Breakfast CLUB of Canada™

A better start for every child.

2026-2027 TOOLKIT

A Breakfast Program Designed to Meet Your Specific Needs!



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In Tune with your Needs

To ensure your students have access to a nutritious breakfast every morning, the Breakfast Club offers menus and service models based on its **Guiding Principles.**

Choose the menu that best suits the reality of your environment.

This Toolkit presents several essential tools and documents for managing your breakfast program, which you'll find in the **Resources section** of the **School's Corner.**



Teamwork : The Key to Success!

The success of a daily breakfast program that is accessible to all depends on clear organization and effective collaboration.

It is important to **designate a person responsible** for managing and overseeing the program, **to define everyone's roles and responsibilities**, and to **engage school staff and volunteers** to support its implementation.

Building a dedicated team, led by a program responsible, helps ensure the program runs smoothly and is successful throughout the year.

Have them pitch in to help with:

- Managing the school's program;
- Receiving incoming food deliveries;
- Preparing and serving breakfasts;
- Raising awareness of healthy eating habits;
- Coordinating student engagement and involvement in their breakfast program;
- All other relevant tasks!



Read the **Sharing of Responsibilities** document for more information. Our **School's Corner** is also full of resources and information on recruiting volunteers, student volunteer programs, and much more!

Staffing your Breakfast Program

Parents and Family

Present the school breakfast program at school information sessions and open houses to highlight and explain how families can get involved.

Share photos and program updates in school newsletters and PTA agendas. Include a brief call for volunteers if needed.

Student Volunteers

Youth volunteering is a rewarding and fulfilling experience!

Feel free to get the students at your school involved by, for example, creating a morning team to prepare the bins or to help unload food deliveries.

Use the Student Volunteers guide for more ideas!

Corporate Volunteers and Community

Post volunteer opportunities at local representative offices and connect with community associations, or municipal departments.

Volunteer efforts by employees of local businesses are also a valuable source of support! This video is a great example! Above and Beyond Team Building!

School Staff

Making the breakfast program a school-wide initiative helps integrate it into school life. Keep the breakfast program on your staff meeting agenda.

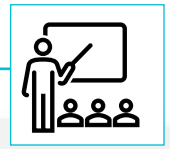
Provide opportunities for teachers/administrative staff to view the breakfast program as an opportunity to build relationships with students.

Need more information? Read our tool Ideas for Staffing Your Breakfast Program.

For security purposes, and in accordance with the practices in place at your School Board, **volunteers may be required to complete a background check** the school and agree to comply with the standards set by the school's code of ethics.

Service Models Available

CLASSROOM*



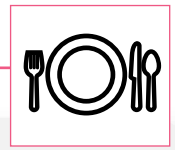
Service Cart: A cart passes from room to room, students raise their hands to choose their food, portions are deposited in a bin.

Service station: The teacher communicates quantities according to the menu received; a student picks up the food each morning.

Prepared bins*:* Food is delivered to the classroom in labeled bins; surplus is quickly returned for storage.

Discussions, reading, or activities related to nutrition can be incorporated during classroom breakfast service and are an ideal way to start the day!

DESIGNATED ROOM



Preparation *:* Staff members or volunteers help prepare and serve food (size of the team varies depending on the type of menu and number of program attendees).

Serving *:* Breakfast is served before class in the designated area. Students receive their tray, select their food and sit at a table to eat.

Model that is most conducive to fostering relationships between students from different classes.

GRAB N' GO



Preparation *:* Food is handed to students on reusable plates or trays, or by hand, to reduce the need for disposable bags. Use paper bags only if other options are exhausted, to help in waste reduction efforts.

Serving *:* This model allows for a maximum of flexibility in terms of where breakfast is distributed and eaten (classroom, pick-up area, hallway, etc.).

Popular choice for high schools. This model can be combined with options 1 or 2 to accommodate students who are bussed in.

** Based on a survey of 120 schools running a classroom-based breakfast program, the average time that needs to be set aside for this model is 13 minutes.*

Visit the **Program Management section** of the **School's Corner** to find our bin label templates and many other tools.

New Balanced and Varied Menus!

Our menus all contain at least one item from each of the three food categories as recommended in Canada's Food Guide, i.e., vegetables and fruits, whole-grain foods and protein foods.

Various breakfast options are available to schools depending on their preparation capacity. Feel free to change your menu type or incorporate bulk foods if you have the capacity to do so. Contact your coordinator for more information.

