



# Breakfast in the Classroom

## Standard Operating Procedures

Serving Breakfast in the Classroom (BIC) provides all students with equal access to the meals they need to succeed. It eliminates the stigma that can be associated with free and reduced breakfasts, provides a social and emotional learning environment key to student development, and can help increase a program's average daily participation (ADP).<sup>1</sup>

Breakfast in the Classroom involves nutrition staff or designated students transporting meals from the cafeteria to individual classrooms. During the first 10-15 minutes of class, students eat at their desk where they can share a meal together with students, while teachers are able to incorporate social and emotional learning into the day.

Implementing BIC involves planning and training, to ensure a successful transition. To assist with this, National Dairy Council has prepared this comprehensive list of Standard Operating Procedures.

### Roles and Responsibilities

A BIC program involves multiple stakeholders, all playing different but equally important roles, outlined below.

- **School Nutrition Director:**

The school nutrition director is typically the key player in starting BIC. A school nutrition director will present the concept to district administration and principals to ensure critical buy-in. They are also responsible for training the rest of their school nutrition staff, teachers and janitorial staff on new policies/procedures that go along with in-classroom meals. Additional responsibilities include equipment purchasing, food and equipment storage, and completion of grant applications if support is required.

- **Superintendent:**

Superintendents can be powerful partners in school nutrition initiatives, including BIC. When implementing district-wide meal expansion programs, a superintendent should be involved in the early discussions. Their buy-in is valuable when presenting the concept to individual school principals and critical to ensuring streamlined, district-wide implementation.

- **Principals:**

The principals' support of BIC is crucial to the longevity and success of the program in their school. They can help obtain buy-in from teachers and janitorial staff and support promotion with students and parents.

- **Teachers:**

Widespread teacher support of BIC helps ensure each classroom follows the plan for food distribution, eating times and clean up procedures. Teachers should be provided with training on the benefits and the procedures of BIC, particularly that it will not take away from instructional time or create additional waste in their

classroom. More training should be provided on reimbursable meals if they are responsible for serving any food.

- **Custodians:**

Custodians play one of the most important roles in any food service model. Obtain initial buy-in from the district's lead custodian and campus' lead custodian to ensure appropriate staff coverage is available. They can also provide valuable input when designing the program procedures, such as trash pickup times and what custodial supplies are needed.

- **School Nutrition Supervisors:**

School nutrition supervisors can help deliver teacher and staff training and create promotion plans for students and parents. During the initial rollout, they can play an important role in monitoring campus-wide/district-wide food prep, delivery, teacher/student reception and clean-up.

- **School Nutrition Menu Planner:**

Cycle menus for BIC should be carefully thought out to capitalize on the model's strengths and minimize food waste and spills. For example, menu planners will want to consider foods that are less likely to cause spillage and foods that travel well in a mobile cart or cooler.

- **School Nutrition Managers:**

School nutrition managers will oversee food prep and initial distribution to students or classrooms, depending on school/district preferences. They will also be responsible for entering all information into point-of-sale systems.

- **Students:**

Depending on the campus/district preferences, students may be involved in BIC delivery or pickup. This can help ease strain on cafeteria staff and get students excited about the new service method. Students typically assist in picking up pre-labeled coolers from a designated area, like the cafeteria, and delivering it to their classroom. They can also return the cooler to the cafeteria after the meal.

- **Parents:**

Parents should be notified of any new food service model and provided with resources to support education and understanding of BIC.

- **Attendance/Registrar:**

The registrar's office can assist with keeping accurate building and class rosters to ensure the appropriate numbers of meals are planned for, prepped and delivered.

## **Additional Resources:**

[Breakfast in the Classroom full FAQ](#)

[FRAC: Breakfast in the Classroom - how it works](#)

[No Kid Hungry: Breakfast in the Classroom Preimplementation Planning List](#)

## **Implementation and Logistics Rollout Timeline: 3-6 Months Prior to Rollout**

### **School Nutrition Staff:**

- Solicit buy-in from superintendent, principals, custodians, and school campuses.
- Visit local districts successfully implementing BIC to observe best practices and ask school nutrition director for training materials.
- Investigate potential grant opportunities through state and national feeding organizations.
- Develop a task force of school stakeholders to discuss the model change and provide feedback/input.
  - Include the principal, teachers, custodians, school nutrition staff and student representative.
- Meet with principal and custodians to discuss food pickup schedule, trash disposal areas and insulated bag storage areas.
- Determine training resources needed and coordinate BIC training schedule leading up to launch date.
- Determine what additional equipment will be needed and initiate purchase.
- Confirm rollout timeline with principal.
- Develop a plan to market BIC to students/staff/parents. Use direct mail, email and the school/district website along with any social media.
- Determine point of sale / counting and claiming method.
  - Consider having students pre-order entree to reduce food waste
- Determine what, if any, customizations campuses can make to their BIC service in addition to which model type will be implemented:
  - Scheduled delivery by school nutrition / cafeteria staff
  - Student pickup/return

### **District Administration / Principals:**

- Agree to BIC implementation, support district/campus transition to new model.
- Accompany school nutrition director on visits to local districts successfully implementing BIC to observe best practices.
- Approve equipment purchases, if necessary.
- Inform office staff of rollout progress, including training schedules, and supply them with all necessary breakfast expansion information to field questions from staff, parents and students.

