



BREAKFAST IN THE CLASSROOM: ROLLOUT TIMELINE

Use this timeline to help prepare for Breakfast in the Classroom implementation.

LONG-TERM ROLLOUT TASKS

School Nutrition Staff:

- Resources:
 - [No Kid Hungry Starts with Breakfast](#)
 - [Pre-Implementation Checklist](#)
 - [Innovative Breakfast Delivery Options](#)
- Determine [equipment needs](#); apply for grants to fund breakfast equipment if necessary.
- Connect with other Breakfast in the Classroom (BIC) schools to share best practices. Schedule site visits to those schools to observe BIC in action. **Include principals and teachers on site visit.**

Principal:

- Resources:
 - [No Kid Hungry Starts with Breakfast](#)
 - [Pre-Implementation Checklist](#)
 - [Innovative Breakfast Delivery Options](#)
- Hold meetings with school stakeholders to discuss BIC.
 - If necessary, reference
 - [Breakfast After the Bell Myths](#), and
 - [Breakfast in the Classroom 101 Video](#).
- Assemble a School Breakfast Team with school stakeholders, **including teachers, custodians, school nutrition staff, school nurse, office staff, parent-teacher association rep, and paraeducators.**
- Meet with school breakfast team to create long-term and short-term rollout timeline.

6-8 WEEKS PRIOR TO ROLLOUT

School Nutrition Staff:

- Coordinate BIC training schedule leading up to launch date. School nutrition staff will conduct training for teachers, custodians, nurses, and paraeducators. Training may include showing teachers how to track student participation.
- Ensure all additional equipment has been procured or is on its way to be delivered.
- Confirm rollout timeline with principal.
- Meet with principal and custodians to discuss food pick up schedule, trash disposal areas, and insulated bag storage areas.

Principal:

- Coordinate BIC program and timeline (with school nutrition staff).
- Coordinate BIC training dates for teachers, custodians, nurses, and paraeducators.
- Hold meeting with School Breakfast Team to discuss rollout.
- Inform office staff of rollout progress, including training schedules, and supply them with all necessary breakfast expansion information in order to field questions from staff, parents, and students. If staff members request to be a part of the trainings, include them in upcoming teacher trainings.

Teachers:

- Ensure you are scheduled for upcoming BIC trainings.
- Ensure several teachers are on School Breakfast Team to plan rollout.
- Determine what classroom activities the students will do while eating breakfast, e.g. quiet reading, question of the day and essay writing.
 - Resources:
 - [No Kid Hungry Starts with Breakfast](#)
 - [Breakfast After the Bell Myths](#)
 - [Teacher Guide – Classroom Set Up and Clean Up](#)
 - [NYC Breakfast in the Classroom Activity Guide](#)

Custodians:

- Ensure a custodian is on School Breakfast Team to plan rollout.
- Ensure you are scheduled for upcoming BIC Classroom trainings.
- Determine new food pick up schedule, trash disposal areas, etc.
- Set up option of professional pest control if needed for later on in the rollout process.

Nurses:

- Ensure a nurse is on School Breakfast Team to plan rollout.
- Ensure you are scheduled for upcoming BIC trainings.
 - Resources: [No Kid Hungry Starts with Breakfast](#)

Paraeducators:

- Ensure a paraeducator is on School Breakfast Team to plan rollout.
- Ensure you are scheduled for upcoming BIC trainings.
 - Resources:
 - [No Kid Hungry Starts with Breakfast](#)
 - [Breakfast After the Bell Myths](#)

4 WEEKS PRIOR TO ROLLOUT

School Nutrition Staff:

- Make cafeteria schedule revisions.

- Order any additional BIC supplies (e.g. trash bags, disinfectant wipes) that classrooms will need.
- Coordinate with custodians on what additional trash equipment/containers are needed, and order any additional equipment.

Principal:

- Send BIC letter to parents providing all essential information about the program, and include opt-out information.
- Confirm BIC training for teachers, custodians, nurses, and paraeducators.
- Introduce BIC to students (explain why the program is being implemented, and how they will be affected).
- Confer with office staff on rollout progress.
 - Resources:
 - [Breakfast in the Classroom Customizable Letter to Families](#)
 - Breakfast FAQs for Parents ([customizable English](#) and [customizable Spanish](#))

Teachers:

- Create student helper schedule (create rotating schedule). Student helpers are often referred to as breakfast sheriffs, breakfast ambassadors, and junior chefs.
- Designate areas in classroom for trashcans and other BIC needs.
- Discuss BIC with students (specific to each teacher's classroom) and introduce the concept of student helpers. Explain what classroom activities students will do while eating.
 - Resources:
 - [NYC Breakfast in the Classroom Activity Guide](#)

3 WEEKS PRIOR TO ROLLOUT

School Nutrition Staff:

- Train teachers, custodians, paraeducators, and school nurses (principal should attend these trainings to answer any questions or address concerns) on BIC.
 - Teachers who attended site visits earlier in the year should share their experience during the training.
- Obtain incentives for student helpers (e.g. sheriff badges for breakfast sheriffs, vests for student ambassadors, and aprons for junior chefs) and distribute to teachers.
- Distribute classroom supplies (e.g. trash bags, wipes, placemats) to teachers. Make sure teachers have plenty of extra supplies in their classrooms. This lessens the burden of school nutrition staff needing to replace supplies often.

