

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

You are getting ready to set up a breakfast program in your school. Remember that 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. Tools and resources can be found on the [School Corner](#). Go take a look!




- SCHOOL SUPPORT APPLICATION:** Fill out and submit your Breakfast Club of Canada application form. Be sure to also include your school's Governing Board resolution.
- INITIAL PHONE MEETING:** Your Club's representative organizes a phone call with everyone involved in your breakfast program operations.
- INTEREST SURVEY (if needed):** Send a questionnaire to parents and students to determine their interest in a breakfast program. This will give you a rough estimate of the eventual number of student registrations. Share your findings with us.
- IMPACT SURVEY:** Be sure to carry out this survey before the first breakfast is served. It will give us a baseline portrait of your school prior to the implementation of your breakfast program.
- DELIVERY MODEL:** We will work with you to select the delivery model and menu best suited to the realities of your school (see ***Choosing a Suitable Location and Delivery Model*** on the next page for more information).
  - a. *In order to comply with public health guidelines, BCC is proposing a breakfast program adapted to the current health crisis. Please refer to the appropriate toolkit, depending on your province for more details about this program.*
    - i. *All provinces, except for Quebec, see this [toolkit](#)*
    - ii. *For Quebec, see this [toolkit](#)*
- ASSESSMENT:** The Club's representative sets up a meeting (in person or virtual) with the school to determine the most suitable location for the club. They also help determine what equipment is needed and assist with other operational decisions for your breakfast program.
- EQUIPMENT:** Following the on-site assessment of your space and needs, we will send you a list of the required equipment. We ask you to approve the order before we process it. The items will be delivered directly to the school, usually within 3 to 4 weeks.
- LOCATION:** Prepare the selected facilities (install special electrical outlets, etc.).
- SITE COORDINATOR/VOLUNTEERS:** Choose a breakfast program coordinator (member of school-staff or external head volunteer). The Club will help with training, as well as recruitment tools for additional volunteers if needed.
- 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 their first breakfast as members of the Breakfast 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 provincial health authority (e.g. MAPAQ). The location of the program will also be greatly influenced by the type of model that is utilized by the school.

	<b>Sit-down breakfast</b> 	<b>Classroom bins</b> 	<b>Grab and Go</b> 
<b>How it works</b>	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.
<b>Possible venues</b>	<ul style="list-style-type: none"> <li>▪ Cafeteria</li> <li>▪ Gym/gym stage</li> <li>▪ Empty classroom</li> <li>▪ Library</li> </ul>	<ul style="list-style-type: none"> <li>▪ Classrooms</li> <li>▪ Homerooms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Canteen/Tuck shop</li> <li>▪ Cafeteria</li> <li>▪ Hallway/Front entrance</li> <li>▪ Library</li> </ul>
<b>Timing</b>	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
<b>Advantages</b>	<ul style="list-style-type: none"> <li>▪ Large variety of menu options</li> <li>▪ Greater opportunities for socialization and community building</li> <li>▪ Staff and other students can act as role models</li> <li>▪ Opportunities for educational food, nutrition activities and displays</li> </ul>	<ul style="list-style-type: none"> <li>▪ Higher participation rates</li> <li>▪ Does not require designated space or supervision</li> <li>▪ Serving time is flexible if there is not enough time for students to eat before classes begin</li> <li>▪ Food and nutrition education can easily be incorporated into teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fast way to serve a large number of students</li> <li>▪ Works well in secondary schools</li> <li>▪ Minimal supervision needed</li> <li>▪ No large dedicated space is required</li> <li>▪ Students can eat whenever they choose</li> </ul>
<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ Requires dedicated space</li> <li>▪ Requires supervision</li> <li>▪ May not be enough time for students to finish their meal before class starts</li> <li>▪ May not reach students if buses/students arrive late to school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up not confined to one space</li> <li>▪ Requires all staff support</li> <li>▪ May be viewed by some as interfering with class time</li> <li>▪ Menu options are more limited</li> <li>▪ More expensive</li> </ul>	<ul style="list-style-type: none"> <li>▪ Menu options are more limited</li> <li>▪ More packaged foods which means more waste and higher cost</li> <li>▪ Less opportunity for social interaction, and food and nutrition education</li> </ul>

In order to suit the specific needs and available resources at the school, the breakfast program can also be a blended program; a combination of two or three of the above delivery models. For example, the breakfast program 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!