

School Breakfast Coordinator Guidebook

Your quick reference for program guidelines,
important timelines, and useful links.

Updated Fall 2021



Guidebook

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*The content in this resource may evolve as the school year progresses.
Your Club Coordinator will communicate any relevant changes.*

Introduction to The Club

Initially founded in 1994 in Boucherville, QC, and formally established as a national organization in 2006, the Breakfast Club of Canada's desire to see children thrive remains constant over time.

The Club's Mission

We work with partners from all sectors across Canada to deliver quality school food programs and advocate for a national school food program. Together, we are creating a network of nurturing environments where children and youth can flourish.

The Club's Vision

A country where all children can access the nourishment they need to succeed. Together, we thrive and make brighter futures for students in communities across Canada.

The Club's Guiding Practices

Year round, we accept applications from schools, school districts, and community organizations for breakfast program support. Our guiding practices outline what a thriving breakfast program should include, and outline the criteria for funding eligibility.



The Club's Guiding Practices

BUILD A SUSTAINABLE FOUNDATION

*Offer breakfast every school day

- *Ensure the program is universal by encouraging participation of all students
- *Ensure a system is in place to provide financial accountability and sustainability

01

ENCOURAGE HEALTHY EATING HABITS

- *Ensure the menu includes a variety of healthy foods each day
- *Allow time for students to eat and be attentive to their fullness cues
- *Promote healthy eating habits through positive role modelling

02

CREATE A SAFE PHYSICAL & SOCIAL ENVIRONMENT

- *Operate in a safe, universally accessible, and welcoming location
- *Respect and follow existing school board health & safety policies
- *Use safe food handling to prepare, store, and serve food

03

PROVIDE A YOUTH FOCUSED BREAKFAST CLUB

- *Welcome and respect every student
- *Encourage positive social interactions that nourish self-esteem
- *Offer a culturally appropriate menu & accommodate individual food sensitivities

04

ENGAGE THE WHOLE SCHOOL COMMUNITY

- *Promote the program within the entire community
- *Actively recruit volunteers including students and family members
- *Ensure students and their families are aware of the program

05

BE ENVIRONMENTALLY CONSCIOUS

- *Use reusable dishes and utensils if permitted
- *Recycle and compost food waste using available program in the community
- *Minimize food waste and pre-packaged foods

06

Breakfast Program DNA

Breakfast programs operate differently and they are all unique! Whatever your model is, the underlying goal remains the same: Ensuring that all students have reliable access to nutritious food in a safe and supportive environment in order to positively impact health and learning.



A Successful Breakfast Program...

1 Gives access to a healthy breakfast

for students in a warm, welcoming setting every school day.

2 Is available to all students

who want to participate, making the program “universally accessible”.

3 Offers a variety

of nutritionally balanced and culturally appropriate foods for students’ tastes.

4 Provides fruits and vegetables

at every meal and encourages children to try new foods.

5 Creates safe and inviting spaces

for children and youth to socialize and build community while they eat.

6 Encourages student volunteerism

to develop life skills, leadership acumen and self-confidence.

7 Helps build positive relationships

between the school and the community, offering positive role modelling.

8 Provides many opportunities

for students to learn about food, nutrition, life skills and cooking.

9 Contributes to building

and improving a healthy school community where students thrive.

Funding Support Cycle

Important processes to keep in mind throughout the year

1. Payment Schedule

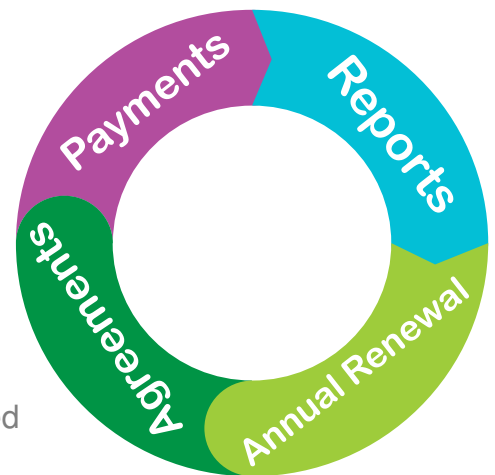
Financial grants are paid to individual school partners in 3 instalments over the year (estimated Sept-Oct, Dec-January and Feb-March), or in 2 instalments (Sept-Oct, Feb-March) to district and community partners. All gift cards are paid at the start of the year.

