

School Breakfast Coordinator Guidebook

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

Updated Fall 2023



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, Quebec, the Breakfast the Club of Canada (the Club) was officially established as a national organization in 2006. The Club's desire to see children thrive has remained constant over time.

The Club's Mission

We work with partners from all sectors to deliver a high-quality national school food program. Together, we create a nurturing environment, where children and youth can flourish.

The Club's Vision

A country where all children can access the nourishment they need to succeed.

The Club's Guiding Practices

Year round, we accept applications from schools, school authorities, 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

01

- *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

ENCOURAGE HEALTHY EATING HABITS

02

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

CREATE A SAFE PHYSICAL & SOCIAL ENVIRONMENT

03

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

PROVIDE A YOUTH FOCUSED BREAKFAST CLUB

04

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

ENGAGE THE WHOLE SCHOOL COMMUNITY

05

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

BE ENVIRONMENTALLY CONSCIOUS

06

- *Use reusable dishes and utensils when possible
- *Recycle and compost food waste using available programs in the community
- *Minimize food waste and pre-packaged foods

Breakfast Program DNA

Breakfast programs operate differently and each program is unique from school to school! 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 vegetables & fruits

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 self-confidence, leadership and life skills.

7 Builds 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 (est. Sept-Oct, Dec-Jan and Feb-Mar), or in 2 instalments (Sept-Oct, Feb-Mar) to school authority and community partners. Gift cards are paid at the start of the year.

2. Reporting Timeline

Reports are currently 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 changes to reporting. The second report is typically due by mid-June.

3. Annual Funding Renewal

Partners are surveyed in the February mid-year report to confirm interest in funding for 2024-25 (see p.12 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 an authority contact or community agency on behalf of multiple schools. If you do not have a 2023-24 agreement, contact your Club Coordinator to check if your program is part of a larger partnership. If all renewal criteria is complete, 2024-25 agreements will be sent by June, 2025.



\$0 Funding: Sustainable Relationships

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

1. You are still eligible to receive coupons if available. Online resources and consultations with the Club are still accessible to you at any time.
2. 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.
3. If your school's financial situation changes significantly at any point throughout the year, please connect with your Club Coordinator to discuss.



Local Guidelines for Programs

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 **local guidelines** and recommendations released around food safety when delivering your program.

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

Refer to our updated **[2023-24 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
Local Guidelines

