

BREAKFAST IN THE CLASSROOM PROCEDURES

The Food Service staff will deliver breakfast to the classroom at the scheduled delivery time. A CEP check-off sheet will also be provided for each classroom.

What is a Reimbursable Breakfast?

The teacher is responsible for monitoring that each student chooses a “reimbursable” breakfast.

- A reimbursable breakfast consists of at least 3 items, one of which **MUST** be a fruit (juice or whole fruit).
- Only breakfasts that meet the 3 item minimum will be reimbursed through the School Breakfast Program.
- Students must take a full, reimbursable breakfast; they should not take individual items.
- If you do not have enough of a certain item for the amount of students wanting breakfast, contact your Food Service staff immediately.

Examples of a Reimbursable Breakfast:

Breakfast Entrée + Juice + Milk
Breakfast Entrée + Juice + Fruit
Breakfast Entrée + Milk + Fruit
Breakfast Entrée + Milk + Fruit + Juice

Examples of a NON - Reimbursable Breakfast:

Breakfast Entrée only (no fruit and only 1 item)
Juice + Milk (only 2 items)
Breakfast Entrée + Juice (only 2 items)
Juice or Milk only (only 1 item and must have fruit)

Counting Reimbursable Meals

- Breakfast meals are provided for all students in the classroom.
- Check off students after they have received their complete, reimbursable meal by putting a slash through each number.
- **Note:** It is important to count the meals at the Point of Service, which is when a student selects their meal, to ensure an accurate total.

Student Involvement

- Encourage student participation with breakfast.
- Teach students the items necessary for a healthy, reimbursable breakfast.
- Ask that students to dispose of their trash in trash cans designated for that classroom.
- Students can volunteer or be assigned jobs to help with wiping desks, removing trash, and placing food bins in the hall.

Leftover Food

- Any student may decline to participate in the School Breakfast Program.
- Program regulations may differ regarding leftover foods – please discuss with Food Service staff.
- Any food items that need to be kept hot or cold must be returned to the Food Service staff after meal service.
- Perishable items may not be saved for consumption at a later time due to food safety and sanitation regulations.
- If you are seeing an excessive waste issue in your school/classroom, please contact your Food Service staff.

How to Count a Reimbursable Meal

- Check off sheets are prepared by the Food Service staff and will be provided daily.
- Put a slash through each number as each student takes a reimbursable meal.
- CEP sheets will be collected after the meal service by the Food Service staff.

Signature _____

Date: _____