



# 2021–2022 Toolkit

A Breakfast Program Designed to Meet Your Specific Needs



# Toolkit

# Table of Contents



03. In Tune with Your Needs
04. Teamwork: The Key to Success
05. Your Volunteers, Your Partners!
06. What's on the Menu
07. Food Allergies and Intolerances
08. Food Delivery
09. Classroom Delivery with Bins
10. Breakfast in Class Tips
11. Breakfast Served in a Designated Area Before Class
12. Grab-and-Go Breakfast Bags
13. Health and Hygiene
14. Additional Information
15. Stay in Touch with Us
16. We Are Here for You!

# In Tune with Your Needs

At Breakfast Club of Canada, we are pleased to bring you menus and solutions designed to comply with public health guidelines and our own [guiding practices](#) so that students at your school can have access to a healthy breakfast every morning.

This year, you can choose the program option that best caters to the realities of your school and your community.

This toolkit has been developed as a handy all-in-one guide to the resources you need to run your program. Be sure to share it with everyone on your team.



## **SCHOOL CORNER — RESOURCES**

*All the tools mentioned in this document can be found in the Resources section of our online [School Corner](#) at the Breakfast Club of Canada website.*



# Teamwork: The Key to Success

Choosing a **site coordinator or another person in charge** and training the team responsible for running the program throughout the year is essential to your success. Some schools work alongside dedicated staff members, enthusiastic volunteers or a combination of both!

Two useful documents under this theme are: [Head volunteer agreement](#) and [types of breakfast program volunteers](#).

Go to the [School Corner](#) at the BCC website for a wide variety of tools (including posters) that you can use to recruit and recognize your volunteers.



For safety purposes and to comply with local school board policies, all volunteers must fill out a **background check consent form**.

# Your Volunteers, Your Partners



**Volunteering can be a rewarding experience for your students!** There are lots of ways to get your own students involved, for example, by creating a breakfast crew in charge of filling breakfast bins for each classroom or distributing breakfast bags. Our [Student volunteering](#) tool is available to get your ideas flowing!



**Students at nearby high schools and postsecondary institutions can also be a great source for volunteers** to help out with your program. Use our recruiting posters to get their attention.



**Have you been approached by a business looking for corporate volunteering opportunities at your school? Contact your BCC coordinator** so we can get more information out to them right away. In the meantime, feel free to share the video [Above and Beyond Team Building](#) with potential partners.



**Parents, grandparents, aunts, uncles, neighbours... everyone is welcome!** If your program needs volunteers, don't be shy: ask the people you know to pitch in! A post on your school's or parent committee's Facebook page is also a great way to get the word out.



# What's on the Menu?

Our menus all contain at least one item from each of the three food categories as recommended in Canada's Food Guide, i.e., fruits and vegetables, whole-grain foods and protein foods. There are three options available to schools:

- **Adapted Cold Menu:** Products are individually packaged to facilitate classroom distribution and handling. No food preparation is required.
- **Adapted Cold PLUS Menu:** Contains a mix of individually packaged products and other products that required some preparation (bagels, sliced bread, etc.). This option makes it possible to add more variety to your program and include the occasional hot breakfast, either through in-class delivery or at a dedicated breakfast area. This option can generally be managed by two on-site volunteers.
- **Hot breakfast:** We plan to resume hot breakfasts in fall 2021 for schools who wish to go this route. These menus require more preparation and a larger team of volunteers. Hot breakfasts are served in a designated area outside the classroom. Be sure to talk to your BCC coordinator if you would like to serve hot breakfasts at your school this year.



- See attached menus for more details.
- Refer to our [Nutrition Standards](#) for additional information on healthy breakfast choices.

## What's on the Menu (Second Course!)

For pointers on how to create menus that are nutritious and appealing, and manage your food supplies more effectively, be sure to read our [Menu Planning Tips and Recommendations](#).

