



2023–2024 Toolkit

A Breakfast Program Designed to Meet Your Specific Needs



Table of Contents



3. In Tune with Your Needs
4. Teamwork: The Key to Success
5. Your Volunteers, Your Partners!
6. Service Delivery Models
7. Breakfast Nutrition
8. Managing Your Orders and Inventory
9. What's on the Menu?
10. Food Delivery
11. Health and Hygiene
12. Food Allergies and Intolerances
13. Investing in Your Breakfast Program
14. The School Year for a Breakfast Program
15. Additional Information
16. Further Reading and Tools

In Tune with Your Needs

This toolkit contains **the information you need to help your students start their day on a nutritious note**. Be sure to share these tools with all those involved in getting your breakfast program up and running and keeping it operating smoothly.

Remember: Your BCC coordinator is available throughout the year to answer any questions you may have. Don't hesitate to reach out to them.

Thank you for doing your part for the next generation.

Wishing you a wonderful school year,
The BCC Team



Teamwork: The Key to Success

Choosing a **head volunteer** 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.

Ask your BCC coordinator about **onboarding training session dates** for new head 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
- 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 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!



Corporate
volunteers

Have you been approached by a business looking for ways to help? Corporate volunteering opportunities are a potential you might want to explore. Watch this video to get inspired: [Above and Beyond Team Building!](#)



Student volunteers
from other
schools

Students at nearby high schools and postsecondary institutions can also be a great source for volunteers to help out with your program. [Have a closer look at our recruiting tools](#) for some ideas to get you started!



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 social media platforms](#) 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**.

Service Delivery Models

Option 1 Classroom



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

Serving: 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)

Serving: 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: Food items are placed on a serving table for students to pick up and take with them. In some cases, these items are divided up and bagged individually.

Serving: Students eat the food they have picked up at a designated area. This model allows for a maximum of flexibility in terms of where breakfast is distributed and eaten (classroom, pick-up area, 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 classroom-based breakfast program.*

Breakfast Nutrition



Menu items inspired by our nutrition guidelines

Our [General Nutrition Guidelines](#) and [Detailed Nutrition Guidelines](#) help guide schools in selecting healthy, balanced foods for their breakfast program. If you are looking to increase the variety of foods you serve and incorporate local products into your menu, [this guide is here to help!](#)

A full array of nutrition tools available to you.

Go to the Nutrition section of the School Corner for all sorts of useful tips, including pointers on how to [introduce new foods](#) to your students. You can also learn how to create a positive eating environment that [nurtures healthy eaters](#) and find inspiration on how to [celebrate special occasions](#).

We also have a delicious and nutritious collection of recipes to share with you in our [cookbook](#).

Managing Your Orders and Inventory

The more carefully you manage your food supplies, the less **food waste** you will generate and the more cost-efficient your program will be. Your diligence and hard work are greatly appreciated!

IMPORTANT! Some food items tend to pile up over the course of a year. You can help us ensure you're getting just enough of the supplies you need and avoid having to manage surplus inventory by:

- ✓ Informing your BCC coordinator of any reductions in the number of students using the program
- ✓ Doing a complete check of your inventory every month
- ✓ Requesting adjustments to your orders two weeks prior to delivery using the designated form
- ✓ Returning all uneaten breakfast items to the food storage area to be re-served or repurposed, and making sure food is properly rotated to respect expiration dates.

For more information on planning orders and inventories, please see these documents:

- [Menu Tips and Recommendations](#)
- [How to Manage Your Food Inventory](#)

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., vegetables and fruits, whole-grain foods and protein foods. There are several options available to schools. Feel free to change your menu if you wish. You will find all the available products indicated for each of the menus in the [BCC Product Catalogue](#).



Eco-Friendly Hot Breakfast: Items on this menu include freshly cracked eggs, English muffins, pancakes, breakfast cereals and other foods that don't come individually packaged. Preparation and cooking are required.

Alternative Breakfast: Contains a combination of food that requires cooking and individually packaged products (jams, hard-boiled eggs, cheese, etc.). Under the alternative menu, hot meals are served to students at three or more days a week.

Cold Plus Breakfast: Contains individually packaged products and other items that require preparation (e.g., bagels, raisin bread), and can be served hot or cold.

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



Breakfast Club of Canada is proud of its participation in the *Aliments du Québec au menu* recognition program to promote Quebec food products on its menus.

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.

Making the necessary arrangements to receive 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 all food received in the designated storage area.

Early in the year, please make sure a system is **put in place to manage incoming orders**. Kindly 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!**

Health and Hygiene

BCC Health and Hygiene training video



Length: 5:10

Quebec Government (MAPAQ) guidelines

Any involved in running your breakfast program must follow MAPAQ requirements, as outlined in our [Hygiene and Sanitation Guidelines](#). Ask your coordinator about the onboarding training sessions and refreshers provided by BCC.

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.

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

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 so the corresponding products can be removed from your order.

Note that all food items delivered to schools by BCC are **certified nut and peanut-free**.

