



2022–2023 Toolkit

A Breakfast Program Designed to Meet Your Specific Needs





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In Tune with Your Needs

At Breakfast Club of Canada, we are pleased to bring you menus and solutions built around our Guiding Practices to help you put a healthy breakfast on the table for your students every morning.

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.



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 in this regard are the [Head Volunteer Agreement](#) and [Types of Breakfast Program Volunteers](#).

The involvement of your **staff members** is vital to the success of your program.

Have them pitch in to help with:

- Managing incoming food deliveries
- Educating students about the benefits of volunteering and the importance of healthy eating
- Matching up breakfast program activities with the [school curriculum](#)
- Preparing and serving breakfast
- Coordinating breakfast program activities
- Reaching out to, and involving students
- Other tasks



Your Volunteers, Your Partners!



**School
Volunteers**

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!



**Other Student
Volunteers**

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.



**Corporate
Volunteers**

Have you been approached by a business looking for ways to help?

Corporate volunteering opportunities is a potential you might wish to explore. Watch this video to get inspired: [Above and Beyond Team Building!](#)



**Parent
Volunteers**

Parents, grandparents, aunts, uncles, neighbours... everyone is welcome!

If your program needs volunteers, don't be shy: ask the people you know to help out! A post on your school's or parent committee's Facebook page is also a great way to get the word out.

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

Choice of Service Delivery Models

Option 1 Classroom

Preparation: One or more staff members or volunteers prepare food and place it in **labelled bins.**

Service: Teachers and/or students pick up their designated bins and take them back to the classroom.

*The average time that needs to be set aside for this model is 13 minutes.**

Teachers often take advantage of the opportunity to encourage discussion, group reading or other nutrition-related activities.

Option 2 Designated Area

Preparation: Staff members or volunteers help prepare and serve food (size of the team varies depending on the type of menu and number of program attendees).

Service: Breakfast is served before class in the designated area. Students receive their tray, select their food and sit at a table to eat.

Model that is most conducive to fostering relationships between students from different classes.

Option 3 Grab 'n' Go Bags

Preparation: Individual breakfasts are prepared and bagged.

Service: Students pick up a bag and eat its contents when and where it is convenient for them. This model allows for a maximum of flexibility in terms of where food is distributed and eaten (classroom, food station, hallway, etc.).

Popular choice for high schools. This model can be combined with options 1 or 2 to accommodate students who are bussed in.

**Based on a survey of 120 schools running a program in classrooms.*



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 several options available to schools. Feel free to change your menu if you wish. Contact your BCC coordinator for more information.



Eco-Friendly Hot Menu: This choice of breakfast contains as less individually packaged products as possible. Key ingredients include fresh eggs, English muffins, breakfast cereals and other foods acquired in bulk. This menu requires preparation and cooking.

Alternative menu: Contains a combination of food that requires cooking and individually packaged products (jams, hard-boiled eggs, cheese, etc.). It allows for a hot breakfast to be served to students at least three days a week.

Cold Menu Plus: Contains individually packaged products and other items that require preparation (e.g., bagels, sliced bread). It allows for some variety and is flexible enough to accommodate a few hot breakfasts as desired.

Cold Menu: Served cold, featuring individually packaged products (except for bread). Requires little preparation.

Please refer to our [Nutrition Standards](#) for additional information on healthy breakfast choices.

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

Full lists of what each menu includes can be found in our [Food Catalogue](#).

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](#).

A full array of nutrition tools available to you.

Go to the Nutrition section of the School Corner for all sorts of tips on [introducing new foods](#), [nurturing healthy eaters](#) and [celebrating special occasions](#), as well as a [cookbook](#) and more throughout the year!



NEW!

Breakfast Club of Canada is proud to be recognized by the *Aliments du Québec au menu* program for promoting the use of foods that are made in Quebec.

Orders and Inventories

Order adjustments

Two weeks before every scheduled delivery, you will receive an email containing suggested quantities based on your past orders. Please **review these quantities** and reduce as necessary after checking what you have in stock and your current program needs.



IMPORTANT! Please advise your coordinator of any significant increase or decrease in your average attendance to ensure that the calculations are as accurate as possible. This will help avoid an unnecessary build-up of inventory.

Inventory management



To avoid wasting food and **incurring extra costs**, please return any items not eaten at breakfast to the food storage area so they can be served another day. Be sure to rotate foods based on expiry dates. Your help makes all the difference in keeping breakfast programs affordable.

