

# Breakfast in the Classroom Program

## *Classroom Delivery Preplanning Checklist*

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

- Teacher meeting to generate support and explain the processes and responsibilities
- Parent Meeting to generate support and explain the processes
- Parent letter announcing the breakfast in Classroom program
- Clearly label rooms with room numbers
- 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 schedule start day & notify Carla Rollins.
- Carla Rollins enters BIC request in file maker and email notification is generated.

### **Service Traffic Flow**

- Plan student traffic flow based on the number and location of classrooms.
- Plan delivery routes for each hallway, write down plan with detailed diagrams.
- Color code bag labels by hallway
- Assign staff to delivery routes and practice distribution and collection before start date
- Communicate procedures to all campus staff including FCNS

### **Equipment**

- Evaluate food Storage, refrigeration, freezer and dry storage capacity.
- Order carts for kitchen use, carts for classroom delivery, trash cans
- Insulated blue bags, 2 per classroom, BIC stickers for bags
- Label bags by classrooms and the number of servings per room (students +1 teacher).
- Consider available storage before ordering equipment.
- “Breakfast in the Classroom” banner from Gwen Brantley, BIC aprons

### **Menus/Production Report**

- BIC menu will be schedule for your school when the start 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 will be determined and adjusted based on physical layout of the school, number of classrooms and number of students.
- 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, (i.e. juice, milk, fruit, yogurt & cheese) along with hand wipes and sporks.
- Pack hot food separate from cold foods
- Pack food properly, don't mashed food together.
- Clean Equipment Daily

### **Breakfast Delivery**

- FCNS School employees are responsible to deliver all bags, place inside room if possible.
- Additional delivery assistance may be older students, teachers, aides or parent volunteers.

### **Timing of Service**

- Complete delivery 15 minutes before school starts, no later than 8:00 at elementary.

### **Paper Supplies**

- Napkins, straws, plastic bags, trash bags & wipes.

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**Accurate Record of Students Served**

- Place a weekly classroom roster in the top clear pocket of the insulated blue bag.
- Teachers mark the roster daily as indicated at the bottom of the roster; check for breakfast, 'O' refused or incomplete, 'A' for absent. Mark check if teacher meal is taken.
- Rosters are to be placed back in the bag
- FCNS staff enters student meals in POS classroom screen from the "sale by homeroom" feature.
- Enter teacher meals in POS using the "Teacher BIC" button. Bulk Sale may be used for teacher meals.

**Responsibilities for Trash**

- All trash bags collection is to be completed by 9:00 am.