

# TRACKING ATTENDANCE

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Collecting and recording the number of students participating in the breakfast club daily is an important practice for all schools. This information can be used to determine the amount of food that needs to be purchased or prepared so nothing is wasted and can also highlight trends in student participation (e.g. do more students attend on certain days of the week, or when a certain menu is being offered? Are students from certain grades/classes more likely to attend and why? etc.) It also allows schools to see if implementing changes, introducing new menus and activities, or promoting the breakfast club in a different way leads to changes in student participation. The following ideas can help schools track attendance at the breakfast club:

- Have a sign-in sheet for the children arriving at the breakfast program;
- Have two cups by the entry to the breakfast room or beside the breakfast bin— one empty and one filled with sticks. When students arrive, they take a stick out of the first cup and place it into the second cup indicating they came to eat breakfast;
- Using a chalkboard, whiteboard, or piece of chart paper, ask students to put a checkmark on the board below different headings such as “I ate breakfast this morning”;
- Ask students to answer a new survey question posted on the board each morning. For example, “I had a fruit with breakfast this morning” and students would put a check mark under “yes” or “no”;
- Assign a student volunteer to keep a tally of students who come for breakfast;
- Use food disappearance to estimate the number of students. For example, if 20 oranges are offered and only 5 are left at the end, it can be estimated that 15 people ate breakfast;
- Count used plates while washing the dishes.

Whatever method is used, make sure to record the number of students participating directly onto a calendar or into your breakfast club binder every morning.

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