenteeism
- Have decreased tardiness.

### **Teachers**

- Experience a smoother morning teaching process with students who are alert and receptive
- Have reduced interruptions during the morning from hunger-related issues
- Do not have to purchase food for students out of their own pockets.

### **Students**

- Arrive on time to eat breakfast
- Experience no stigma with eating breakfast – every student is given the same opportunity to eat without distractions
- Are fueled and ready to learn
- Are better able to focus on what is being taught
- Actively participate in classroom discussion.



## Parents

- Do not have to work breakfast into the morning rush at home
- Spend less on food (important for many low-income families)
- Feel confident their child is eating a nutritious breakfast
- Are encouraged to get their children to school on time.

## Food Services Department

- Recovers initial start-up costs quickly – grants available
- Sees increased revenue to Food Services Department and district due to increased participation.

## Custodians

- Make simple modifications in routine
- No longer have to clean lunch arbor/cafeteria after breakfast
- Receives new equipment – tilt cart.

## Nurses

- Have fewer morning visits due to hunger-related symptoms.

## Teacher Unions

- Understand that teachers cannot teach hungry children
- Understand that the 10 minutes taken for breakfast can include instruction time and any loss of “teaching minutes” is more than made up for later in the morning when there are no hunger-related interruptions.





## Meeting Schedule – Set-up a BIC Program

Below is a list of meetings with key stakeholder. It is important to meet with each group to ensure the most success in implementing a Breakfast in the Classroom Program.

- **Meeting with Principal –**
  - Benefits of the program.
  - Time line for school meetings and program implementation.
  - Responsibilities of principal, teacher and students.
  - Details of program operations.
  - School banner.
  - Parent communications.
  - Request a list of teacher’s names, room numbers and # of students in each class.
- **Meeting with Teachers –**
  - Program benefits.
  - Organization, insulated bags, timing.
  - Student’s roles and selection of students.
  - Teacher’s role, motivator, classroom management, tally students.
  - Menus.
  - Substitute teachers.
  - Instructional time.
- **Meeting with Custodian –**
  - Custodian’s role.
  - Equipment and supplies, tilt cart, trash cans & trash bags.
  - Determine central locations for trash cans.
- **Meeting with Nurse –**
  - Special diets with doctor’s information
- **Meeting with Students –**
  - Role and responsibilities.
  - Practice.
- **Meeting with Kitchen Staff –**
  - Equipment evaluation, determine needs.
  - Program benefits.
  - Work methods.
  - Operational controls.
  - Communications.
  - Visit classrooms as the program begins.



## Kitchen Set-up Pointers



### Menus

- Pre-K students use Pre-K Breakfast in the Classroom Menu.
- Elementary students, Kindergarten through grade 6, use Breakfast in the Classroom Menu.
- Secondary students use Nutrition Break Menu for Breakfast in the Classroom Program, Grab n' Go and Nutrition Break.
- Never change the menu without the authorization of the Food Services Department Dietician.

### Special Diets

- A special diet is created by the Food Services Dietician when an authorization is received from a doctor.
- For any student who has a special diet, place menu items in lunch bag with their name on it and put inside their classroom's insulated bag.
- If you learn about a student with special dietary needs, please contact Food Services Dietitian.
- The school nurse will provide you with a list of students who are approved to be served juice instead of milk.

### Vegetarian Diets

- Vegetarian meals may be served to any student/teacher by request. Place the vegetarian meal in a lunch bag with the child's name on it and put inside their classroom's insulated bag.

### Set-up Menu Items

- Create a Determining Bag Count Form (page11) by accruing information from the school office: teacher's name, grade, room # and number of students.
- Check with the teachers to determine # of teachers and volunteers that will be in the classroom during breakfast. Pre-K, Kinder and Grade 1 may have two parent helpers.
- Use Determining Bag Count Form to create a Bag Organization Chart (page12) creating efficiencies in bagging.
- Use tags from the milk bags, (white plastic tags). Mark these tags with the bag count number. Make enough tags to cover the number of classrooms for milk, juice, cereal, snacks, etc. Four to five sets will be needed.
- Using this process allows staff to only match numbers and not classroom or teacher names. Bag of milk has #24 which goes in the bag marked 24.

## **Signage**

- Breakfast in the Classroom bags, both hot and cold bags, should have dots on the top cover and on the inside cover for ease when packing the food items. The numbers on the plastic tags of all prepack food items (i.e. milk, cereal) will match with the number on the BIC bag.
- Mark each trash can on both sides with the classroom number, using a black permanent marker. This will make it easy for children to find their trash can after the liner has been replaced.
- Grade-level signs placed on the wall or on the floor make it easy to arrange the BIC bags and for the children to find their class bag.

## **Day before Service of BIC**

- Pan hot entrees on bun pans and store in refrigerator.
- Milk, juice, fruit, cereal and other items count par level in separate clean 10-gallon trash bags, tag with white plastic tag and store appropriately.

## **Day of Service for BIC – Packing the Insulated Bags**

Pack menu items in the following order to maintain temperature and quality – refer to Food Safety (page 13):

- Place bagged milk on the bottom of the large insulated bag.
- Add all other cold food items (yogurt, apple slices, cheese, juice, etc.).
- Side items (goldfish grahams, etc.) may go in the large bag if you have enough room or attach to the handle of the bag.
- Bagged cereals/bananas may be tied on the handle of the bag if the bag is too full.
- Hot entrees are placed inside the hot bag.

**Ensure all items are ready for pick-up when the students arrive, about 15 to 20 minutes prior to the bell signifying that school begins.**

## **After Service**

- Unload cold items and return to refrigerator to maintain cold temperature. See Managing the Milk (page 13).
- Bagged grapes/apple slices must be placed on the salad bar for lunch.
- Unopened shelf-stable items may be returned to the storeroom and used for the next serve.
- Dispose any crushed/unusable items and all hot entrees returned in the trash.
- No BIC returns may be given away or taken home.

## **Clean and Restock the Bags**

- Clean the interior of the insulated bags with warm, soapy water daily.
- Clean the exterior of the bags with warm, soapy water as needed.
- Replenish tray packs, wet-wipes and dry disposable towels as needed.

