



NATIONAL FOOD SERVICE  
MANAGEMENT INSTITUTE  
*The University of Mississippi*

# NFSMI BEST PRACTICE GUIDE

## for In-Classroom Breakfast



### Sample In-Classroom Breakfast Menus

CINNAMON BAGEL  
WITH CREAM CHEESE  
ORANGE JUICE  
MILK

BREAKFAST BURRITO  
CINNAMON APPLE CUP  
MILK

PEANUT BUTTER AND  
JELLY ON GRAHAMS  
APPLE SLICES  
MILK

HAM AND CHEESE  
ON ENGLISH MUFFIN  
APPLE SLICES  
MILK

HOT HAM AND CHEESE  
SANDWICH  
FRUIT JUICE  
MILK

MUFFIN  
FRUIT YOGURT  
APPLE JUICE  
MILK

BAGELER <sup>TM</sup>  
APPLE JUICE  
MILK

WHOLE WHEAT  
CINNAMON ROLL  
ORANGE JUICE  
MILK

CEREAL  
CHEESE SNACK  
FRUIT JUICE  
MILK

FRENCH TOAST  
ORANGE JUICE  
MILK

CHEESE PIZZA POCKET  
FRUIT JUICE  
MILK

PEANUT BUTTER  
SANDWICH  
FRUIT JUICE  
MILK

OMELETTE  
TROPICAL FRUIT  
MILK

MUFFIN  
FRUIT JUICE  
MILK

BREAKFAST BITES  
FRUIT JUICE  
MILK

SOFT TACO  
APPLE JUICE  
MILK

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# National Food Service Management Institute The University of Mississippi

## Building the Future Through Child Nutrition

The National Food Service Management Institute (NFSMI) was authorized by Congress in 1989 and established in 1990 at The University of Mississippi in Oxford. The Institute operates under a grant agreement with the United States Department of Agriculture, Food and Nutrition Service.

### PURPOSE

The purpose of NFSMI is to improve the operation of Child Nutrition Programs through research, education and training, and information dissemination. The Administrative Offices and Divisions of Technology Transfer and Education and Training are located in Oxford. The Division of Applied Research is located at The University of Southern Mississippi in Hattiesburg.

### MISSION

The mission of the NFSMI is to provide information and services that promote the continuous improvement of Child Nutrition Programs.

### VISION

The vision of the NFSMI is to be the leader in providing education, research, and resources to promote excellence in Child Nutrition Programs.

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# 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		
Other(s)		

## 2. CUSTOMIZED MENU PLANNING FOR EACH SCHOOL

A. Are students surveyed for food preferences?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. Are diverse menu possibilities investigated?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Notes \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### SOURCES FOR EXPLORING DIFFERENT FOOD ITEMS CHECKLIST

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

### CRITERIA TO CONSIDER FOR MENU ITEMS CHECKLIST

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

C. Are menus continually revised and updated?

Yes \_\_\_\_\_ No \_\_\_\_\_ 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 \_\_\_\_\_

#### 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...*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For more information on continuous quality improvement, visit  
[www.nfsmi.org/Information/CQI\\_Resource.pdf](http://www.nfsmi.org/Information/CQI_Resource.pdf)

POSSIBLE AREAS FOR IMPROVEMENT CHECKLIST			
Menus	_____	Service	_____
Food Quality	_____	Trash Handling	_____
Food Temperatures	_____	Reimbursement	_____
Production	_____	Accurate Records for	_____
Distribution	_____	Reimbursement	_____





## FOR MORE INFORMATION ABOUT IN-CLASSROOM BREAKFAST PLEASE VISIT THE FOLLOWING WEB SITES:

Food Research and Action Center. Child nutrition fact sheet breakfast for learning. Retrieved June 29, 2007, from [www.frac.org/pdf/breakfastforlearning.PDF](http://www.frac.org/pdf/breakfastforlearning.PDF).

Food Research and Action Center. Universal school breakfast programs. Retrieved June 29, 2007, from [www.frac.org/pdf/universal\\_sbp.PDF](http://www.frac.org/pdf/universal_sbp.PDF).

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Food Research and Action Center. School breakfast program fact sheet. Retrieved June 29, 2007, from [www.frac.org/pdf/cnsbp.PDF](http://www.frac.org/pdf/cnsbp.PDF).

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Hunger Task Force. (2006). New options for school breakfast fact sheet. Retrieved June 29, 2007, from [www.hungertaskforce.org/userimages/understandinghunger\\_factsheets\\_Alternative\\_Breakfast.pdf](http://www.hungertaskforce.org/userimages/understandinghunger_factsheets_Alternative_Breakfast.pdf).

Maryland State Department of Education. Meals for Achievement. Classroom breakfast scores high in Maryland. Retrieved Aug. 3, 2007, from [www.marylandpublicschools.org/NR/rdonlyres/CA432B36-F5D2-41DA-9E0D-4D01C373AA75/1541/Classroom\\_Breakfast.PDF](http://www.marylandpublicschools.org/NR/rdonlyres/CA432B36-F5D2-41DA-9E0D-4D01C373AA75/1541/Classroom_Breakfast.PDF).

National Dairy Council and Child Nutrition Foundation. Expanding breakfast online course. Retrieved June 29, 2007, from [www.schoolnutrition.org/cnu/index.asp](http://www.schoolnutrition.org/cnu/index.asp).

Nutrition Explorations. Expanding breakfast champion success stories. Retrieved June 29, 2007, from [www.nutritionexplorations.org/sfs/programs\\_breakfast\\_success.asp](http://www.nutritionexplorations.org/sfs/programs_breakfast_success.asp).

Oregon Department of Education, Breakfast in the classroom. Retrieved June 29, 2007, from [www.ode.state.or.us/services/nutrition/nslp/sbp/bic\\_overview.aspx](http://www.ode.state.or.us/services/nutrition/nslp/sbp/bic_overview.aspx).

University of Wisconsin-Extension. Innovative formulas for breakfast success: Breakfast in the classroom. Retrieved June 29, 2007, from [www.uwex.edu/ces/flp/food/schoolbreakfast/files/formula\\_logan.pdf](http://www.uwex.edu/ces/flp/food/schoolbreakfast/files/formula_logan.pdf).

**PLEASE NOTE: The above Web sites were verified as active January 2008 and may expire without notice. The addresses are case sensitive.**