Full lists of ingredients can be found in the [Food Catalogue — Adapted Cold Menu](#) document, included with this toolkit.

Opt for reusable dishes and utensils! Find out how to be even more eco-friendly by reading our factsheet [Top 5 Ways to a Greener Breakfast Program](#).



### **IMPORTANT! Food Allergies and Intolerances**

Make sure that a system is in place to clearly identify food allergies and intolerances and inform all staff and volunteers accordingly. See [Managing Food Allergies and Intolerances](#) for help and guidance.

Forward a list of any allergens (e.g., sesame) that are not allowed in your school to your BCC coordinator as soon as possible. Alert them promptly to any changes in this list later in the year.

# Food Delivery

- Depending on the number of students in your program, your deliveries will be scheduled every two, four or six weeks.
- Your BCC coordinator will let you know which weeks have been assigned to you, as well as the specific day of the week. You can [use this calendar](#) to prepare to receive your shipment.
- **GOOD NEWS!** With public health restrictions lifting, drivers can once again drop your order off to a designated spot inside your school. Note, however, that certain restrictions apply (e.g. accessibility of the premises) and that this option is subject to change depending on the health situation. For any information, do not hesitate to contact your coordinator or consult the [delivery preparation](#) document.



## Adjustments to Your Orders

- You will receive a summary of the quantity and type of food you can expect to receive, based on your average attendance numbers. You can always change this and order less if you don't need it.
- Please contact your BCC coordinator to make any required adjustments to these quantities if your attendance increases or decreases significantly so that you don't end up with too much or not enough.



# Breakfast Program Options

## OPTION 1: CLASSROOM DELIVERY WITH BINS

Preferred option for most schools during the 2020–2021 school year

- Students eat breakfast in class.
- Food is placed in labelled bins and dropped off to the classroom.
- This option is compatible with the adapted cold menu and the enhanced adapted cold menu.
- Food preparation is minimally labour-intensive. Simply add any refrigerated items before distributing.
- A teacher or student will come pick up their bin and take it to their classroom, where the food will be distributed by the designated person in charge.
- The teacher can either set out the food on a serving table in the classroom or place it on each student's desk.

Use the [My Breakfast Routine](#) or [How to Grab My Breakfast](#) poster to show students what to do to ensure your routine is as safe and efficient as possible.

# Breakfast in Class

## Tips



### Choose the right time

Whether it's as soon as students arrive in the classroom or just before recess, you know what the best time is for your school/students. Note that sooner is better than later to make sure students start the day with the energy to learn.



### Make the experience special

Some teachers prefer to establish a specific breakfast time, while others take advantage of the opportunity to encourage discussion, group reading or other nutrition-related activities.



### Avoid waste

Whenever possible, return any food that has not been distributed to the preparation/refrigeration area. Tell students to put any unopened, uneaten items in their lunchbox to enjoy later. Dispose of waste according to the usual guidelines, making sure to recycle any recyclable packaging. Opt for reusable utensils.

The average time that needs to be set aside for breakfast is **13 minutes\***

*\*Based on a survey of 120 schools that have implemented an adapted breakfast program.*

# Breakfast Program Options

## OPTION 2: BREAKFAST SERVED IN A DESIGNATED AREA BEFORE CLASS

Option that promotes  
socialization and  
community building



- Enjoy a meal together as a group while still adhering to required distancing protocols.
- Breakfast is served in a specific area of the school (classroom, library, gym, cafeteria, etc.) before class.
- Students line up for a tray, select their food and sit at a table to eat.
- This option is compatible with the hot breakfast menu, conditions permitting.
- Staff and/or volunteers are required to prepare and serve food (size of the team varies depending on the type of menu and number of program attendees).

# Breakfast Program Options

## OPTION 3: GRAB-AND-GO BREAKFAST BAGS

Popular among high school breakfast programs.

In elementary schools, this option can be combined with one of the two other options to accommodate bussed students.