## Determining Bag Count Form

<b>Breakfast in the Classroom</b>					
Determining the Number to Pack in each Bag					
<b>SAMPLE</b>					
<b>SCHOOL:</b>		Valencia Park Elementary			
<b>GRADE</b>	<b>Teacher Name</b>	<b>Room #</b>	<b>STUDENTS</b>	<b>Teacher/ Volunteers</b>	<b>SEND</b>
Pre K	Parkinson,Dione	K2	24	3	27
	Nguyen,Minh	5	24	2	26
	Torres,Silvia	1	24	2	26
Kinder	Dungo,Josielyn	4	25	2	27
	Dysart,Tonya	3	22	2	24
	Kovelant,Lindsey	1	24	2	26
1st	Darris,Gabi	B2	24	1	25
	Getzelman,Rachel	B6	24	1	25
	White,Elizabeth	16	25	1	26
	Clift, Barbara	17	24	1	25
2nd	Cortese,Nancy	B1	25	1	26
	Smith, Linda	B4	24	1	25
	Shields,Theona	B3	23	1	24
	Solis	12	24	1	25
3rd	Brown,Danielle	10	23	1	24
	Bugg,Kateena	11	24	1	25
	Green,Muriel	18	24	1	25
	Campbell, Sharon	104	24	1	25
4th	Crockett,Tamyka	204	33	1	34
	Pesta, Terry	103	33	1	34
	Wiech,Don	9	24	1	25
5th	Childs,Amy	201	29	1	30
	Hedgren,Debbie	203	32	1	33
	Jones,James	102	30	1	31
<b>TOTAL BAGS 24</b>		<b>TOTALS</b>	<b>612</b>	<b>31</b>	<b>643</b>

## BIC Packing Guide

Breakfast in the Classroom	
BIC Packing Guide	
SAMPLE	
BAG COUNTS	# of Classrooms at this Count
24	3
25	9
26	5
27	2
30	1
31	1
33	1
34	2
<b>TOTAL BAGS</b>	<b>24</b>



## Food Safety

Food Safety is very important. The most important food safety for Breakfast in the Classroom is to manage time and temperature. Ensure that the insulated bags are not packed too early so the hot food does not get cold and the cold food does not get warm.

- When cooking to maintain quality, place hot item from oven into Cres-Cor and 15 minutes before bags are picked up, put hot menu item into BIC bags.
- While one person is bagging hot food another employee is putting bagged milk and juice or fruit into bags 15 minutes before student monitors pick up breakfast.
- Immediately upon receiving BIC bags back from the classroom, remove milk and, place immediately into the cooler for lunch. See Managing the Milk below for further information.
- Keep Area Manager well informed on milk orders so white milk doesn't get outdated or overstocked. As long as you call before 9:00 a.m. the day before, delivery milk orders can be adjusted.

## Managing the Milk

- Milk may be served at 45° or colder.
  - Keep milk in the cooler unless you are actively bagging it or placing it in the bags. Do not leave milk outside of the milk cooler for any length of time.
  - Place bagged milk in insulated rolling bag NOT MORE than 15 minutes prior to the breakfast bags going to the classroom. Do not pack earlier than necessary to maintain temperatures.
  - No blue ice is needed.



## Returned Milk

- Unload the milk from the rolling bag immediately upon return from the classroom.
- Take temperature of the milk.
- If 45° or less place milk in the cooler to be used at lunch.
- If over 45°, keep the milk in a separate bag, tag it and place in cooler. Before service check the temperature to ensure it has lowered to at least 45°.

## Check Dates

- Always check the dates on the milk before serving.

## Ordering Milk

- Do not automatically order par levels of milk every day.
- Check to see if it is needed that day.
- If additional milk is needed, do it as a late add-on.



## EQUIPMENT

Following is a list of equipment to use when evaluating a school site prior to implementing a Breakfast in the Classroom Program. Based on the site this may not be an all-inclusive list.

<b>Equipment Needs</b>	
<b>ITEM</b>	<b>Details</b>
Double-stack convection oven with casters	
Stainless Steel 12 case Norlake Milk Cooler	
Stainless Steel work table 5 ft with drawer	for bagging milk, juice, etc.
Bun pans	
Roll-in bun pan rack	thawing and prepping hot items
Cambro Rolling Shelving, 48X24X75, 4 Shelves -	to move and store bags
Black crates	small bag organization
4' dunge racks	storing items off floor
Mobile storage units (48"wx24"dx72"h)	secure bags and dry goods
Loading and unloading ramp	for rolling bags
Trash collection truck	for custodian to pick-up trash from classroom trash cans
20 gallon trash cans with trash can dollies	1 per classroom
Large insulated rolling bag and small insulated bag.	1 per classroom
High heat gloves	
<b>If an elevator &amp; breakfast will be served in 2nd floor classrooms</b>	
Transport Cart - size depends on elevator and # of bags	to transport bags up and down elevator

### Bun Pan Rack





## Breakfast in the Classroom Bag Organization



**Front of Bag** – Classroom identification including Teacher's Name, Grade and Room #.

**Side Pockets** –

1. Dry disposable towels and wet naps.
2. Tray pack.

**Under Cover** – Number of meals in bag.

**Meal Count Sheet** – Monthly sheet in plastic sheath with a binder ring around cart pole. Teachers will enter meals served daily. Sheet changed monthly.

**Numbers on cart pole** –

- Top - # of meals
- Middle - # Special diets & vegetarian
- Bottom - # Juice replacements for milk.

## **Equipment Ordering**

To order equipment and supplies use the following companies and product ID #:

- Order 20 gallon trash cans from Waxie #730510 and dollies for each can #730730. Order one set for each classroom.
- Black trash bag liners: Waxie #709195SA, 250/case. To determine the number of liners to order, multiply the number of classrooms times the number of days per month. This equals the number of bags used per month. This number of liners should be supplied by the Food Services Department to the Custodial Department monthly or as needed. The bags will be ordered by the Area Manager and transferred immediately to the custodian. Be aware of usage to make sure these bags are used for BIC only.
- 10 gallon storage bags: order from All American Plastics and use for placing all counted items for next day's breakfast and lining insulated bag for hot items.
- Dry Disposable Towels: order from All American Plastics inventory # 9050 and Product ID # D711. Place two or three in a pocket of the insulated bag. Replenish daily.
- Moist Towelette Tubs: order from All American Plastics inventory #6245 and Product ID# F2560CAN220. Replace with request from teacher – approximately every other month.
- Wet Naps: order from All American Plastics inventory #6271. Place in a pocket of the insulated bag. Send extras. Replenish daily.
- Tray packs: order from All American Plastics and place in front pocket of insulated bag with wet wipes. Send extras.
- BIC bags and other equipment is ordered through the Equipment Manager and sent from the warehouse.

## **Maintenance & Storage**

- All insulated bags must be cleaned with warm, soapy water daily. Clean exterior as needed, including wheels.
- Ensure insulated bags are in good operating order. Report any problems to the Equipment Manager at Revere.
- Store all insulated bags in designated area.
- Collapse small insulated bags in black crates for consolidation and organization. Morning packing of hot food will go much faster if the bags are set-up by number.
- Store all insulated bags in plastic bags during holidays, intersession and summer vacation.

