NFSMI BEST PRACTICE GUIDE FOR IN—CLASSROOM BREAKFAST

Name of School

To improve student access and participation in the USDA School Breakfast Program, some school districts adopted distribution and service models for serving an in-classroom breakfast. These models include distribution of the breakfast meal to each classroom by students or school nutrition employees, and also mobile breakfast carts in hallways.

This resource and checklist was developed through case study research that involved four school districts with exemplary in-classroom breakfast programs. The purpose of this resource is to guide school nutrition directors who wish to implement in-classroom breakfast programs that are customized for each school within a district, or to assess existing in-classroom breakfast programs in schools. The information will support efforts by capturing numerous issues that will impact the decision-making process and lead to the overall success for the in-classroom program.

1. BUILDING A TEAM
A. Has a team approach for planning been established? Yes No Date
B. Have you formed, or do you plan to form, a team to involve representation? Yes No Date
Use the table below to identify individuals to serve on your team.

In-Classroom Breakfast Team

Group Representative	Team Member Name
School Nutrition Personnel	
School Administrators	
Teachers	
School Nurses	
Custodians	
Parents	
Students	
School Wellness	
Committee Members	
Community Members	
Others	

C. Have you hivestigated grants to support implementation: Tes No Date	C. Have you investigated grants to support implementation?	Yes	No	Date
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Funding Source Checklist

Yes	No
	Yes





6. USE CONTINUOUS QUALITY IMPROVEMENT A. Do you, or do you plan to, obtain feedback from stakeholders? (Children, parents, school nutrition staff, school staff, school community.)

No	
	Date
	Date
	_

Notes...

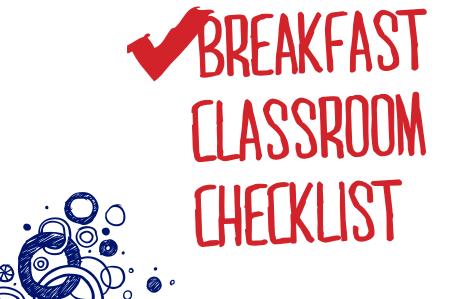
For more information on continuous quality improvement, visit www.nfsmi.org/Information/CQI_Resource.pdf

Possible Areas for Improvement Checklist				
Menus		Service		
Food Quality		Trash Handling		
Food Temperatures		Reimbursement		
Production		Accurate Records		
Distribution		For Reimburse-		
		ment		

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National Food Service
Management Institute

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		LOGISTICS OF DISTRIBUTION AND SERVICE - CONTINUED		LOGISTICS OF DISTRIBUTION AND SERVICE - CONTINUED	*
2. CUSTOMIZED MENU PLANNING I	FOR EACH SCHOOL	Issues to Consider for Successful In-	Classroom Breakfast Service	C. Do you offer, or plan to offer, training for school nutrition staff?	G. Have you investigated any of the marketing possibilities listed below?
A. Are students surveyed for food preferences? Yes No Date Notes		Equipment ● Food Storage and Production –	Traffic FlowTraffic Flow issues are based on whether	Yes No Date	Marketing Pesaurees
		refrigeration, freezing and dry storage	breakfast will be served from a mobile cart	D. Do you offer, or plan to offer, training for teachers?	Checklist Yes Web site
Date Notes		 Food Transportation and Disposal – carts for kitchen use, carts for delivery, baskets 	or taken to each classroom	Yes No Date	Letters to Parents
A		or bins for classrooms, trash bins for	Timing of ServiceVaries based on morning routing of each		Media Coverage Parent Meetings
Are diverse menu possibilities investigated? es No Date Notes		classrooms or hallways	school	E. Do you offer, or plan to offer, training for custodians? Yes No Date	Other(s)
Date Notes		StaffingSchool nutrition manager	Paper SuppliesNapkins, straws, trash bags, wipes	1es No Date	
Date Notes		School nutrition staff Other staff based on physical layout of	Accurate Records of Students Served	F. Do you currently market, or do you plan to market, in-classroom breakfast?	
		 Other staff based on physical layout of school, number of students and 	Usually teachers are asked to assist	Yes No Date	
Sources for Exploring Different	Criteria to Consider for	distribution methods	Pick-up of Leftovers		
Food Items Checklist	Menu Items Checklist	Food Safety and Sanitation • Maintenance of food temperatures	 Usually done by school nutrition employees Responsibilities for Trash 	4. FINANCIAL SUCCESS AND ACC	CURATE RECORDS
Sources Yes No	Criteria Yes No	 Hand washing 	 Custodial responsibilities vary 	A. Have you investigated the Universal Free Breakfast and	
anufacturers ndors	Student Preferences Nutrient Composition	• Sanitizing	 Student responsibilities vary 	Yes No Date	
ade Shows/Exhibits	Meal Pattern	Breakfast DeliveryOptions may include school nutrition		P. If we have not consider desired a few as few as few as in this	
ther School Districts	Variety/Number of Choices	employees, older students, teachers, aides or parent volunteers		B. If you have not, consider designing forms for maintaining Forecasting	
	Cost Packaging	or parent volunteers		D 1 (1	
Are menus continually revised and updated?	Temperature	Other Issues Learned			
s No Dates	Food Safety Storage	•		Accountability and Reimbursement	
Dates	0.074.50	•			
		•		5. ENVIRONMENT FOR LEARNIN	
. LOGISTICS OF DISTRIBUTION AN	ID SERVICE	•		A. Do you, or do you plan to, investigate the ability to track	x attendance, tardiness and discipline referrals?
Have you visited school districts that have successful in-class		•		Yes No Date	
es No Date Notes		•		B. Do you, or do you plan to, survey principals, teachers, p	parents and students?
. Have you explored options for customizing distribution and s	service?	•		Yes No Date	
es No Date Notes		•		C. Do you, or do you plan to, observe in-classroom breakfa	st?
		•		Yes No Date	
				Date	
				Date	<u> </u>