

# National School Breakfast Week

## March 7-11, 2011



Made Possible by:



NATIONAL DAIRY COUNCIL



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# Alternative Breakfast Checklist

Thinking of serving breakfast in the classroom or setting up a breakfast cart in a hallway, courtyard or school entrance? This valuable checklist will help you think through the answers to some basic but crucial questions while planning your alternate breakfast program.

## We are looking to offer:

- Breakfast in the Classroom
- Second Chance Breakfast (breakfast after school begins)
- Breakfast Carts/ Hallway kiosks
- Grab 'n' Go
- Service on School Buses

- How many staff hours will I need to run the program? Do I need to hire extra staff?
- Can I use volunteers for certain responsibilities?
- Do I have a training plan for staff that will manage and carry out the program at each location?
- Does my state agency or local dairy council offer start up breakfast grants? Are there any other grants available?

## Who...

- How many children will this breakfast program serve?
- How will this new breakfast program impact participation?
- Who needs to be involved and provide support? Superintendent, Principals, Teachers, Custodians, Parents, Transportation Office?
- Who is likely to resist implementation? Do we have a plan to overcome any resistance?
- Are there any other barriers to implementation?
- Who will be in charge at each location?
- Who will monitor participation counts?

## Where...

- Where will I serve the food? Is breakfast in the classroom most appropriate or is a breakfast cart best for the school? If a cart is feasible, what is the best location(s) for this?
- Do we have facilities and/or equipment for refrigeration, warming, preparation, holding, storage and transportation of food and meals, if necessary?
- Have I conducted a pre-operational visit to each location? Do we need to run a trial run?

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### What...

- What are the times and locations of service?
- What menu changes will I have to make to offer a new or expanded service?
- Can I use my existing cafeterias and/or central kitchen to make the meals?
- Can I use ingredients and prepackaged food items that were originally procured for my SBP operation?
- Will grab 'n' go packaging/service items be required?
- Can I use existing vendor contracts to supply what I need?
- Do my proposed meals and menus meet nutritional requirements?
- Are my planned menu items appealing to students?
- What food safety measures need to be implemented?
- What monitoring procedures need to be in place?

### How...

- How will food be delivered to service locations?
- What is my proposed delivery schedule?
- How will I keep necessary records? What records are required?
- Do I have a plan for regular site visits and inspections?

- Can breakfast in the classroom be counted as instructional time?
- How will trash be removed?

### When...

- When and how do I need to notify the health department of the new program?
- Is it best to serve breakfast before school begins?
- Can breakfast be eaten in the classroom if it is served there or picked up elsewhere grab 'n' go style?
- Will we have more participation with a second chance breakfast at a break during the morning?
- Can breakfast be combined with recess?

### Alternative School Breakfast Service Resources

- SNF Webinar Wednesdays—School Breakfast: It's all about Location, Location, Location—<http://www.schoolnutrition.org/Content.aspx?id=11316&terms=school+breakfast+webinar>
- Fuel Up to Play 60—[www.fueluptoplay60.com](http://www.fueluptoplay60.com)
- Wisconsin School Breakfast Program—<http://fyi.uwex.edu/wischoolbreakfast/program-models/>

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