## Loading and Unloading Ramp

This makes it easier for cafeteria workers to load, unload and clean the bags.



**Tilt Cart for Custodian.** Trash bag attached for ease in replacing the bags.





## Transport Cart

This cart is being used here to transport hot bags from the kitchen to the bag prep area in the cafeteria. This cart is also used to store bags and transport large and small bags to multiple floors.



## Supply List

Following is a list of supplies needed for implementing the Breakfast in the Classroom Program.

Supply Needs	
ITEM	Details
20 gallon trash bags	trash cans in each classroom
Dry disposable wipes	teacher/students to pick-up spills
Moist Towelettes	1 tub per classroom to clean desks & placemats
10 gallon clear plastic bags	for milk and juice
Wet naps	for children to wash their hands
Tray packs	napkin, spork, straw

## **Meal Counting Procedures**

Breakfast in the Classroom allows each child in attendance to receive a complete breakfast at their desk, in their classroom. All items on the breakfast menu will be served to each student. Any student may refuse a breakfast meal. The meal count for the day will be based on the number of children who accepted the breakfast. Do not count the children who refused an entire breakfast.

The Breakfast Meal Count Sheet will be attached to the large BIC bags; teachers will complete the meal count sheet daily. At the end of the month the teacher needs to sign the Breakfast Meal Count Sheet.

### **When the BIC Bags are Returned from the Classrooms:**

- The breakfast meal count for the day will be taken from each Breakfast Meal Count Sheet.
- Compare each Breakfast Meal Count Sheet to the daily attendance count received from the school office. This process will avoid over-claiming more students than were in attendance for that day. If the number on the Breakfast Meal Count Sheet is larger than the daily attendance count, you must use the daily attendance count number.
- If the previous step occurs, the cafeteria site leader must talk with the teacher to clarify the meal count process. If this issue continues, contact the BIC Specialist for additional support.
- If the Breakfast Meal Count Sheet is a lot less than the attendance, please contact the teacher to identify the issues and report to the BIC Specialist.
- Finally add the Breakfast Meal Count Sheets from all the classrooms together to get the Total Meal Count for the day.

**Planning for Breakfast** – check weekly with the school office to get the updated enrollment. This number will guide the order and production so that unwanted food will not go to waste.

Entering the meal count in the computer system

- “Meal Count” – the daily total of the classroom Breakfast Meal Count Sheets.
- “Tray count” – the total number of breakfasts prepared for the day include pre-K AM class only, if served.

### **Retention of Breakfast Meal Count Sheets & Daily Attendance Counts –**

- The classroom Breakfast Meal Count Sheets & Daily Attendance Count Sheets must be retained for 3 years plus the present operating year. The School Cafeteria submits the Breakfast Meal Count Sheets & Daily Attendance Counts to the prep kitchen daily with the day-end paperwork. The previous three years are stored at the District warehouse.

The Breakfast Meal Count Sheet

Food Services Department

Breakfast Meal Count Sheet

SCHOOL NAME \_\_\_\_\_

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Room # \_\_\_\_\_ # of students enrolled \_\_\_\_\_

Please write the number of children served breakfast each day in the appropriate box on the calendar below. Do not include the number of children that refused an entire breakfast.

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Please sign at the end of the month

Teacher Signature \_\_\_\_\_

## Closing Procedures

When closing the program for summer or intersession follow these procedures:

### General Equipment

- Inventory all equipment: Bags, cans, dollies, racks, etc.
- Review the condition of your equipment and, if needed – submit order to the Equipment Manager for fall replacement.

### Trash Cans

- Two to three weeks before the end of school – talk to the custodians about gathering the trash cans from each room and cleaning them.
- Secure all trash cans and dollies. Clean, stack and cover with bun pan covers. Keep in kitchen or storeroom.

### BIC Rolling Insulated Bags

- Remove all tray packs, wet naps and dry disposable towels from rolling bags.
- Make sure all bags are clean and locked in storeroom. Do not zip up bags until completely dry.
- Store bags on rolling racks or dunnage racks and wrap entire rack with clear plastic film.

### Milk Coolers

- Make sure milk cooler and all BIC equipment is cleaned and unplugged.





## **Student Job Duties**

Five students, plus alternates, are chosen by the teacher. The teacher considers the Delivery Team as the team that retrieves and sets-up breakfast before school begins so it is very important these students arrive early to school. The teacher may consider a rotation process for all teams as children are very eager to do these jobs.

### **Breakfast Team Job Descriptions**

#### **Delivery Team – two students**

- 10-15 minutes before the final bell go to cafeteria and collect rolling breakfast bag for your class.
- Wheel bag to classroom if downstairs and to elevator if upstairs. Walk upstairs to meet your bag by the elevator.
- The breakfast supervisor will load the bags on the elevator and unload them once they arrive on the second floor. Walk your bag to your classroom.
- Distribute all food and drink items to every student's desk. Distribute tray packs and wet wipes to each student. Do not toss or throw food or other items. Place the items together at each place. Remember to serve breakfast to your teacher.
- Have everything ready when the final bell rings.
- Eat breakfast with your classmates.

#### **Clean-Up Team – two students**

- One clean-up team member wheels the rolling trash can around room and has each student place their own trash in the can. Do not allow anyone to throw trash toward the can. Have them place it in carefully to ensure that no spills occur.
- Wheel the trash can outside to the designated area for your classroom. Only one student is needed to return the trash can. Check with the custodian if you are unsure where to take it.
- The other clean-up team member collects food that is unopened and uneaten and puts it in the plastic bags in the appropriate insulated bag. Put cold food with cold food and hot food with hot food. Zip up the insulated food bag and wheel it back to cafeteria or elevator. Only one team member is needed to take back the bag.
- On a rotating basis, ask two students to take moist towelettes from tub and clean each placemat and desk. Moist towelettes are available from the Cafeteria.
- After recess the clean-up team picks up the trash can and returns it to the classroom. Do not leave the trash cans outside overnight.

**NOTE:** No food can be saved in the classroom or in backpacks. All food needs to be removed from the classroom.

## Breakfast Sheriff – one student

- Put on your “Breakfast Sheriff” badge.
- Walk around your classroom after leftover food and trash is removed. Carry a few extra wet wipes with you.
- Look on the floor, inside desks and on top of desks for any wrappers, spills, crumbs and saved food. When you see something that needs to be cleaned up or picked up, politely ask the student to do so. Give him/her a moist towelette or dry disposable towel if he/she needs it.



## Teachers' Information

Following is a dialog the teachers can use to introduce Breakfast in the Classroom.