### **Custodians:**

- Provide buy-in to BIC model.
- Begin to determine new food pickup schedule, trash disposal areas, etc.
- Consider staff/labor schedules and responsibilities.

### **Teachers/Staff:**

- School nutrition may invite a few teachers to observe best practices in local districts successfully implementing BIC. This helps with teacher/staff buy-in.

## **2-3 Months Prior to Rollout**

### **School Nutrition Staff:**

- Launch marketing and communications campaign to promote BIC.
- Conduct teacher and staff trainings.
- Determine cycle menus, considering items that are classroom friendly.
- Finalize what claiming method will be used.
- Coordinate with custodians to finalize a plan for trash/recycle/compost. Confirm if any additional trash equipment/containers are needed and order any additional equipment.
- Develop a plan for late students to obtain breakfast.
- Order any additional supplies (e.g., trash bags, disinfectant wipes, etc.) that classrooms will need.

### **District Administration / Principals:**

- Support parent education efforts. For instance, a letter to parents providing all essential information about the program and include opt-out information.
- Support staff and teacher trainings.
- Coordinate with School Nutrition on rollout process.

#### **Custodians:**

- Designate areas in school for trash containers and pickup.
- Determine trash pickup times.

## **1-4 Weeks Prior to Rollout**

#### **School Nutrition Staff:**

- Confirm cycle menus and ensure enough food has been ordered to accommodate increases in participation.
- Ensure classrooms have all the necessary supplies for rollout (e.g., trash bags, disinfectant wipes, etc.).

#### **Custodians:**

- Ensure additional trash equipment/containers have been procured.

#### **Teachers/Staff:**

- Attend BIC trainings. Teachers who attended site visits earlier in the year should share their experience during the training.
- If the delivery model chosen is student pickup/return, teachers begin to develop student helper schedule.

## **Throughout Rollout**

#### **School Nutrition Staff:**

- Continue marketing efforts: consider running a contest to promote the new service method.
- Observe each campus during the first month of rollout.
- Make immediate adjustments to the program as needed to troubleshoot issues.
- Solicit feedback from campus stakeholders to identify areas for improvement.

#### **District Administrators / Principals:**

- Support school nutrition in meeting with school stakeholders to troubleshoot any issues.
- Provide marketing and education support through staff and parent communications about the program.

## **1-6 Months After Rollout (Ongoing)**

### **School Nutrition Staff:**

- Check ADP numbers for improvements.
- Check all equipment to ensure performance.
- Meet with campus principals, supervisors and cafeteria managers to address any concerns or potential improvements.
- Observe food waste and create a plan to address, if needed. Options to discuss include share tables, pre-orders or revised menu planning.
- If you received a grant from any organization and agreed to provide ADP or other data, comply with requests.

### **Additional Resources:**

[No Kid Hungry: Breakfast in the Classroom Rollout Timeline](#)

[Dairy Max: Breakfast in the Classroom Full Implementation Guide](#)

[USDA School Breakfast Program Guidelines](#)

### **Equipment Guide:**

The equipment needed to execute BIC varies and will depend on how your campus/district chooses to implement the program. Below is a list of equipment to consider.

Cooler Bags	approximately \$50-\$150 per unit
Cooler Bag Travel Carts	approximately \$50 per unit
Transport Kiosk	approximately \$1,500-\$3,000 per unit
Mobile Shelving	approximately \$250-\$300 per unit
Storage Bins/Crates	approximately \$20-\$30 per unit
Thermal Hot/Cold Packs	approximately \$25-\$40 per unit
Cooler Bag Dividers	approximately \$45 per unit

## **Additional Resource:**

[No Kid Hungry: Breakfast after the bell equipment tips](#)

### **Staffing and Labor Costs**

It is important to understand how a new breakfast service model will affect food service staffing needs. A good way to estimate additional staff hours is to estimate the number of breakfast meals your staff makes per hour and plan for an increase in breakfast by at least 50%. Additionally, look at your current schedule and determine if you will need to adjust the start time of your staff to cover breakfast program preparation and delivery. Use our [Sample Labor Cost Model](#) to help plan for your staffing and labor needs.

### **Menus and Food Cost**

When determining the menus for BIC, here are some items to keep in mind:

- Offer versus serve – check in with your state agency
- Consider food items that will minimize spills or messes such as syrup or other sticky sauces
- Potentially form a student committee to get feedback on menu
- Will you serve hot and cold meals?
- Remember that you will need to include supplies (e.g., sporks, bags, hand wipes, etc.)

## **Additional Resource:**

[Dairy Max: Sample Elementary Breakfast Menu](#)

[Diary Max: Sample Secondary Breakfast Menu](#)

[Dairy Max: Food Cost Calculator](#)

[Alliance for a Healthier Generation: Smart Foods Planner](#)

## **Questions**

Contact your [Local Dairy Council](#)

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1. <https://frac.org/wp-content/uploads/breakfastforlearning-1.pdf>