Investing in Your Breakfast Program

All schools invest in their breakfast program, some on an ongoing basis, others as funds become available. Any such contributions are **directly reinvested in their program** to help cover operating expenses or support additional spending.



Incoming funds are generally directed toward:

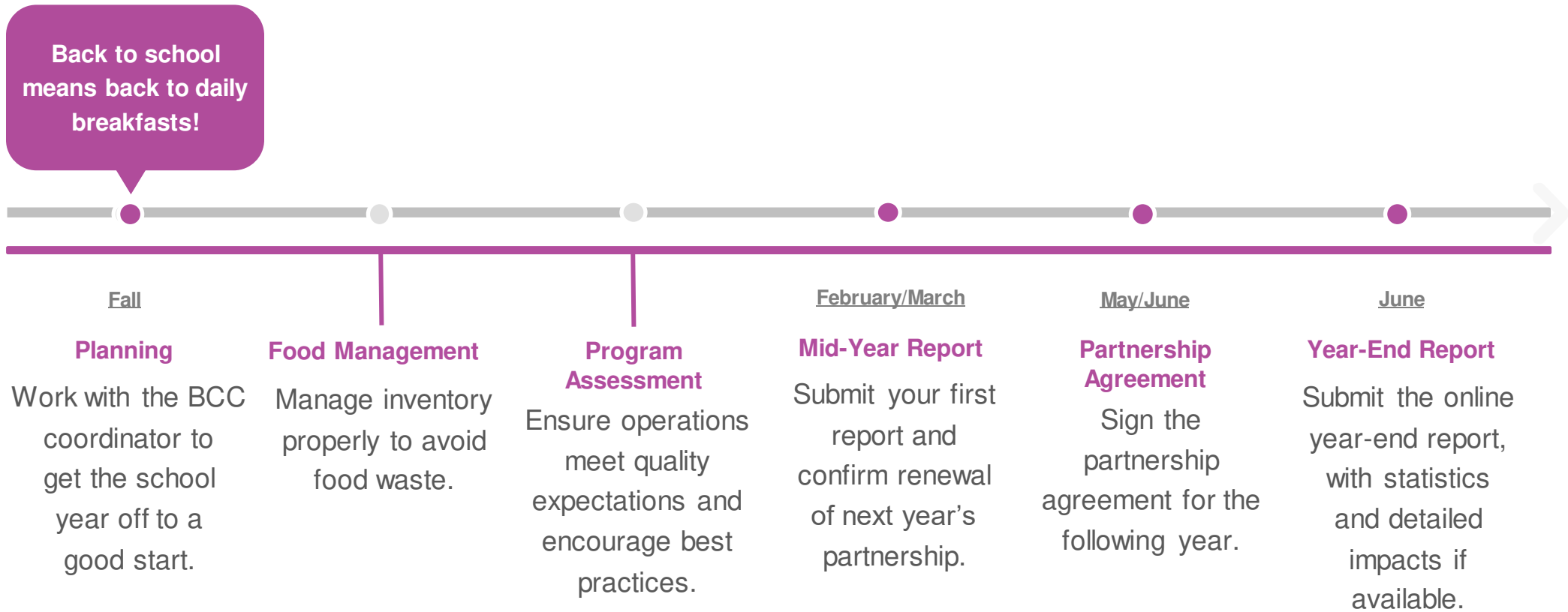
- Ensuring equipment maintenance and repair
- Purchasing fresh fruits and vegetables or other locally sourced products to diversify the supply of food provided by BCC
- Procuring kitchen supplies and accessories used to prepare breakfast
- Making purchases and practices more environmentally responsible
- Recognizing the volunteers and/or staff members.

For suggestions of where you might be able to find additional funding, please refer to the [Investing in Your Breakfast Program](#) document on the school corner.

Financial and in-kind contributions from parents are actively encouraged. Further details can be found here: [Parental Contributions](#).

The School Year for a Breakfast Program

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



Additional Information

Service on Pedagogical Days

Just because they're not in the classroom doesn't mean children 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 BCC coordinator to determine which option is best for your school community.

[Breakfast on Pedagogical Days](#)

Testimonials

We encourage schools to share their feedback about the breakfast program experience.

Armed with this information, we can reach out to our partners and drive home the importance of fighting food insecurity among young Canadians.

Help us raise the visibility of school breakfast programs from coast to coast. See our [Storytelling and Testimonials](#) fact sheet and share your stories with us at testimonials@breakfastclubcanada.org.

Focus on Sustainability

We encourage schools to join us in adopting some simple, straightforward practices to reduce our collective carbon footprint.

Find out how to make your breakfast program more sustainable: [Top 5 Ways to a Greener Breakfast Program](#).

Talk to your BCC coordinator for more ideas about how we can help you achieve your own environmental goals.

Further Reading and Tools

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](#).

Program Newsletter

The *VitaminC* newsletter is chalk-full of inspiring and nutritious 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](#)



YouTube
[CLICK HERE](#)



Blog
[CLICK HERE](#)



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



Instagram
[CLICK HERE](#)



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



Instagram
[CLICK HERE](#)