2. Reporting Timeline

Reports are required twice a year, with the first due in February. Incomplete reports may delay school payments and funding renewals. The Club will inform you of any reporting changes each year.

3. Annual Funding Renewal

Partners are surveyed in the February mid-year report to confirm interest in funding for 2022-2023 (see page 11 for more details). Partners who maintain eligibility will not need to submit a new grant application form year after year.



4. Agreements

Agreements are typically signed for schools by the outgoing principal, or by a district contact or community agency on behalf of multiple schools. If you do not have a 2021-2022 agreement, contact your Club Coordinator to check if your program is part of a larger partnership. If all renewal criteria is complete, 2022-2023 agreements will be sent by June.

\$0 Funding: Sustainable Relationships



If your school is ***not receiving any financial support*** this school year, you will receive a notification indicating that you are in a sustainable relationship with the Club. Please note:

1. You are still eligible to receive coupons and gift-in-kind donations if available.
2. Online resources and consultations with the Club are still accessible through the Club.
3. You may be asked to update your attendance or submit the annual reapplication to keep your school profile updated and remain eligible for future funding.
4. If your school's financial situation changes significantly at any point throughout the year, please connect with your Club Coordinator for support.

Local Guidelines for Programs

As many provinces and territories have unique reopening plans, there are local guidelines and restrictions that might affect your program. Your local health and safety guidelines can affect many factors including:

- *Chosen method of delivering food to students (classrooms, cafeteria, etc.)*
- *Capacity for using community and student volunteers to support programs*
- *Cleaning and sanitation requirements for program preparation and service areas*
- *Food service, packaging, and portioning guidelines*

Please refer to all **provincial guidelines** and recommendations released around school reopening and food safety when delivering your program.

Your program must follow all restrictions and parameters outlined by your **school district**. Each school district may have additional restrictions in place above Club guidelines and provincial regulations.

Refer to our updated **2021 Program Toolkit** for suggestions on adapting your program throughout the year to address common challenges and limitations in programming.

If your program experiences significant changes in attendance or setup, please **communicate these changes** to your Club Coordinator so that we can respond to your evolving needs.

Follow Provincial Guidelines

Consult with your School Division

See our 2021 Program Toolkit

Send Updates

Regional Nutrition Guidelines

Select your province or territory to access published regional nutrition guidelines

[Yukon](#)

[Northwest Territories](#)