### Teacher's Dialog with Students about Breakfast in the Classroom

- Beginning (your start day), we will have breakfast in our classroom.
- A letter went home to your parents about this new program.
- Five (or number you choose) students will be selected as the Breakfast Team for our class. Two will be the "delivery team", two will be the "clean-up team" and one will be the "Breakfast Sheriff". This team will participate in training on the day before we begin.
- The two delivery team members will pick up our breakfast insulated bags from the cafeteria ten minutes before school starts. Our room number will be on each bag. Some days there will be one bag and some days there will be two bags.
- The team will pull the rolling bags to the classroom. Set out the placemats at each seat. Place each food item on the menu that day on the placemat. Also lay a tray-pack (spork, napkin, straw) and a wet-wipe on each student's placemat.
- It is very important to have everything ready for your classmates when the bell rings.
- Every child will be served a complete breakfast, but if a student does not want to eat breakfast or a portion of breakfast, they will set the item aside for the clean-up monitors to pick up at the end of breakfast and return to the cafeteria.
- I also receive a breakfast and will be eating with you in the classroom.
- We will have 10 minutes to eat. That means we need to be speedy and must start eating right away.
- When you are done eating, use the wet-wipe to clean your hands.
- Moist towelettes are available to wipe off each placemat and desk.
- A trash can is located in our classroom to place our trash. After breakfast, one of the clean-up team members quickly wheels the can around the classroom and collects every bit of trash, opened food, crumbs and wrappers, being careful not to spill any opened milk. No food will be saved in the classroom – opened or unopened. The second clean-up team member will quickly collect unopened food and place it in the plastic bags it came in and then in the appropriate insulated bag.
- The Breakfast Sheriff quickly makes rounds of everyone's desk and checks for spills, crumbs, wrappers, or saved food. The sheriff asks the student to please pick up or clean up his/her area.
- The clean-up team returns the rolling insulated bag to the cafeteria and wheels the trash container to the central area where other trash cans will be placed. The school's custodian will pick up the trash from this location. After recess or lunch

the clean-up team member will pick up the trash can and wheel it back to our room.

- Get ready to start this exciting new program - Breakfast in the Classroom - tomorrow morning!

## **Guidelines for Substitute Teachers**

Following are a few guidelines for the Breakfast in the Classroom Program at this school. A new video is available at [www.sandi.net](http://www.sandi.net). This 6-minute video will allow you to see the program in action.

For the most part students handle the breakfast program from start to finish. Your role is to provide positive encouragement for every child to finish their breakfast and to manage the limited time to eat breakfast; 10-15 minutes, depending on the age group.

This program allows every student to start their day fueled and ready to learn. You will find that there will be fewer interruptions of the teaching process in the morning when the students are appropriately nourished.

This is the way it works:

- The breakfast team monitors (pre-selected students) pick up the rolling insulated bags from the cafeteria area about 10-15 minutes before the final bell rings.
- Students wheel the insulated bags to their classrooms. You will need to open the classroom allowing the students to set out breakfast, placing an entire meal including wet wipe (for their hands) and spork packet, at each child's desk.
- Placemats are available in the classroom to place at each child's desk first.
- Students and teacher begin eating when they arrive to class. This is a perfect time to take attendance, pick-up homework, and talk to the students about the plan for the day.
- When students are done eating, the second part of the breakfast team begins clean-up.
  - Wet-wipes are available for children to wash their hands.
  - Dry disposable towels are available in the rolling bags for spills.
  - Select two students to wipe the desks and placemats. Moist towelettes are available in the classroom to take care of this task. Use only a couple!
  - Each student is responsible for checking around their desk for wrappers, crumbs and spills.
  - The clean-up team (pre-selected students) begins the clean-up process. One team member wheels the rolling trash can around the room and collects all trash and opened food. The other team member collects any unopened food and puts in plastic bags in the appropriate insulated bags. Then the trash can is wheeled to the central pre-designated location so

the custodian can remove and replace the trash bags. The insulated bags are returned to the kitchen.

- The Breakfast Sheriff (pre-selected student) checks the classroom to ensure all food is removed and the classroom is clean. No food is to be left in the classroom. Students and teachers are not allowed to tuck food into their backpacks or desks for eating later.
- Students who arrive at school after breakfast will miss breakfast for that day.

**Enjoy breakfast with your students. Thank you for your participation.**

## **Communications**

Communications are essential to ensuring everyone receives the same information.

### **Communication with the Parents**

Parents need notification about the new program by answering simple questions: such as, when will it start?; how will it work?; what is the menu?

- Sample parent letter:

## **Breakfast in the Classroom Beginning on February 22, 2012**

Dear Parent(s),

Is the morning rush at your house a mad dash to get out the door with your child(ren) barely having time to grab their homework, much less eat a nutritious breakfast? If this sounds familiar, you will be relieved to know that getting that important morning start will no longer be a challenge.

Beginning on Wednesday, February 22, 2012, your child will take part in an innovative new program called "Breakfast in the Classroom." Just as the name implies, a nutritious breakfast will be served to each student right in the classroom. They will have an opportunity during the first 10 minutes of class to eat breakfast with their classmates and get the fuel they need to get through the morning ready to learn. Breakfast is still **FREE**. There will be no breakfast service from the cafeteria before school.

**Parents, we need your help!** Because breakfast only lasts 10 minutes we need you to ensure that your child(ren) arrive on time to take advantage of this wonderful opportunity. Children that arrive late do not receive breakfast.

### **How does it work?**

Each day, breakfasts are packaged in rolling insulated containers and labeled by classroom. Student monitors pick-up their containers in the cafeteria, roll the containers to their classroom, and distribute the breakfast onto each student's



desk. Children eat while the teacher takes attendance, gathers homework, does review work and reads announcements. This normally takes about ten minutes. Cleaning materials are provided in the classroom for children to wash their hands before and after eating, clean their desks, and wipe up any spills. Trash is removed from the classroom immediately after breakfast as well as any leftover food. No food is left inside the classroom.

**What foods are served in Breakfast in the Classroom?**

Milk is served daily as is fruit or juice. Entrées are nourishing and easy to eat quickly. They include popular breakfast items such as cold cereal. On “Hot Food Days” a hot entrée such as a Breakfast Burrito is served. If your child has a need for a special diet, please submit your doctor’s documentation of the need for a special diet to your school nurse.

**What are the advantages of Breakfast in the Classroom?**

Traditional breakfast in the cafeteria does not meet the needs of many students. Less than one-fourth of the students who eat lunch at school eat breakfast at school. Students who do not eat a nourishing breakfast are not able to concentrate well, become irritable more quickly and show hunger-related symptoms, such as headaches and stomachaches. When Breakfast in the Classroom is served, every student is able to start the school day ready to learn. This continues throughout the morning without hunger-related disruptions.

