



BREAKFAST IN THE CLASSROOM: ROLLOUT TIMELINE

Long-term Rollout Tasks

School Nutrition Staff

- 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 visits
- Resources
 - [No Kid Hungry Starts with Breakfast](#)
 - [Pre-Implementation Checklist](#)
 - [Innovative Breakfast Delivery Options](#)

Principal

- 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 representative and paraeducators
- Meet with School Breakfast Team to create long-term and short-term rollout timeline
- Resources
 - [No Kid Hungry Starts with Breakfast](#)
 - [Pre-Implementation Checklist](#)
 - [Innovative Breakfast Delivery Options](#)

6-8 Weeks Prior to Rollout

School Nutrition Staff

- Coordinate BIC training schedule leading up to launch date. School nutrition staff will train 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 the 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, essay writing, etc.
 - View the [NYC Breakfast in the Classroom Activity Guide](#) for more ideas
- Resources
 - [No Kid Hungry Starts with Breakfast](#)
 - [Breakfast After the Bell Myths](#)
 - [Teacher Guide - Classroom Setup and Clean Up](#)

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 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

Paraeducators

- Ensure a paraeducator is on School Breakfast Team to plan rollout
- Ensure you are scheduled for upcoming BIC trainings

4 Weeks Prior to Rollout

School Nutrition Staff

- Make cafeteria schedule revisions
- Order any additional BIC supplies (e.g. trash bags, disinfectant wipes, etc.) 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 ([English](#) and [Spanish](#))

Teachers

- Create student helper schedule (create rotating schedule). Student helpers are often referred to as breakfast ambassadors, breakfast sheriffs, and junior chefs
- Designate areas in classroom for trash cans 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

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. sherriff 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, etc.) to teachers. Make sure teachers have plenty of extra supplies in their classrooms which 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 materials (e.g. vests, sheriff badges, aprons, etc.) 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 and 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 ([English](#) and [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.

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.

Teachers

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

Custodians

- 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, etc.)

Custodians

- Verify all tasks are completed for rollout

Day of Rollout

Launch Breakfast in the Classroom!

During the Rollout Week

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 Breakfast in the Classroom implementation, visit No Kid Hungry's [Center for Best Practices website](#).