

SETTING UP YOUR BREAKFAST PROGRAM...STEP-BY-STEP

Getting ready to set up a breakfast program in your school? Remember: we are here to help you every step of the way! Below is a checklist of the various items to take into consideration. Note that the order may vary depending on your individual circumstances and how things progress.

- SCHOOL SUPPORT APPLICATION:** Fill out and submit your Breakfast Club of Canada application form.
- INITIAL PHONE MEETING:** Phone call with everyone involved in your breakfast program operations and the Club representative.
- INTEREST SURVEY:** Send out a questionnaire to parents and students to determine their interest in a breakfast program so you can get a rough estimate of the eventual number of enrollees. Share your findings with us.
- IMPACT SURVEY:** Be sure to carry out this survey before the first breakfast is served so you have baseline portrait of your school prior to program implementation.
- ASSESSMENT:** The regional coordinator sets up a call or a visit to the school to determine the most suitable location and delivery model for your breakfast program.
- DELIVERY MODEL:** We will work with you to select the delivery model and menu, based on the specific realities of your school (see *Choosing a Suitable Location and Delivery Model* on the next page for more information).
- EQUIPMENT:** Following the on-site assessment, we will send you a list of the required equipment for you to approve so we can process the order. The items will be delivered straight to the school, usually within 3 to 4 weeks.
- LOCATION:** Prepare the selected facilities (install special electrical outlets, etc.).
- VOLUNTEERS:** Recruit and train your volunteers, including a head volunteer, with our help.
- PARTNERSHIP AGREEMENT:** We will give you a "Partnership Agreement" form to sign, outlining the terms and conditions of the partnership between Breakfast Club of Canada, your school and/or any other organizations involved in the program.
- RECEIVE FOOD OR FINANCIAL SUPPORT:** Your school receives the first food delivery OR the first installment.
- GRAND OPENING:** Congratulations! Your students are having breakfast for the first time at their club!

CHOOSING A SUITABLE LOCATION AND DELIVERY MODEL

The school principal should choose a suitable location and delivery model to ensure that the greatest number of children have access to the breakfast program every morning. There are a number of factors to take into consideration when choosing the right location and delivery model including:

- Availability of space in the school;
- Access to proper equipment and facilities;
- Staff-/volunteers available for supervision;
- Level of support from school staff and administration;
- Number of students expected to participate;
- Bus arrival times and class start time

An ideal location is an area of the school that is well lit, easily accessible and inviting. It should also meet all health and safety requirements as set by the school board and MAPAQ. The location of the program will also be greatly influenced by the type of model that is utilized by the school.

	Sit-down breakfast 	Classroom bins 	Grab and Go 
How it works	Students sit down to eat together at tables in a central location before classes start. They line up to receive a plated breakfast and choose their own foods.	Breakfast foods are packed in bins and delivered to each classroom. Teachers supervise and monitor the distribution of food in their classroom.	Students pick up breakfast foods from a pre-determined central location (served out of bins/cart/pre-assembled in bags) and take it with them to eat in hallways/benches/tables/classroom.
Possible venues	<ul style="list-style-type: none"> ▪ Cafeteria ▪ Gym/gym stage ▪ Empty classroom ▪ Library 	<ul style="list-style-type: none"> ▪ Classrooms ▪ Homerooms 	<ul style="list-style-type: none"> ▪ Canteen/Tuck shop ▪ Cafeteria ▪ Hallway/Front entrance ▪ Library
Timing	Starts when the first students arrive and typically runs until classes begin	Flexible based on teacher's discretion. May be served during announcements and morning routine or as a mid-morning meal before/during recess	Flexible, may be served before classes start or as a mid-morning meal before/during recess
Advantages	<ul style="list-style-type: none"> ▪ Large variety of menu options ▪ Greater opportunities for socialization and community building ▪ Staff and other students can act as role models ▪ Opportunities for educational food, nutrition activities and displays 	<ul style="list-style-type: none"> ▪ Higher participation rates ▪ Does not require designated space or supervision ▪ Serving time is flexible if there is not enough time for students to eat before classes begin ▪ Food and nutrition education can easily be incorporated into teaching and learning 	<ul style="list-style-type: none"> ▪ Fast way to serve a large number of students ▪ Works well in secondary schools ▪ Minimal supervision needed ▪ No large dedicated space is required ▪ Students can eat whenever they choose
Challenges	<ul style="list-style-type: none"> ▪ Requires dedicated space ▪ Requires supervision ▪ May not be enough time for students to finish their meal before class starts ▪ May not reach students if buses/students arrive late to school 	<ul style="list-style-type: none"> ▪ Clean up not confined to one space ▪ Requires all staff support ▪ May be viewed by some as interfering with class time ▪ Menu options are more limited ▪ More expensive 	<ul style="list-style-type: none"> ▪ Menu options are more limited ▪ More packaged foods which means more waste and higher cost ▪ Less opportunity for social interaction, and food and nutrition education

In order to suit the specific needs and available resources at the school, the breakfast [club program](#) can also be a blended program; a combination of two or three of the above delivery models. For example, the breakfast [program club](#) can offer a full sit-down breakfast in a central location before school starts along with grab and go bins in the front entrance for students who arrive later to school. Of course, we will discuss the various options with you!