Share this exciting news with your child and be ready on February 22 for the start of this new program!

**BREAKFAST IN THE CLASSROOM MENU**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>Week 1</b>	Bean & Cheese Burrito Apple Sauce	Rice Chex Cereal Vanilla Snacks Orange Juice	Cured Turkey & Cheese Roll-Up Apple Juice	Egg Cheese Breakfast Sandwich Apple Slices	Cheerios Cereal Goldfish Grahams Berry Juice
<b>Week 2</b>	Colby Jack Cheese Vanilla Grahams Apple Sauce	Cheese Omelet Apple Slices	Cheerios Cereal Goldfish Grahams Banana	Bean & Cheese Burrito Orange Juice	Cured Turkey & Cheese Roll-up Apple Juice

**Vegetarian Meal Option:** Teachers may request on behalf of students for Cheerios, Rice Chex and Goldfish Grahams. Milk is included with every breakfast.

**Principal Communications:**

Keeping the principal up to date with any program changes will ensure the entire school will stay focused on the important details of the Breakfast in the Classroom Program. Informal visits are always good ensuring the principal is not experiencing any difficulties with the program and a great time for success stories. Following is a memo sample sent to principals to update them on changes for an upcoming year.

**TO: Principal**

**FROM:** Norma Johnson, BIC Specialist

**DATE: August, 2010**

**RE: Welcome Back - Breakfast in the Classroom, 2010/2011**

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**Thank you** for your support in making Breakfast in the Classroom (BIC) a success! We appreciate the great response we received from our survey with the year-round schools. The results confirmed our beliefs that trips to the nurse have been diminished and BIC assists in keeping children focused on class work. We were very pleased to hear from teachers and principals that they believe BIC teaches children to be responsible and dependable as well as assisting in developing leadership skills and skills to work as a team. We also heard parents appreciated the program and love it!

We also heard of improvements needed to the program. We have some solutions for this Fall and will continue to work with each school to meet those needs that enhance the program and provide children every opportunity to learn.

**New changes for the Fall include:**

- Only white milk will be served for breakfast.
- Plastic placemats will be provided later this Fall for each child.
- Spills can be managed with dry disposable towels added to the rolling bag. If you have no spills, please leave them in your bag.
- A canister of moist towelettes will be available in each classroom for desk and placemat cleaning. One towelette should be used daily to wipe all desks and placemats. These are costly and will only be replaced every third month.
- Carpets will be cleaned more than once a year.
- Monitoring for pest control will continue.

**Following are items to make the first week run smoothly:**

- On the first day use each classroom's teacher or any parent available to take the breakfast bag to the classroom and distribute the breakfast items onto each student's desk. The teacher may select any student to help with clean up and return the bag to the cafeteria. Kindergarten class parent volunteers could assist with clean up and return of food.
- All teachers need to select a BIC team (5 student monitors) the first day. Teachers may want to ask if any students were monitors last year and change this to give others a chance for the opportunity. The teacher may want to change the team throughout the year to give all children an opportunity for active participation.
- Meals will be served to the teacher and parent volunteers assisting with the BIC program.
- Remind teachers and students that BIC should only take 10-15 minutes.



- Emphasize cleanliness and a pest-free environment. Ensure your teachers know that no food is to be left in the classroom and to use the new products provided to assist in keeping the room clean.
- The Food Services site leader will need a list including: room numbers, teacher name and number of students. For the first day, the site leader also needs a number of anticipated parent volunteers.

If you have any questions, please feel free to call or e-mail me @\_\_\_\_\_.

It is a pleasure to work with you to ensure San Diego Unified School District students have the best opportunities for learning and growing.

## Teacher Communications

In Breakfast in the Classroom, the teachers are extremely important for the success of the program. Ongoing communication and response to their needs ensures the children are receiving the greatest benefit from the program. Listening to the teachers has created program enhancement such as more cleaning supplies for the program and the development of a video that helps them open BIC at the beginning of the year. As with principals, ongoing visits to classrooms are important and can take the place of any written communication.

Following is a sample letter to begin a new program:

**TO:**           **Teacher**

**FROM:**       Norma Johnson, Breakfast in the Classroom Specialist

**DATE:**       **February, 2012**

**RE:**           **Breakfast in the Classroom (BIC), 2011/2012**

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**Thank you** for taking on this very important task of ensuring all children at your school has a breakfast. The Breakfast in the Classroom (BIC) Program provides students a valuable source of nutrition which enables them to focus on class work and not experience headaches and stomachaches. The San Diego Unified BIC Program is designed purposefully to be student-driven. This student-driven program teaches children to be responsible and dependable, and assists in developing their leadership and teamwork skills as they carry out their responsibilities. Please support your students with their responsibilities.

As the role model for the students in your class, the students will look to you for guidance and follow your lead as to your contentment with the program. If you are positive, your students will conduct themselves in a positive manner and have positive results.

Thank you for your support to SDUSD children's healthy start to their day of learning.

**Following are items to remember for program efficiency and to ensure program compliance:**

- Serve each child a full meal; this is a funding regulation. Ensure that the two students serving, place an entire meal on each student's desk. Meals will be served to the teacher and a parent volunteer (Kinder & Grade 1) assisting with the BIC program.
- Return unopened food in the clear plastic bags in the appropriate insulated bag. Example: milk goes into the clear milk bag, inside the large rolling insulated bag. This will ensure the product is safe and clean. Please do not mix hot food with cold food.
- Wet wipes are available for children to wash their hands before and after eating. Dry disposable towels are located in the side pockets of the large insulated bags for spills. Moist towelettes provided to each classroom should be used to clean placemats and desks. Please use the towelettes sparingly as they are costly.
- Placemats are provided one per child. These were designed by the Dairy Council of California and funded by the San Diego Chargers.
- Tray packs (straw, spork and napkin) are provided. Even though you get more in the tray pack than the child uses, this is the most economical, most efficient pack to use.
- Remind students to return the clean trash can to your room after recess or lunch. Trash cans need to stay in your classroom overnight.
- Cleanliness in the classroom is a team effort: Food Services provides the equipment and supplies, teachers provide the guidance and motivation, students join the team effort and take pride in cleaning up after themselves, and the custodial staff removes the bags.
- Send a count change/supply request note to your Food Services site leader regarding any changes to your counts, or needed supplies. Make sure your name and room number are on the note.

If you have any questions, please feel free to call or e-mail me @ \_\_\_\_\_.  
It is a pleasure to work with you to ensure San Diego Unified School District students have the best opportunities for learning and growing.



## Surveys

Surveys are a great way to receive feedback from principals and teachers. The results assist in changes to the program and provide statistical feedback about the success of the program.

