

NFSMI BEST PRACTICE GUIDE
FOR IN—CLASSROOM BREAKFAST

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.

Name of School _____ Date _____

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 investigated grants to support implementation? Yes ____ No ____ Date _____

Funding Source Checklist

Source	Yes	No
USDA Team Nutrition		
State Agency		
“gotbreakfast”™ Foundation		
National or Regional Dairy Council		
Action for Healthy Kids		
Others		

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.)

Yes ____ No ____ Date _____

Date _____

Date _____

Date _____

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	_____

Notes...

SOURCE:
National Food Service
Management Institute
The University of Mississippi
Phone: 800-321-3054
Fax: 800-321-3061
www.nfsmi.org



TOOLS FOR SCHOOLS

BREAKFAST
CLASSROOM
CHECKLIST



2. CUSTOMIZED MENU PLANNING FOR EACH SCHOOL

A. Are students surveyed for food preferences?
Yes ____ No ____ Date _____ Notes _____
Date _____ Notes _____
Date _____ Notes _____

B. Are diverse menu possibilities investigated?
Yes ____ No ____ Date _____ Notes _____
Date _____ Notes _____
Date _____ Notes _____

Sources	Yes	No
Manufacturers		
Vendors		
Trade Shows/Exhibits		
Other School Districts		

C. Are menus continually revised and updated?
Yes ____ No ____ Dates _____
Dates _____

3. LOGISTICS OF DISTRIBUTION AND SERVICE

A. Have you visited school districts that have successful in-classroom breakfast programs?
Yes ____ No ____ Date _____ Notes _____

B. Have you explored options for customizing distribution and service?
Yes ____ No ____ Date _____ Notes _____

Criteria	Yes	No
Student Preferences		
Nutrient Composition		
Meal Pattern		
Variety/Number of Choices		
Cost		
Packaging		
Temperature		
Food Safety		
Storage		

LOGISTICS OF DISTRIBUTION AND SERVICE - CONTINUED

Issues to Consider for Successful In-Classroom Breakfast Service

- Equipment**
- Food Storage and Production – refrigeration, freezing and dry storage
 - Food Transportation and Disposal – carts for kitchen use, carts for delivery, baskets or bins for classrooms, trash bins for classrooms or hallways
- Staffing**
- School nutrition manager
 - School nutrition staff
 - Other staff based on physical layout of school, number of students and distribution methods
- Food Safety and Sanitation**
- Maintenance of food temperatures
 - Hand washing
 - Sanitizing
- Breakfast Delivery**
- Options may include school nutrition employees, older students, teachers, aides or parent volunteers
- Traffic Flow**
- Traffic Flow issues are based on whether breakfast will be served from a mobile cart or taken to each classroom
- Timing of Service**
- Varies based on morning routing of each school
- Paper Supplies**
- Napkins, straws, trash bags, wipes
- Accurate Records of Students Served**
- Usually teachers are asked to assist
- Pick-up of Leftovers**
- Usually done by school nutrition employees
- Responsibilities for Trash**
- Custodial responsibilities vary
 - Student responsibilities vary

Other Issues Learned...

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• _____

• _____

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• _____

• _____

LOGISTICS OF DISTRIBUTION AND SERVICE - CONTINUED

C. Do you offer, or plan to offer, training for school nutrition staff?
Yes ____ No ____ Date _____

D. Do you offer, or plan to offer, training for teachers?
Yes ____ No ____ Date _____

E. Do you offer, or plan to offer, training for custodians?
Yes ____ No ____ Date _____

F. Do you currently market, or do you plan to market, in-classroom breakfast?
Yes ____ No ____ Date _____

G. Have you investigated any of the marketing possibilities listed below?

Marketing Resources Checklist	Yes	No
Web site		
Letters to Parents		
Media Coverage		
Parent Meetings		
Other(s)		

4. FINANCIAL SUCCESS AND ACCURATE RECORDS

A. Have you investigated the Universal Free Breakfast and Provision 2 options?
Yes ____ No ____ Date _____

B. If you have not, consider designing forms for maintaining accurate records.

Forecasting _____

Production _____

Service _____

Accountability and Reimbursement _____

5. ENVIRONMENT FOR LEARNING AND SCHOOL CULTURE

A. Do you, or do you plan to, investigate the ability to track attendance, tardiness and discipline referrals?
Yes ____ No ____ Date _____

B. Do you, or do you plan to, survey principals, teachers, parents and students?
Yes ____ No ____ Date _____

C. Do you, or do you plan to, observe in-classroom breakfast?
Yes ____ No ____ Date _____
Date _____
Date _____
Date _____