This year**, the Club has thoroughly revised its menus and standards to continue improving the quality of the food served to students.**



These quality menus are:

- **Filling, nutritious and varied,** to meet the nutritional needs of growing children and help them discover new foods;
- **Sustainable,** to reduce the environmental footprint of the food served.

To learn more about the quality improvement initiative, read the **New Menus presentation document**.

The **Food Catalogue** contains information on all the foods offered by the Club.

Visit the **Nutrition** section of the **School's Corner** to consult our menus, nutrition tools, recipe ideas and menu planners.

New Balanced and Varied Menus!

Explore the new menus to determine which one best meets the needs and capabilities of your establishment.

COOKING
BREAKFAST MENU

This menu is intended for **schools that have the ability, time, and desire to cook in the morning**.

It often requires a small team to prepare. It offers a variety of recipes using versatile ingredients, allowing for flexibility and creativity in their use.

INTERMEDIATE
BREAKFAST MENU

This menu is suitable for schools that can use kitchen equipment several times a week to prepare breakfast.
It includes **some slightly more elaborate recipes, but also a few ready-to-eat options** to make things easier a few times a week!
This menu offers more flexibility in food combinations and allows you to incorporate fresh and prepared foods on a daily basis.

EASY-TO-PREPARE
BREAKFAST MENU

This menu features foods that are easy to prepare and serve. Schools that wish to do so may use the toaster once or twice a week to serve a few hot items to children.

The recipes involve a few quick steps and don't require any special cooking skills.

This is an accessible option that enhances the morning offering while making practical use of available resources.

EXPRESS
BREAKFAST MENU

This menu is designed for settings where time and resources are limited. It **relies on ready-to-serve foods to simplify the management of the program**.

No cooking equipment is required. The goal is to provide a nutritious breakfast regardless of the resources and facilities available.

Find out more about our Menus and Nutrition Tools

The **product catalogue** is an invaluable tool for food delivery programs. You'll find the lists of all the ingredients and allergens for the various items in our menus, along with useful nutrition-related information.

Also take time to explore our **Nutrition Guidelines**, which reflect a more global vision of food, including the food habits and sustainable eating.

This is our "breakfast" version of Canada's Food Guide. It's a general tool that indicates the ideal proportions for each food category in a balanced breakfast.

Our **School's Corner** also features other tools designed to help you introduce new foods, foster healthy eating habits and celebrate special occasions, along with a colourful, flavourful cookbook, and much more. Be sure to have a closer look!



ALIMENTS DU QUÉBEC
INSTITUTION AU MENU

Since 2022, the Club has been proud to have its commitment to local procurement recognized by **Aliments du Québec au menu**. Each year, this recognition reflects our efforts to offer menus featuring local foods in childcare facilities and schools.

Discussing Food with Students

Breakfast programs are a great opportunity to talk to students about food and **develop their food literacy**.

For inspiration on best practices for talking to students about food, watch our webinar on the importance of choosing right words and consult our complementary tools on **food neutrality**.

TOOLS on Food Neutrality

- Food Neutrality Poster
- Food Neutrality in the Classroom Tool
- 6 Mindful Eating Activities

Help students choose their items and understand the basics of a complete and balanced breakfast with our **Create your Breakfast** poster.



To make learning about food fun and spark children's curiosity, **we've created a series of four short videos in partnership with Télé-Québec**. Designed for students, these videos are available on the *Télé-Québec en classe* platform and beyond.

With *Les défis gourmands*, food becomes a true adventure! Through four interactive games, young chefs are invited to playfully discover the surprises on their plate, explore new flavors, and learn to listen to their bodies.

Watch to series here (in French only):
https://video.telequebec.tv/details/53198

Managing your Orders and Inventory

Adjusting Your Orders

Two weeks before every scheduled delivery, your coordinator will send you an email in which you are asked to **review food quantities** and reduce, as necessary, based on your inventory and your current breakfast program needs.

IMPORTANT!

Also consider that the products you receive are delivered in large boxes. It's therefore possible that you'll accumulate excess inventory and have to reduce the quantity you order from time to time.

Inventory Management



We're counting on you to manage the food in your breakfast program efficiently and optimally to **avoid food waste and the costs associated with food loss**.

Be sure to rotate by expiration date and take a thorough inventory before each order adjustment. Also make sure that any uneaten food is returned to the breakfast storage room to be offered at the next service. **Mix and Match menus** are a great way to clear your inventory between deliveries.