### Sample Surveys

#### Parent Survey – Breakfast in the Classroom

##### Why do children need breakfast?

There is a lot of evidence that breakfast, either at home or at school, is an important way to start the day. Many studies suggest that children who regularly do not eat breakfast cannot optimize their nutrition during the day. And, going without breakfast can lead to poor behavior in school. Breakfast eaters are more likely to be calmer, less anxious, more focused and learn better. Breakfast also tends to organize children's day, particularly if they eat breakfast at school.

Because of the new breakfast program, San Diego Unified staff have seen a change in student behavior; they have fewer headaches and stomach aches; attendance and tardies have improved, and the students are more focused with a greater ability to learn.

##### What are the effects of Breakfast in the Classroom on your child and family?

Please check the appropriate box.

Breakfast at school in the classroom provides my child:

- More motivation to go to school each day       Yes       No
- Good nutrition each morning.       Yes       No
- Feeling less hunger during the day       Yes       No

Breakfast at school in the classroom provides our family:

- Ensured nutrition for our child       Yes       No
- More time in the morning       Yes       No
- Less hectic morning       Yes       No

Please provide any thoughts, questions and/or concerns about Breakfast in the Classroom.

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If you would like a response to a question or concern, please include your name and phone #. Please print.

Name & Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

School: _____
Grade: _____

**Principal/Vice-Principal**  
**Breakfast in the Classroom Survey**

**Please rank the statements below on the following scale:**

- |                       |                    |
|-----------------------|--------------------|
| 1 = Strongly Disagree | 4 = Agree          |
| 2 = Disagree          | 5 = Strongly Agree |
| 3 = Not Sure          |                    |

**Breakfast in the Classroom:**

- |  |           |
|--|-----------|
| Encourages students to be on time  | 1 2 3 4 5 |
| Promotes positive student attendance   | 1 2 3 4 5 |
| Assists in keeping children focused on class work  | 1 2 3 4 5 |
| Adds to the learning environment   | 1 2 3 4 5 |
| Diminishes trips to the nurse for hunger-related symptoms such as headaches and stomachaches | 1 2 3 4 5 |
| Enables your teachers to be more effective   | 1 2 3 4 5 |

**Breakfast in the Classroom teaches children:**

- |                                |                                |
|--------------------------------|--------------------------------|
| To be responsible<br>1 2 3 4 5 | To work as a team<br>1 2 3 4 5 |
| To be dependable<br>1 2 3 4 5  | Leadership skills<br>1 2 3 4 5 |

What are the key benefits for your school having Breakfast in the Classroom?

Do you have any suggestions that may improve the Breakfast in the Classroom Program?

What are the parents saying about Breakfast in the Classroom?

Please write any additional comments regarding  
 Breakfast in the Classroom on the back of this form.



School: \_\_\_\_\_

Grade: \_\_\_\_\_

**Teacher**

**Breakfast in the Classroom Survey**

**Please rank the statements below on the following scale:**

1 = Strongly Disagree

4 = Agree

2 = Disagree

5 = Strongly Agree

3 = Not Sure

**Breakfast in the Classroom:**

Encourages students to be on time 1 2 3 4 5

Promotes positive student attendance 1 2 3 4 5

Assists in keeping children focused on class work 1 2 3 4 5

Adds to the learning environment 1 2 3 4 5

Diminishes trips to the nurse for hunger-related symptoms such as headaches and stomachaches 1 2 3 4 5

Enables me to be a more effective teacher 1 2 3 4 5

**Breakfast in the Classroom teaches children:**

To be responsible  
1 2 3 4 5

To work as a team  
1 2 3 4 5

To be dependable  
1 2 3 4 5

Leadership skills  
1 2 3 4 5



Tell us what you do in your classroom to encourage students to eat their breakfast.

What activities do you do during breakfast in the classroom?

What great nutrition/wellness curriculum/tips have you used that you would like to share with other teachers?

What are the parents saying about Breakfast in the Classroom?

Please write any additional comments regarding Breakfast in the Classroom on the back of this form.

# Teacher/Student Breakfast in the Classroom Survey

School \_\_\_\_\_

Grade \_\_\_\_\_

Thank you for your continued support of Breakfast in the Classroom. Your modeling continues to enforce good behavior in our children to eat a healthy breakfast in order to achieve their educational goals and maintain good well-being. However, we continually need feedback to improve our program. Please take a few minutes to give us yours and your student's thoughts.



## Please rank the statement below on the following scale:

5 = Strongly Agree    4 = Agree    3 = Neither Agree/Disagree    2 = Disagree    1 = Strongly Disagree

### Breakfast in the Classroom:

Encourages my students to be on time for school	5	4	3	2	1
Has decreased the number of school nurse visits for hunger-related symptoms	5	4	3	2	1
Enables my students to be better learners	5	4	3	2	1
Enables my students to be more engaged in classroom activities	5	4	3	2	1
Teaches my students to be responsible	5	4	3	2	1
Has been positively received by parents	5	4	3	2	1
Teaches my students to work as a team	5	4	3	2	1

### Breakfast in the Classroom Video: Located at sandi.net – Food Services Department.

Did you show the video in your classroom?					Yes	No
The video helped my students and myself with Breakfast in the Classroom	5	4	3	2	1	

### Breakfast in the Classroom Placemats:

Did you use the Play 60 Chargers placemats in 2010/2011?	Yes	No
Are you using the Play 60 Chargers placemats this year?	Yes	No

Does the placemat make Breakfast in the Classroom easier? Yes No

Other Comments: If you used the placemats – how did you use them; if you didn't use the placemats, why not; what other messages would you like to see on the placemats; other comments?

**Educational Materials:**

Would you be interested in educational materials regarding nutrition; food systems; healthy eating; etc.? Yes No

If so, in what format? Online; teacher trainings; written materials, etc.

**Students:** (Please ask your students the following questions)

Do you prefer hot or cold breakfast? Hot Cold

What are your favorite breakfast items?

What breakfast items do you wish you had?

**Teachers:** please write any additional comments regarding the Breakfast in the Classroom Program.

## Training Programs

### Teacher Orientation for Breakfast in the Classroom

**Duration:** 1 hour

**Food:** Sample breakfast served

**Equipment:** DVD/TV or web connection/screen to view video

**Breakfast Props:** Breakfast in the Classroom bags with spork packet, wet naps, dry disposable towels, moist towelettes, placemats.

**Outline:**

### Teacher Orientation for Breakfast in the Classroom

- Greetings & Introductions - Principal
- Breakfast in the Classroom begins:
  - Student-run operation – important skills: responsibility, dependability, team work & leadership
    - ❖ Student's pick up the food
    - ❖ Student's serve the food
    - ❖ Student's clean up.