Please refer to the [Inventory Management](#) sheet for more information.

Food Delivery



Deliveries are made weekdays, based on a [schedule](#) established by BCC in conjunction with our transportation partners. The schedule is sent to participating schools at the beginning of the school year.

The reception of shipments is the school's responsibility.

It is therefore important that we be able to count on your understanding and flexibility to receive and handle orders at any time during the day at the pre-determined door and promptly put them away in the designated storage area.

Early in the year, please make sure a **system is put in place to manage incoming orders, no matter the scenario**. Please take a moment to read [these instructions](#) for further details.

Everyone's cooperation and support is vital in ensuring the success of each breakfast program and achieving our common goal of **making sure children start their day hungry to learn, not hungry for food!**

Pedagogical Days

Just because they're not in the classroom doesn't mean students need breakfast any less. You can opt for one of several solutions to ensure they still have access to the most important meal of the day. Contact your coordinator to determine which of these is the best for your school community or consult the document [Breakfast during pedagogical days](#).

A few suggestions:

No daycare, or small number of students in attendance?

Prepare breakfast bags the day before and hand them out as students leave at the end of the day, so they have something to eat the next morning. Shelf-stable items are the best choice here.

No site coordinator or other person in charge?

Adapt your usual service delivery model and ask daycare educators to take care of distribution.

Lack of time that morning?

Divide up shelf-stable items into the bins the night before. Add refrigerated items just before distribution.

Daycare facilities far from the breakfast program area?

Gather surplus food from the previous week in one or two bins to make carrying and serving easier on in-service/pedagogical days.

Food Allergies and Intolerances



For safety purposes, make sure that a system is in place to clearly identify food allergies and intolerances and inform all staff and volunteers accordingly.

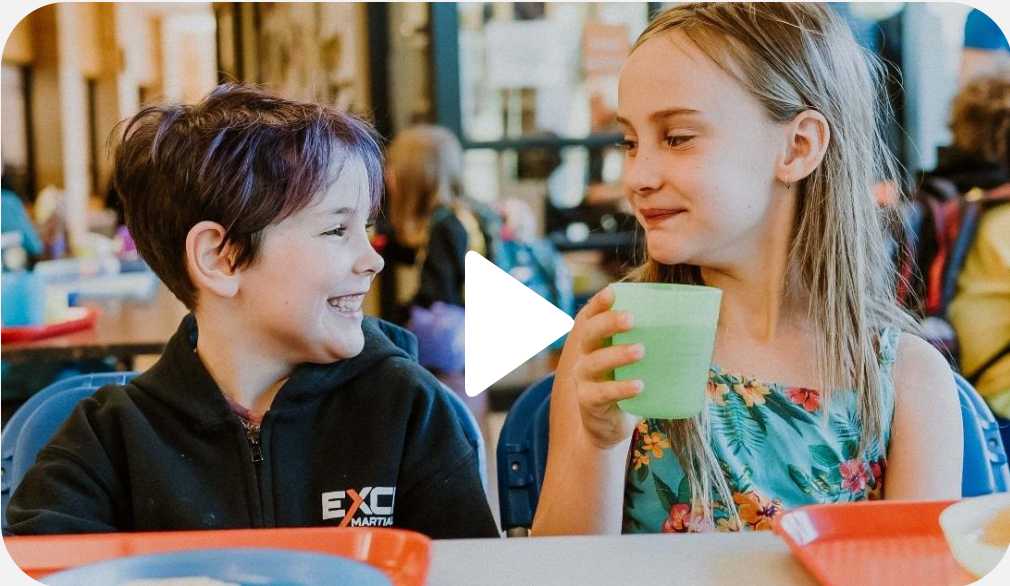
Refer to the following documents for help and guidance:

- [Managing Food Allergies and Intolerances](#) (detailed allergy management procedures)
- [Product Catalogue](#) (list of all the ingredients in the food served in BCC breakfast programs).

Forward a list of any food allergens 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.

Health and Hygiene

BCC health and hygiene training video



Length: 5 min. 10 sec.

Quebec government (MAPAQ) guidelines

Anyone involved in running your breakfast program must follow MAPAQ rules, as described in our [Hygiene and Sanitation Guidelines](#).

IMPORTANT

Make sure your **MAPAQ permit** and **Annexe 6** are posted at all times in your food preparation area. Contact your coordinator if you need help with this.

[My Breakfast Routine](#) provides an illustrated set of instructions for children on how to follow the health and hygiene rules.

Additional Information

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](#).