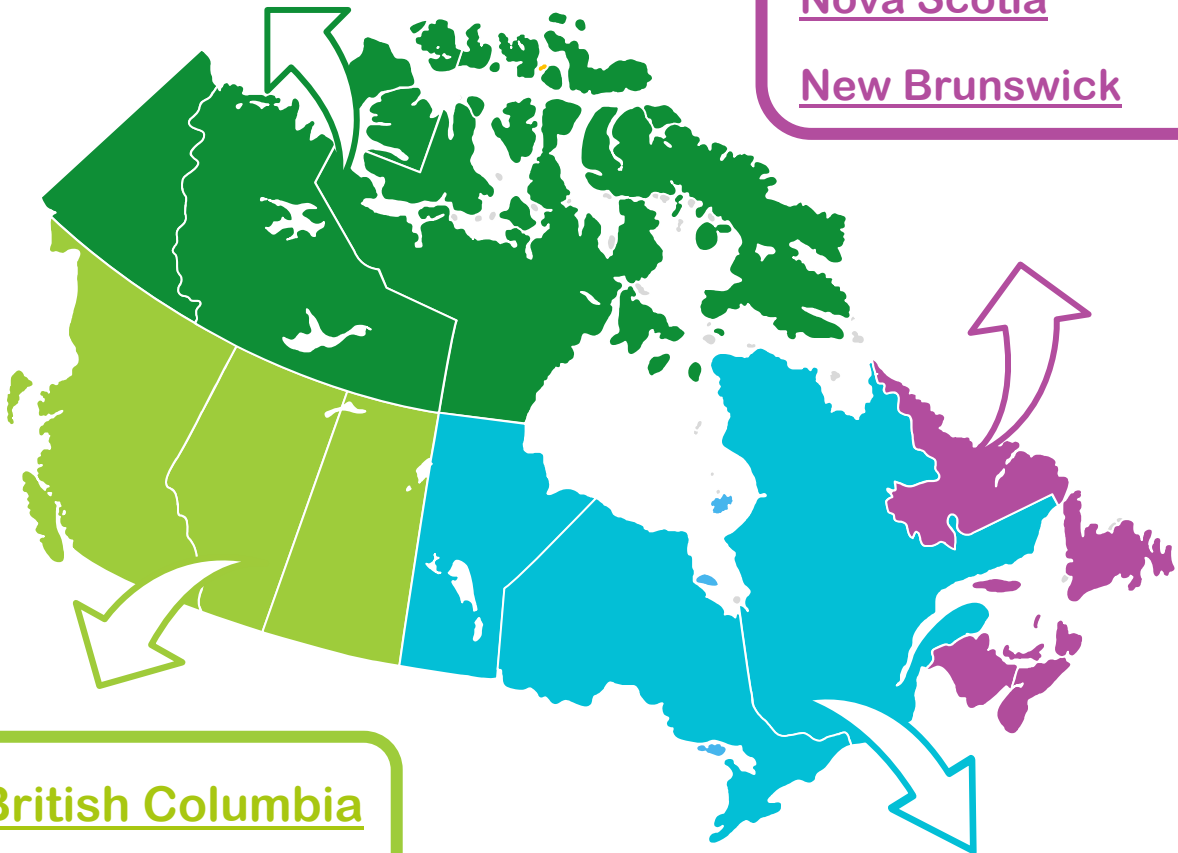
[Nunavut](#)

[Prince Edward Island](#)

[Newfoundland & Labrador](#)

[Nova Scotia](#)

[New Brunswick](#)



[British Columbia](#)

[Alberta](#)

[Saskatchewan](#)

[Manitoba](#)

[Ontario](#)

[Quebec](#)

[Canada's Food Guide](#) should be referred to by programs across all regions

The Club's Nutrition Guidelines



The Club encourages schools to prioritize vegetables and fruits, whole grains, and plant-based or lean proteins on a regular basis in alignment with Canada's Food Guide.

Water is always the encouraged drink of choice for breakfast.

While the Club's guidelines do not outline specific items to purchase, we hope to work with your school to help you make the best selections for your unique environment.

Periodically, donated items fall outside of nutrition guidelines. The Club asks that these donated items are served on a limited basis each week and accompanied by items that best meet the nutrition guidelines.

The Club encourages schools to make **alternative selections** instead of serving items that fall outside of recommendations. Many school districts also provide guidelines for health and nutrition; please consult with your school district for more information.



Regional School Nutrition Guidelines

can outline your province or territory's nutrition practices and recommendations.



Sample Menu Plans & Grocery Lists

are available at in the Nutrition section of our school corner on the Club's website.



The Club's Nutrition Guidelines

provide updated nutrition standards for planning your breakfast menu.

****Please contact the Club if you have questions, require support, or are looking for menu or nutrition-related resources****

Equipment, Coupons & Donations



Equipment

Schools can use up to 20% of funding for eligible equipment and supplies. Common purchases include reusable dishes, storage, and small appliances. Please contact your Club Coordinator if you need larger equipment.

The Club may periodically be able to support equipment purchases through:

- Discounts with partner vendors
- Specific equipment funding/ grants
- Donation & delivery of equipment

Receipts and notes on equipment purchases are required in reports if the Club provides an additional equipment grant for your program.

Please avoid using Club funds to purchase Styrofoam and plastic single-use items.

