

STEP-BY-STEP GUIDE TO SETTING UP YOUR BREAKFAST PROGRAM

Setting up a **breakfast program** is an exciting adventure for your school! Remember that Breakfast Club of Canada is here to help you every step of the way.

Below is a **checklist** of what you'll have to take into consideration.

Note that the order may vary depending on how things progress.

- SCHOOL SUPPORT APPLICATION:** Fill out and submit your Breakfast Club of Canada application form. Be sure to include your school's Governing Board resolution.
- INITIAL CALL/MEETING:** A BCC coordinator will be in touch to get a better idea of your needs and realities and answer your questions. They will guide you through the steps involved in getting your program off the ground and will remain your main contact. Expect about 3 to 4 months between the first call and the first breakfasts served.
- SERVICE MODEL:** Your coordinator will talk to you about the various types of support and service models available to determine the one that is best suited to the needs and realities of your school (see page 2 for more details).
- LOCATION AND EQUIPMENT:** Your BCC coordinator will work with you to determine the equipment required to start up your breakfast program. They can also help you set up the necessary facilities to store and prepare food. The equipment will be ordered and delivered directly to your school a few weeks after our agreement with you has been signed.
- PERSON IN CHARGE/VOLUNTEERS:** Choose a point person who will manage the program (a school staff member or a volunteer). Your coordinator will provide the necessary training along with tools that will come in handy for recruiting breakfast volunteers, as required. You may want to look to your student body for young volunteers. They will learn valuable skills as they contribute to your program's success.
- PARTNERSHIP AGREEMENT:** You will be sent a partnership agreement to sign electronically. The agreement outlines the terms and conditions of the partnership between Breakfast Club of Canada, your school and/or any other organizations involved in the program. It is renewable annually.
- FOOD DELIVERIES OR FINANCIAL SUPPORT:** Your school will receive your first food delivery or first monetary instalment. If your school is sent food shipments, you will have to work out a system for receiving and storing the items received.
- GRAND OPENING:** Congratulations! Your students can now enjoy their first meal as members of Breakfast Club of Canada!

All the tools and resources you need are available on the School Corner section of our website. Feel free to peruse the contents!

There are several factors to consider when choosing the type of support and service model that is best for your school:

- Access to the proper facilities and availability of space.
- Bus arrival and class start times, and the number of students expected to participate.
- Level of support from school staff and/or volunteers to supervise students, prepare food and serve meals.

SUPPORT AVAILABLE THROUGH BCC

- **Financial support:** BCC will pay a set amount to the school based on the number of students per morning for the purpose of purchasing all the food for the breakfast menu.
- **Food deliveries:** You can choose between four menu selections. For each selection, a combination of protein foods, whole-grain foods and vegetables/fruits will be delivered directly to the school.
- **Hybrid:** BCC will transfer a set amount to the school based on the number of students per morning to purchase vegetables and fruits. Protein and whole-grain foods will be shipped directly.

COMMUNITY SUPPORT

- Partnerships with community organizations that are already involved in your school community can be assessed to help set up and/or operate your breakfast program.

SERVICE MODELS

Option 1* Classroom	Option 2 Designated Area	Option 3 Grab 'n' Go
<p>Preparation and serving Food is placed in labelled bins. Teachers or students pick up their designated bins and take them back to their classroom.</p> <p>Timing Flexible. Breakfast can be served when children arrive in the morning or before morning recess.</p> <p>Benefits Easy to promote. High rate of participation. Available to students who take the bus. Can be paired with nutritional awareness activities. No need for a dedicated space.</p> <p>Potential challenges Multiple rooms to be cleaned after breakfast. Requires participation of all teachers. Menu selection more limited.</p>	<p>Preparation and serving Food is prepared and placed on a serving table. The breakfast team then serves it to students, who can pick and choose what they want and sit down at a table to enjoy their meal.</p> <p>Timing Before the start of classes.</p> <p>Benefits Team involved can serve as positive role models. Friendly atmosphere. Bonds can be created between students from different classes. Hot meals possible.</p> <p>Potential challenges Requires a dedicated space. Must be supervised. Limited amount of time for breakfast. Not readily available to students who take the bus. Requires a fairly large number of enrollees.</p>	<p>Preparation and serving Food is placed on a serving table or in individual paper bags for students to pick up and take with them to eat where indicated.</p> <p>Timing Before the start of classes or before/during morning recess.</p> <p>Benefits Popular choice for high schools. Meals can be eaten in multiple locations. Easy to promote.</p> <p>Potential challenges Menu selection more limited. More waste generated. Supervision more difficult.</p>
<p>These options can also be combined to meet a school's specific needs and accommodate available resources.</p>		

* Average time needed for this model is 13 minutes, based on a survey of 120 schools running a classroom-based breakfast program.