- Students can eat wherever they want without compromising distancing protocols.
- Breakfast is packed in grab-and-go paper bags.
- This option boasts a maximum of flexibility in terms of where food is distributed and eaten (classroom, designated pick-up area, hallway, etc.).
- Compatible with adapted cold and adapted cold PLUS menus.
- Bag preparation is minimally labour-intensive. Simply add any refrigerated items before distributing.



# Health and Hygiene

## Club's MAPAQ Training Video



Watch, learn... and enjoy!



## Quebec Government Guidelines

Compliance with [health guidelines](#) issued by the provincial government is essential to the operation of a breakfast program in the context of COVID-19.



## MAPAQ Rules

Anyone involved in running your breakfast program must follow MAPAQ rules as described in BCC's [Health and Hygiene Instructions](#) and our [MAPAQ training video](#).

### **IMPORTANT**

Make sure your MAPAQ permit and Annexe 6 are posted at all times in your food preparation area.

# Additional Information

## Semi-Annual Reports



You are encouraged to submit progress reports twice a year by answering a series of questions about program attendance and your financials. A link will be sent to schools every February and June.

Psst! If you receive milk through the Club's Natrel account, your invoices will now be sent directly by Natrel to our accounting department. No need to transfer them to us anymore!

## Parental Contributions and Registration



We encourage parents to give back to Breakfast Club of Canada through volunteer, monetary or other contributions. All monies received from parents are reinvested directly in the breakfast program at their children's school. For more information, please see this info sheet on [parental contributions](#).

You can use a registration form or ask for voluntary contributions, using the templates available in the [School Corner](#) section of our website (under "Building a Sustainable Foundation").

## Pedagogical Days



Did you know you can serve breakfast to students at your school on pedagogical days?

Foods that are prepackaged or require minimal preparation (e.g., cereal) are ideal to make things easier to manage.

# Stay in Touch with Us

## Program Newsletter

The BCC newsletter brings you bright ideas that combine inspiration and nutrition. You'll also find tips and success stories from other breakfast programs across the country, along with news from our staff.

Click [here](#) to subscribe now. Past issues are available [here](#).

## Social Media



Website  
[CLICK HERE](#)



YouTube  
[CLICK HERE](#)



Blog  
[CLICK HERE](#)



Facebook  
[CLICK HERE](#)



Instagram  
[CLICK HERE](#)



Facebook page for  
BCC volunteers  
[CLICK HERE](#)



Twitter  
[CLIQUEZ ICI](#)



## We Are Here for You!

We hope this information will help you in your efforts to deliver a high-quality breakfast program and meet the needs of the students who are counting on you.

Your BCC coordinator is available at any time to provide assistance and answer your questions.

You are playing a vital role in making sure thousands of students across the country start their day with a nutritionally balanced breakfast. That's something you can be very proud of.

Thank you for doing your part for kids!



# APPENDICES - MENUS



# ADAPTED COLD MENU

## MONDAY

**FRUIT/VEG:**

Applesauce  
(various flavours)

**PROTEIN:**

Cheese

**WHOLE GRAINS:**

Healthy red fruit  
breakfast bar

**DRINK:**

Student water bottle

ATTENDANCE TALLY:

## TUESDAY

**FRUIT/VEG:**

Applesauce  
(various flavours)

**PROTEIN:**

Drinkable Yogurt

**WHOLE GRAINS:**

Whole grains bread  
and jam

**DRINK:**

Student water bottle

ATTENDANCE TALLY:

## WEDNESDAY

**FRUIT/VEG:**

Whole Fruits

**PROTEIN:**

Yogurt

**WHOLE GRAINS:**

Oatbox bar  
(various flavours)

**DRINK:**

Student water bottle

ATTENDANCE TALLY:

## THURSDAY

**FRUIT/VEG:**

Whole fruits

**PROTEIN:**

Cheese Spread

**WHOLE GRAINS:**

Whole grain Melba  
Toast

**DRINK:**

Student water bottle

ATTENDANCE TALLY:

## FRIDAY

**FRUIT/VEG:**

Whole fruits

**PROTEIN:**

Carton of milk

**WHOLE GRAINS:**

Cereals (various  
flavours)

**DRINK:**

Student water bottle

ATTENDANCE TALLY:

# ADAPTED COLD MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>FRUIT/VEG:</b></p> <p>Whole fruits</p> <p><b>PROTEIN:</b></p> <p>Cheese</p> <p><b>WHOLE GRAINS:</b></p> <p>Oatmeal and Fruit breakfast bar</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Applesauce (various flavours)</p> <p><b>PROTEIN:</b></p> <p>Hard-Boiled Egg</p> <p><b>WHOLE GRAINS:</b></p> <p>Whole grain Melba Toast and Wow Butter</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Whole fruits</p> <p><b>PROTEIN:</b></p> <p>Drinkable Yogurt</p> <p><b>WHOLE GRAINS:</b></p> <p>Oatbox Bar (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Whole fruits</p> <p><b>PROTEIN:</b></p> <p>Yogurt</p> <p><b>WHOLE GRAINS:</b></p> <p>Healthy breakfast cookie (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Dried fruits</p> <p><b>PROTEIN:</b></p> <p>Carton of milk</p> <p><b>WHOLE GRAINS:</b></p> <p>Cereals (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>
<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>

WEEK: Week 1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>FRUIT/VEG:</b></p> <p>Applesauce (various flavours)</p> <p><b>PROTEIN:</b></p> <p>Yogurt</p> <p><b>WHOLE GRAINS:</b></p> <p>Healthy red fruit breakfast bar</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Fresh Fruits</p> <p><b>PROTEIN:</b></p> <p>Cheese Spread</p> <p><b>WHOLE GRAINS:</b></p> <p>Whole grain Bagel</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Fresh Fruits</p> <p><b>PROTEIN:</b></p> <p>Yogurt</p> <p><b>WHOLE GRAINS:</b></p> <p>Cereals (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Fresh Fruits</p> <p><b>PROTEIN:</b></p> <p>Cheese slice</p> <p><b>WHOLE GRAINS:</b></p> <p>Whole grain slice bread</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Fresh Vegetables</p> <p><b>PROTEIN:</b></p> <p>Carton of milk</p> <p><b>WHOLE GRAINS:</b></p> <p>Cereals (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>
<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>	<p><b>ATTENDANCE TALLY:</b></p>



WEEK: Week 2

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>FRUIT/VEG:</b></p> <p>Fresh Fruits</p> <p><b>PROTEIN:</b></p> <p>Hard-Boiled Egg</p> <p><b>WHOLE GRAINS:</b></p> <p>Whole grain Melba Toast and Wow Butter</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Applesauce (various flavours)</p> <p><b>PROTEIN:</b></p> <p>Cheese</p> <p><b>WHOLE GRAINS:</b></p> <p>Whole grain slice bread and jam</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Fresh Fruits</p> <p><b>PROTEIN:</b></p> <p>Drinkable Yogurt</p> <p><b>WHOLE GRAINS:</b></p> <p>Oatbox Bar (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Fresh Fruits</p> <p><b>PROTEIN:</b></p> <p>Yogurt</p> <p><b>WHOLE GRAINS:</b></p> <p>Healthy breakfast cookie (various flavours)</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>	<p><b>FRUIT/VEG:</b></p> <p>Dried fruits</p> <p><b>PROTEIN:</b></p> <p>Carton of milk</p> <p><b>WHOLE GRAINS:</b></p> <p>Whole grain Bagel and jam</p> <p><b>DRINK:</b></p> <p>Student water bottle</p>
<p>ATTENDANCE TALLY:</p>	<p>ATTENDANCE TALLY:</p>	<p>ATTENDANCE TALLY:</p>	<p>ATTENDANCE TALLY:</p>	<p>ATTENDANCE TALLY:</p>