In-Kind Donations

Egg coupons can be requested from the Club and are available for use in your program. Each coupon is valid for a free dozen large eggs. Multiple coupons can be redeemed at once. A limited supply of will be available this school year.

Additional food donations may be available in certain regions, or through your local community partners and businesses.

Please speak to your Club Coordinator if you have an interest in food donations.

Coupons, food donations, and donated equipment should primarily be used to support your breakfast program.

Please treat your egg coupons like gift cards and use them before the June expiration date; using your coupons helps the Club to ensure that more are available in following years. If you will not use all your coupons, please inform your Club Coordinator as early as possible so they can be mailed to another school. You can request more coupons by [clicking here](#).



District & Community Partners

The Club often partners with school districts or community agencies that support multiple schools. If you belong to one of the Club's district or community partners, the following may apply to you:

District or community partners sign one **annual agreement** on behalf of all included schools.

Program **funding** is paid in a lump sum to the partner and is divided between schools in the group. District and community contacts have the discretion to use and redistribute funding amounts between schools throughout the year and will notify schools directly if this occurs.

If you are unsure of how much funding your school is set to receive, please speak to your district or community organization's representative. Gift cards may be sent directly from the Club.

Reports will either be completed by each school or completed by your representative on behalf of all schools within the district or community partnership. If you are unsure of your reporting requirements, please contact your Club Coordinator.



Equipment

Please forward all equipment requests to your group contact or include them in your request if making one directly to your Club Coordinator.



Egg Coupons

You can request egg coupons either from your group contact or Club Coordinator throughout the school year if permitted.



Donations

Some donations may be fully coordinated, assigned and distributed between schools by your group contact.

Please contact your Club Coordinator if you require the name or contact information of the representative for your school district or community partner.

Reporting Requirements

The Club asks partners to complete a program report twice each year. Information on how to complete reports will be shared closer to each reporting date.

The most important information to track for reports is **attendance, revenues & expenses, successes & challenges** and a sample of your program **menu**. Menu templates are available through the [resources page](#).

Equipment receipts should be uploaded in reports if your school received an equipment grant. You will not need to attach food receipts, but please file them for future reference.

Your Club Coordinator should be informed of who on your staff will complete reports. Reporting details will be sent to this contact directly. If no one is identified, the report will be sent to the school principal. If the daily program and reports are completed by different staff members, please ensure that details are shared between staff to ensure reporting accuracy.

If your school is funded under a community organization or school district, individual schools may not need to report. If you are unsure of your reporting requirements, contact your Club Coordinator.

The Request for Renewed Funding (2022-2023) is included within the February mid-year report; please ensure the report is completed on time and accurately.

Program Menu Samples

Benefits of Submitting the Menu:

- Easier reporting than receipt scanning and uploads
- Better representation of how your program is operating
- The Club can provide resources catered to your specific menu items and needs
- Menus can be exchanged easily from school to school

****Please DOWNLOAD menu planner templates to your computer before filling in to ensure your changes are saved.**

Resources and Links

Resources can be downloaded and printed

Resources

Build Them Up! Guide

The Club's original resource outlining breakfast program essentials and tips for running breakfast clubs.

Nutrition Guidelines

The Club's recommended nutrition guidelines for planning your breakfast menu.

Fillable Menu Trackers

Template for the menu planner to upload in semi-annual reports.

Save templates to your computer before using

2021-2022 Program Toolkit

A kit with active tips and tools for starting and resetting programs over the school year. This toolkit addresses program delivery, menus and adjustments for programs to consider over time.

Web Links

The Club's School Corner

A directory for school resources, newsletter access and tools to support your breakfast program.

The Club's Guiding Practices

Foundational guidelines outlining best practices and funding eligibility criteria for breakfast programs.

The Club's Recipe Book

A collection of recipes including smoothies, large-batch, muffin tin, and no-bake recipes.

Vitamin C Newsletter

An online reference to past and current articles of the Club's newsletter.

For Immediate Support:

programs@breakfastclubcanada.org

+1 888 442 1217