Consult with your
School Authority

See our 2022
Program Toolkit

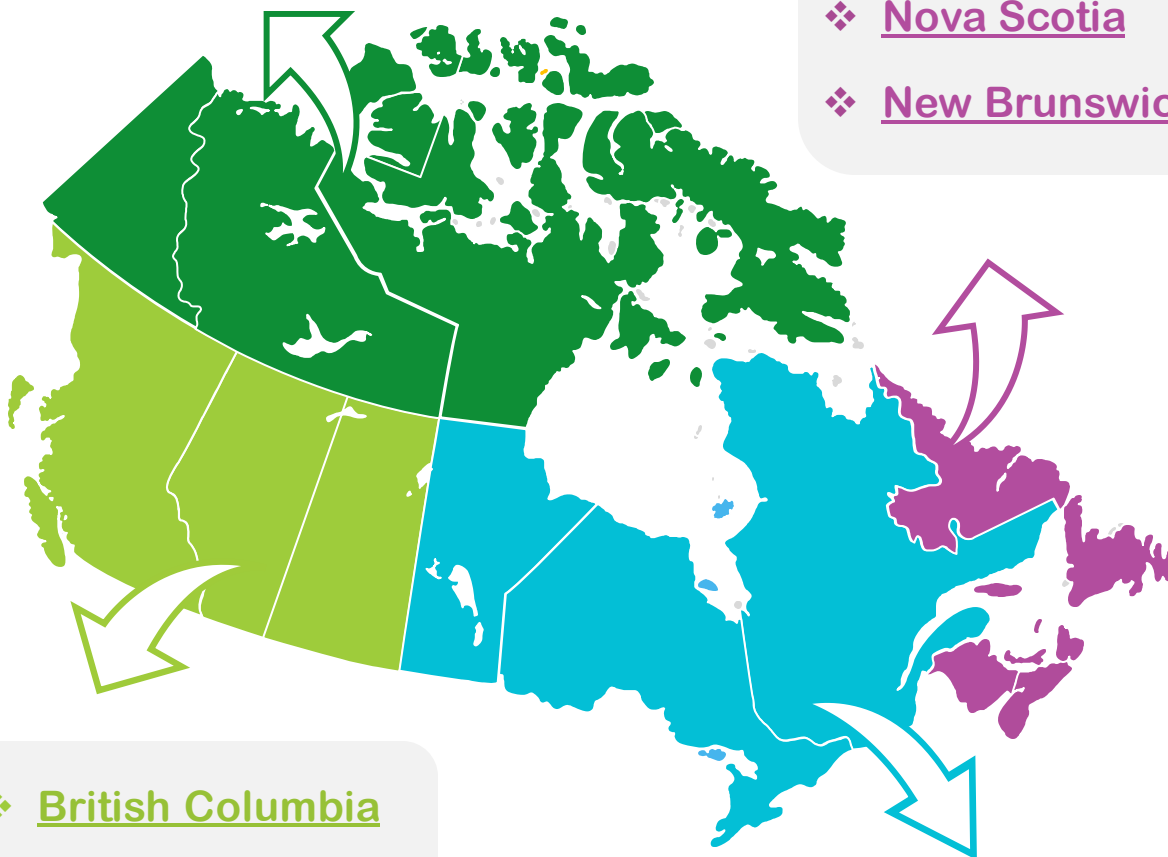
Send
Updates

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 authorities also provide guidelines for health and nutrition; please consult with your school authority for more information.



[The Club's Recipe Book](#)



[The Club's Nutrition Guidelines](#)

****Please contact the Club if you have questions, require support, or are looking for menu or nutrition-related resources. More resources including sample menu plans can be found on our school corner at breakfastclubcanada.org****

Equipment, Coupons & Donations



Equipment

Up to 20% of annual funding can be used towards costs associated with operating and distributing food (food transportation, kitchen equipment, local supervision, etc.). Common equipment purchases include reusable dishes and small appliances. Please contact your Club Coordinator for larger equipment needs.

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

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

If the Club provides an additional equipment grant for your program, please be sure to keep receipts for all equipment purchases.

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 coupons will be available this school year. There is no need to make another request if you already did through the end of year report.

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.



School Authority & Community Partners

The Club often partners directly with school authorities (boards, districts, band councils, divisions) or community organizations that support multiple schools. Unique highlights of these partnerships are outlined below.

School authorities sign one annual agreement on behalf of all included schools. Funding is paid as a lump sum for the group and divided between schools. The school authority has the discretion to redistribute funding amounts between schools, where necessary, 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 school authority's program representative. Gift cards may be sent either from the Club to your school or through the school authority.

Community partners sign an annual agreement and receive funding to support all included schools. Individual schools also receive their own agreements and may receive funding and other supports directly as well. Gift cards may be sent directly from the Club to the community partner or individual schools based on their agreements.



Equipment

If you are part of a school authority partnership, please forward equipment requests to your representative or include them in the request to your Club Coordinator.



Egg Coupons

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



Donations

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

Please contact your Club Coordinator if you require the name or contact information of the representative for your school authority 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 and expenses, volunteer hours** and any **successes and challenges**.

If your school received an equipment grant, please keep a record of receipts for any equipment purchases and file them for future reference. You will not need to attach food receipts, but please keep them for your records.

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 authority, individual schools may not need to complete all reports. If you are unsure of your reporting requirements, contact your Club Coordinator.

Sample Reporting Questions



- What is the school's total student population?
- Each day, how many students on average access the breakfast program?
- How many days did you operate your breakfast program in this reporting period?
- For this reporting period, how much money in total (from all sources) have you spent to operate your breakfast program?
- For this reporting period, how much money (from all sources) was spent for food?
- How many people are engaged in your breakfast program each day? Paid school staff, unpaid school staff, student volunteers, community volunteers.

The Request for Renewed Funding (2024-25) is included within the mid-year report; please ensure the report is completed on time and accurately.

Resources and Links

Resources can be downloaded and printed

Resources

[Nutrition Guidelines](#)

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

[The Club's Recipe Book](#)

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

[Fillable Menu Trackers](#)

Template for menu planners to help you plan your breakfasts.

Fill out these planners on Powerpoint or print

[2023-2024 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.

[Welcome to the Club Video](#)

A short video introducing the Club and our relationship with you.

[Vitamin C Newsletter](#)

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

For Immediate Support:

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