

# Breakfast in the Classroom Program

## *Hallway Kiosk Preplanning Checklist*

### **Principal & Operation Specialist Responsibilities**

- Teacher meeting to generate support and explain the processes
- Parent Meeting to generate support and explain the processes
- Parent letter announcing the breakfast in Classroom program
- Students memorize ID numbers for the key pad or plan for visual identifier, i.e. card or name tag (campus responsibility)
- Determine how late students will be served with the principal. Suggestions: 1) If student misses class group, they wait to the end. 2) Late students report to classroom and pick up breakfast in the cafeteria when excused by teacher.
- Volunteers – Orientations on the district process for volunteers
- FCNS Staff training on BIC objectives and procedures

### **Special Breakfast Program Request Form**

- Principal completes and submits the special breakfast request form to FCNS.
- Supervisor and operation specialist decide on the start day & notify Carla Rollins.
- Carla Rollins enters BIC request in file maker and email notification is generated.

### **Service Traffic Flow**

- Determine the number of Kiosk serving stations needed, locations and number of students for each Kiosk.
- Plan staging areas for each grade and/or class and create signage for each area.
- Plan traffic flow of each class through Kiosk with campus administration and label.
- Label Kiosk units with classes assigned and number of meals.
- Color code all signage and labels for stations and equipment
- Assign staff to each Kiosk and POS station.
- Communicate procedures to all campus staff including FCNS
- Practice student traffic flow and employee procedures before start date.

### **Equipment**

- Operations Specialist communicates large and small equipment needs to Bradford Trudeau , i.e. Refrigeration, freezer, serving cart or Kiosk, ice chests, trash cans
- Consider available storage before ordering equipment.
- Equipment options:**
  - POS for each station
  - Cambro insulated holding cabinet
  - Three Ice chests and a cart for a mobile station
  - Kiosk & Cambro food holding cabinet
  - “Breakfast in the Classroom” banner from Gwen Brantley

### **Menus/Production Report**

- BIC menu will be scheduled for the school when starting date is posted on file maker.
- Supervisor creates the breakfast production report.
- Supervisor orders frozen food for twice a week delivery or “second day frozen”

### **Staffing**

- School food service staff hours needed will be determined and adjusted
- Other campus staff may be assigned by the principal to assist with BIC
- Volunteers may be assigned to appropriate tasks as available

### **Food Safety and Sanitation**

- Follow HACCP standards operation procedures.
- Pack cold foods together and hot foods separate from cold in Cambro carts or ice chests
- Pack food properly, don't mashed food together.
- Clean Equipment Daily

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- Plan for distribution of wet blue towels and trash bags

**Breakfast Distribution at Kiosk**

- Arrange food for ease of self service.
- Provide paper boat or bag to carry menu items.

**Timing of Service**

- Complete kiosk station set-up and begin serving 15 minutes before school starts

**Paper Supplies**

- Napkins, straws, plastic bags, paper boats, trash bags, wipes.

**Accurate Records of Students Served**

- Students approach the serving line in classroom groups from the staging areas.
- Cashier claims breakfasts using the “sale by homeroom” feature on POS for E.S.
- BIC classroom roster can be used where the POS is not used
- Students may decline one component under Offer vs. serve.
- Students may also decline the breakfast and are NOT counted or claimed.
- Teachers may assist in marking the roster if OVS is not used.

**Responsibilities for Trash**

- Trash bag collection is completed no later than 9:00 am by food service staff for E.S.