Principal:

- Hold meeting with School Breakfast Team to discuss rollout progress.
- Attend all BIC trainings.
- Schedule student training for BIC.

Teachers:

- Attend BIC training.
 - Teachers who attended site visits earlier in the year should share their experience during the training.
- Attend School Breakfast Team meeting.

- Ensure you have student helper material (e.g. vests, sheriff badges) from school nutrition staff.
- Announce student helper schedule to class.

Custodians:

- Attend BIC training.
- Attend School Breakfast Team meeting.

Nurses:

- Attend BIC training.
- Attend School Breakfast Team meeting.

Paraeducators:

- Attend BIC training.
- Attend School Breakfast Team meeting.

2 WEEKS PRIOR TO ROLLOUT

School Nutrition Staff:

- Ensure timeline is on track; adjust if necessary.
- Ensure all large equipment has been procured.
- Plan “dress-rehearsal” day to practice BIC launch – coordinate with principal.

Principal:

- Send reminder information to parents via flyers students can take home, or via phone/text messaging system.
- Train students on BIC – coordinate with teachers.
- Plan “dress-rehearsal” day in classrooms where BIC will be rolled out in order to practice BIC launch – coordinate with teachers, school nutrition staff, and custodians.
 - Resources:
 - [Breakfast in the Classroom Customizable Letter to Families](#)
 - Breakfast FAQs for Parents ([customizable English](#) and [customizable Spanish](#))

Teachers:

- Ensure you have all classroom cleanup supplies (e.g. trash bags, a case of wipes, placemats). Make sure you have plenty of extra supplies stored in your classroom.
- Implement classroom activities and new procedural routines that students will do during the time they will be eating breakfast (during the first 10-15 minutes of class) to get kids feeling comfortable with the new morning routine. Coordinate this with student training being set up by principal.
 - Resources:
 - [NYC Breakfast in the Classroom Activity Guide](#)

Custodians:

- Ensure additional trash equipment/containers have been procured.
- Designate areas in school for trash containers and pick-up.
- Determine trash pick-up times and communicate the schedule with teachers/students so they know when the trashcans will be removed from the hallways.

1 WEEK PRIOR TO ROLLOUT

School Nutrition Staff:

- Distribute clean-up supplies to classrooms.
- Execute “dress-rehearsal” day to identify and address any issues – coordinate with principal.

Principal:

- Meet with cafeteria managers for last minute updates.
- Remind parents via flyers students can take home, or via phone/text messaging system.
- Execute “dress-rehearsal” day to identify and address any issues – coordinate with school nutrition staff, teachers and custodians.

Teacher:

- Address any issues that arise during “dress-rehearsal” day with students, school nutrition staff or principal. Revise procedural routines accordingly.

Custodian:

- Address any issues that arise during “dress-rehearsal” day with principal.

1 DAY PRIOR TO ROLLOUT

School Nutrition Staff:

- Verify that all tasks are completed for rollout.

Principal:

- Communicate with cafeteria manager for last minute update.
- Remind students via morning announcements.
- Verify that all tasks are completed for the rollout.
- Remind parents via flyers students can take home, or via phone/text messaging system.

Teachers:

- Ensure classroom is prepped for BIC (e.g. cleaning supplies, student helper items).

Custodians:

- Verify all tasks are completed for rollout.

DAY OF ROLLOUT

Launch Breakfast in the Classroom!

DURING THE WEEK OF ROLLOUT

School Nutrition Staff:

- Make immediate adjustments to the program to troubleshoot issues.

Principal:

- Meet with all school stakeholders to troubleshoot immediate issues.

1 WEEK AFTER ROLLOUT

School Nutrition Staff:

- Assess the program for necessary adjustments.

Principal:

- Hold meeting with School Breakfast Team to assess rollout.

Teachers:

- Attend School Breakfast Team meeting.

Custodians:

- Attend School Breakfast Team meeting.

Nurses:

- Attend School Breakfast Team meeting.

Paraeducators:

- Attend School Breakfast Team meeting.

1 MONTH AFTER ROLLOUT

Principal:

- Hold meeting with School Breakfast Team (and continue to hold monthly School Breakfast Team meetings) to assess BIC program.

To learn more about BIC implementation, visit [No Kid Hungry's Center for Best Practices website](#).