Food Delivery to Your School

Breakfast Club of Canada is proud to be able to provide fresh, varied and nutritious produce delivered directly to your school and across the province.

Deliveries are made weekdays (pedagogical days included), based on a schedule established in advance by the Club in conjunction with our transportation partners. The schedule is sent to participating schools at the beginning of the school year.

The responsibility for the management and reception of deliveries is shared by the Club, transporters and schools. It is therefore important that we can count on your understanding and flexibility to receive orders at the pre-determined door and promptly put away the delivered items in the designated storage area.

RESPONSIBILITIES OF THE TRANSPORTER

- Notify a staff member that the delivery has arrived.
- Deliver the food inside the school at the designated delivery door.
- Have the school sign the delivery slip, indicating where the plastic pouch containing the purchase order can be found for validation purposes.



RESPONSIBILITIES OF THE SCHOOL:

- Transport the delivery from the point of reception to where the goods are stored.
- Ensure that the delivery door is always accessible to the delivery company (in winter, make sure everything is cleared of snow, including access to the path leading to the door).
- Review the purchase order found in the plastic pouch to ensure it contains the proper school name and the list matches what has been delivered. If a mistake or a problem is spotted in the quantities, products or elsewhere, set the purchase order aside for subsequent follow-up.



Last updated: July 2025

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Breakfast CLUB of Canada ™

REMINDER!
Some unforeseen events (traffic, weather, changes in delivery routes) may prevent the transporter from making the delivery at the usual time.

It is important that the school has a system in place to receive food deliveries at various times throughout the school day.

HERE ARE EXAMPLES OF SOLUTIONS USED IN SOME SCHOOLS:

- A few members of the **school team** (janitor, secretary, daycare staff, etc.) are responsible for receiving and putting away food that needs to be refrigerated. The lead volunteer or school breakfast program coordinator then ensures that non-perishable foods are stored.

- **Students** move the boxes to the storage room using a trolley and put away perishable foods. Non-perishables are shelved at a later time by the lead volunteer or school breakfast program coordinator.

- **Volunteers** are assigned specifically to delivery duty. A member of the school team notifies them when the delivery arrives.



CAREFUL!
Refusal of a delivery can entail several costs (carrier surcharge for extra time or fuel, food spoilage, etc.).

Everyone's cooperation and support is vital in ensuring the success of each breakfast program and achieving our common goal : ensuring a better start for every child!