- Teacher Role – sets the tone, creates the safe environment to eat, and encourages family-style eating, managing the classroom.
  - Role model
  - Positive and encouraging attitude
  - Take role, collect homework, read a story, new words, etc.
- Benefits of Breakfast in the Classroom
  - Research says. . .
  - Long-term affect of nutritious meals and breakfast
  - Principals and Teachers at SDUSD say. . .
- Breakfast in the Classroom Video
- Student Monitors
  - Select 5 students plus 2 substitutes; 2 deliver team, 2 clean-up and breakfast sheriff.
  - Review job descriptions.
  - Submit form to cafeteria by: \_\_\_\_\_
- Breakfast in the Classroom Organization
  - Serve every child. A complete breakfast must be placed at each child's seat. Why we do this, it removes student fears, inhibitions, etc.
  - Count every child served breakfast, enter on Classroom Meal Counting Sheet
  - Stop breakfast at 10 or 15 minutes after the bell rings
  - Bags, hot and cold items
  - Placemats – provided and funded by the Chargers
  - Tray packs & Wet wipes – to clean hands
  - Dry paper towels in the bag for large spills
  - Moist Towelettes in the classroom to clean desks and placemats
  - Trash cans – students move cans to identified location for custodian to pick-up. Students retrieve during recess.
- Menus – USDA Guidelines – Nutrition Standards
  - Special diets, vegetarian diets, juice in place of milk – special wrap and placed in the bag with child's name
  - All items are pre-wrapped
  - White milk only
  - Teachers eat free
  - Pre-K – Grade 1 may want parent volunteers
- Guidelines
  - Teacher's dialog with students
  - Substitute Teachers
- Breakfast Count Changes/Supply Request Form
  - Adding parent volunteer or a new student
  - Supply Request
- Remember the success of this program for each child depends on you to support them, encourage them and guide them.

## Student Orientation for Breakfast in the Classroom

**Audience:** Student work team and alternates. Two classes at a time; (i.e. kinder, Grade 1)

**Duration:** 20 to 30 minutes depending on age group and as long as they have viewed the video before attending orientation.

**Breakfast Props:** Breakfast in the Classroom bags with spork packet, wet naps, dry disposable towels; moist towelettes; placemats; trash cans

**Outline:**

### Student Training for Breakfast in the Classroom

- Welcome and Introductions
- Breakfast – Why do we need breakfast?
  - What do we eat for breakfast?
- New Breakfast Program - will be served in the classroom
  - Important jobs to accomplish the new program.
- How will it be served?
  - Delivery Team
  - Clean-up Team
  - Breakfast Sheriff
- Breakfast in the Classroom Bag
  - Two bags
  - How to identify your bag
  - How to pull your bag
  - Remember to use ramps and no sitting on the bags
- Delivery Team will arrive prior to the bell to pick-up the bag
  - Take the bag to the classroom
  - Put a placemat at each student's seat
  - On the placemat put the tray pack, wet wipe, milk, and each food item.
  - Ensure every child gets each food item.
  - Have everything ready when the final bell rings
  - Eat breakfast with your classmates
- Clean-Up Team
  - Pick-up the unopened food and put in plastic bags in the appropriate insulated bags
  - One student moves the trash can around the room to pick-up from everyone.
  - Wheel the trash can to the identified spot
  - Wheel insulated bags back to the cafeteria
  - After recess, pick-up trash can and return to room
  - All food needs to be removed from the classroom



- Breakfast Sheriff
  - Put on your badge.
  - Walk around the classroom to be sure no leftover food or trash is remaining
  - If a student left a mess, please ask them to clean-up and provide them towels as needed.
- Practice with the students to ensure they feel comfortable with their jobs.

## Grab n' Go Breakfast & Nutrition Break

The Grab n' Go Breakfast is an alternative program for secondary students. The breakfast is set-up at the entrance to the school, or where the students get off the bus, or in several locations throughout the campus.

The Grab n' Go Breakfast is usually served prior to the beginning of school. However sometimes school begins very early and many students are not ready to eat and therefore, a Nutritional Break is set-up between 1<sup>st</sup> and 2<sup>nd</sup> period. Like the Grab n' Go, the Nutritional Break may be set-up throughout campus.

The Nutritional Break involves a change to the school's bell schedule to allow 7 to 10 minutes between 1<sup>st</sup> and 2<sup>nd</sup> period for the students to eat.

### Menus

Menus are very similar to the Breakfast in the Classroom, however sometimes the choices are a little different. In a food test, SDUSD found that elementary children were not crazy for bagels with cream cheese and, yet, the middle school children loved the bagels.

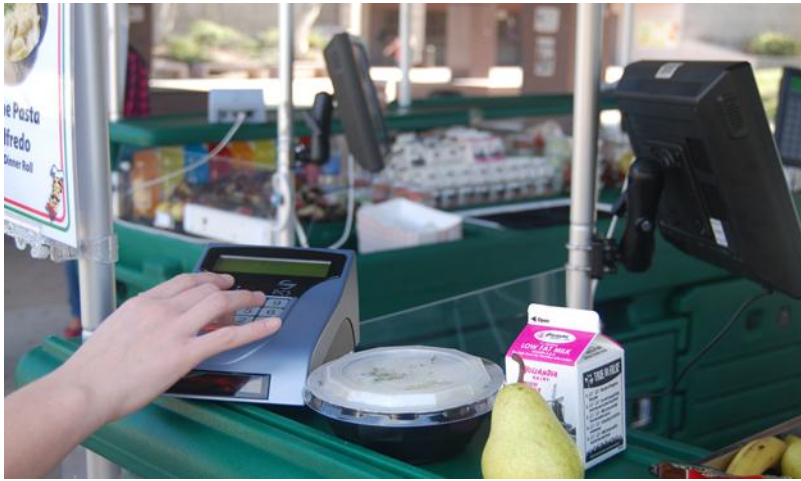
### Service

Menu items are served from carts.



## Tracking Meals

Students enter pin number or scan their ID to receive their meal.





## Addendum

### Breakfast in the Classroom Bags Supplier

*San Diego Unified School District  
Breakfast in the Classroom Bags*

#### Small Hot Bag



Andy Davis

DEFERO

4450 North 12th Street  
#260

Phoenix, AZ 85014

Phone: 602.368.3750

Fax: 602.368.2756

(Small) insulated cooler – not the actual picture, but looks similar. 11" X 8" X 12"  
Item Number: Leed's brand #2550-2400.

#### Large Rolling Bag



Debi Havens

Sales & Marketing Director

TCB Mfg., Inc.