Testimonials

We encourage schools to share their feedback about the breakfast program experience and let us know how it has positively impacted their students and the entire school community.

For tips on the kind of contributions we like to see, refer to the [Storytelling and Testimonials](#) sheet.

We look forward to hearing from you at testimonials@breakfastclubcanada.org.

Go Green

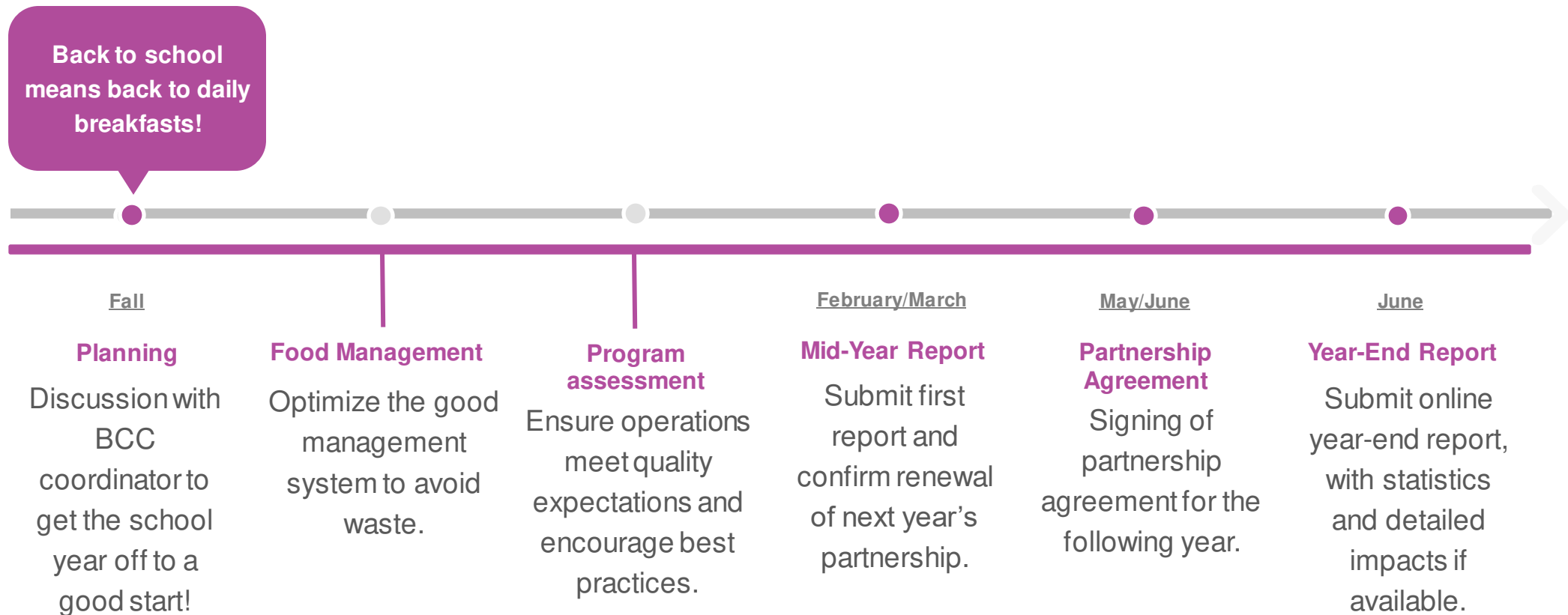
We are doing our part to follow federal government guidelines and work toward **zero plastic waste by 2030**.

Join us by opting for reusable utensils and menus with fewer individually packaged products.

Find out how to make your breakfast program even more eco-friendly here: [Top 5 Ways to a Greener Breakfast Program](#).

The School Year for a Breakfast Program

All year long, school teams will work with Breakfast Club of Canada to report on their progress, evaluate their results and ensure their program is running smoothly.



Sources of Information

School Corner

The School Corner is a great place for volunteers and school administrations to look for extra information they may need. It contains a wide range of resources that will help you operate your breakfast program. Have a closer look here: [School Corner](#).

Programs newsletter

The VitaminC, BCC newsletter, is chalk-full of inspiring and nutrition ideas, best practices in breakfast programs across the country and the latest news from our team.

To sign up, click [here](#). Past issues can be found [here](#).

Social media



Website
[CLICK HERE](#)



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Facebook page for BCC
volunteers
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BCC's Facebook page
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**The Club team wishes
you a great school year!**

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.

Thank you for doing your part for kids!