PH: 800-523-8715 Ext: 7010

Cell: 727-278-6123

Fax: 219-324-7124

The Bag is a 15" cube, straps onto a metal luggage cart.

**San Diego Unified School District - Food Services Department**  
**Sample School Cost Analysis for Breakfast in the Classroom**  
**One Day Analysis**

**Student population - Enrollment 627**

Enrollment	Free Meals	Reduced Meals	Paid	Free & Reduced Population
627	76%	15%	9%	86%

<b>Reimbursement Rate</b>		
Free	Reduced	Paid
1.9795	1.6795	0.26

<b>Before Breakfast in the Classroom</b>			
Average number of students eating breakfast			
Free	Reduced	Paid	% Eating
114	26	18	25%

Total \$ brought in	\$	222.55		
Food Cost	\$	115.50		
Labor Cost w/ benefits	\$	48.10		
Supplies	\$	21.00		
This is what is left for equipment maintenance, utilities, indirect.	\$	37.95	X 180 serving days	<b>\$ 6,831.00</b>

<b>After Breakfast in the Classroom</b>			
Average number of students eating breakfast			
Free	Reduced	Paid	% Eating
439	84	55	92%

Total \$ brought in	\$	1,023.70		
Food Cost	\$	442.20		
Labor Cost w/ benefits +3.5 hrs	\$	99.11		
Supplies	\$	81.60		
This is what is left for equipment maintenance, utilities, indirect.	\$	400.79	X 180 serving days	<b>\$ 72,142.00</b>

**All costs listed are average costs.**



## Pre-K Breakfast in the Classroom Menu

### PreK Breakfast in the Classroom Menu; Start Date 04/16/2012

	Monday			Tuesday			Wednesday			Thursday			Friday		
	PCS#	Item Name	K-12	PCS#	Item Name	K-12	PCS#	Item Name	K-12	PCS#	Item Name	K-12	PCS#	Item Name	K-12
<b>Week 1 :</b> 4/16, 4/30, 5/14, 5/28, 6/11, 6/25, 7/9	REC2326	Fruit Cup (Applesauce)	1 each	90106	Orange Juice	4 oz	REC2326	Fruit Cup (Applesauce)	1 each	90107	Apple Juice	4 oz	90105	Berry Juice	4 oz
	REC2316	Bean & Cheese Burrito	1 each	6654	Rice Chex Cereal	1 each	REC6645	Cheese Omelet	1 each	0289	Waffles, IW	1 each	1194	Cheerios	1 each
				6688	Smart Educational Vanilla Snacks	1 pkg							1509	Goldfish Grahams	1 pkg
	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea
<b>Week 2 :</b> 4/23, 5/7, 5/21, 6/4, 6/18, 7/2, 7/16	REC2326	Fruit Cup (Applesauce)	1 each	90105	Berry Juice	4 oz	90106	Orange Juice	4 oz	REC2326	Fruit Cup (Applesauce)	1 each	90107	Apple Juice	4 oz
	4480	Colby Jack Cheese	1 each	REC6645	Cheese Omelet	1 each	1194	Cheerios	1 each	REC2316	Bean & Cheese Burrito	1 each	6652	Cured Turkey & Cheese Roll-Up	1 each
	1509	Goldfish Grahams	1 pkg				1509	Goldfish Grahams	1 pkg						
	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea

- **Vegetarian Meal Option:** If there are vegetarian requests made by teachers on behalf of the students, you may serve Cheerios or Rice Chex and Goldfish Grahams in place of the entrée. The milk and fruit are to be served as well.

## K – 6<sup>th</sup> Grade Breakfast in the Classroom Menu

### Breakfast in the Classroom Menu; Start Date 04/16/2012

	Monday			Tuesday			Wednesday			Thursday			Friday		
	PCS#	Item Name	K-12	PCS#	Item Name	K-12	PCS#	Item Name	K-12	PCS#	Item Name	K-12	PCS#	Item Name	K-12
<b>Week 1 :</b> 4/16, 4/30, 5/14, 5/28, 6/11, 6/25, 7/9	REC2326	Fruit Cup (Applesauce)	1 each	90106	Orange Juice	4 oz	0820	Apple Slices	1 each	90107	Apple Juice	4 oz	90105	Berry Juice	4 oz
	REC2316	Bean & Cheese Burrito	1 each	6654	Rice Chex Cereal	1 each	REC6645	Cheese Omelet	1 each	0289	Waffles, IW	1 each	1194	Cheerios	1 each
				6688	Smart Educational Vanilla Snacks	1 pkg							1509	Goldfish Grahams	1 pkg
	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea
<b>Week 2 :</b> 4/23, 5/7, 5/21, 6/4, 6/18, 7/2, 7/16	REC2326	Fruit Cup (Applesauce)	1 each	90105	Berry Juice	4 oz	90106	Orange Juice	4 oz	0820	Apple Slices	1 each	90107	Apple Juice	4 oz
	4480	Colby Jack Cheese	1 each	REC6645	Cheese Omelet	1 each	1194	Cheerios	1 each	REC2316	Bean & Cheese Burrito	1 each	6652	Cured Turkey & Cheese Roll-Up	1 each
	1509	Goldfish Grahams	1 pkg				1509	Goldfish Grahams	1 pkg						
	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea	1321	1% White Milk	1 ea

- **Vegetarian Meal Option:** If there are vegetarian requests made by teachers on behalf of the students, you may serve Cheerios or Rice Chex and Goldfish Grahams in place of the entrée. The milk and fruit are to be served as well.

## Grab n' Go Breakfast Menu

This is used for Middle School Breakfast in the Classroom and Grab n' Go Breakfasts.

Nutrition Break Menu; Start Date: 04/16/2012														
Monday			Tuesday			Wednesday			Thursday			Friday		
PCS#	Item Name	Portion	PCS#	Item Name	Portion	PCS#	Item Name	Portion	PCS#	Item Name	Portion	PCS#	Item Name	Portion
90107	Apple Juice	4 oz	90106	Orange Juice	4 oz	9040-4	Banana	1 ea	0820	Apple Slices	1 ea	90105	Berry Juice	4 oz
REC2316	Bean & Cheese Burrito	1 ea	REC2161	Breakfast Wrap	1 ea	REC6645	Cheese Omelet	1 ea	0289	Waffle, IW	1 ea	0294	Bagel and Cream Cheese, IW	1 ea
1082-1	1% White Milk	1 ea	1082-1	1% White Milk	1 ea	1082-1	1% White Milk	1 ea	1082-1	1% White Milk	1 ea	1082-1	1% White Milk	1 ea
* May offer REC0797 Potato Rounds (6#) in place of fruit or juice no more than 2 times per week. This is to be determined by Manager.														