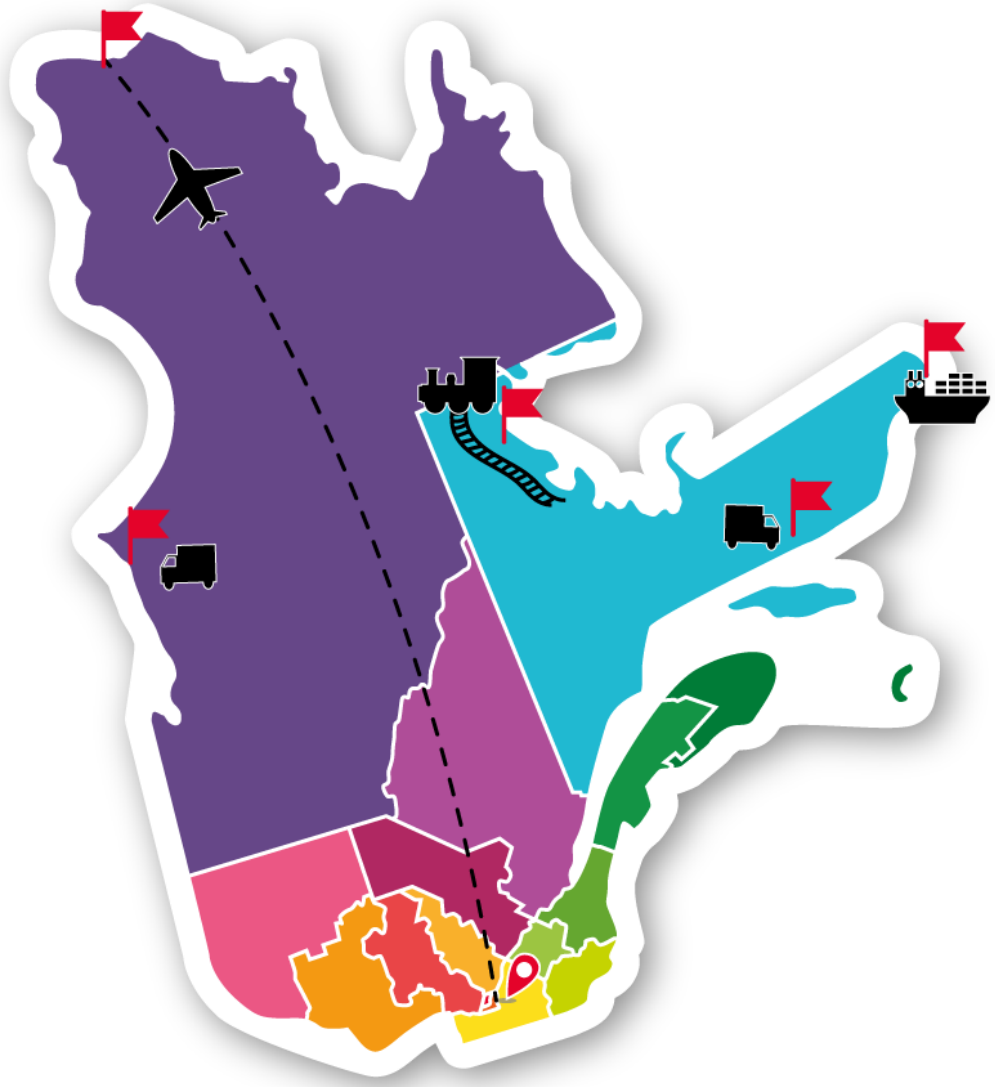
If needed, refer to the **Manage your Food Inventory** tool in the **Program management** section of the **School's Corner.**

Getting Ready for Food Deliveries

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

The reception of deliveries is the School's responsibility.

It is therefore important that we be able to count on your understanding and flexibility to receive and handle orders at any time during the day at the pre-determined door and promptly put them away in the designated storage area.



Early in the year, please make sure a system is put in place to manage incoming orders, no matter the scenario. Please take a moment to read the **Food Delivery to your school** document, in the **Program Management** section of the School's Corner, for further details.

Everyone's cooperation and support is vital in ensuring the success of each breakfast program and achieving our common goal of ensuring a better start for every student so they can reach their full potential!

Breakfast Service during Pedagogical Days

Did you know that the Club takes pedagogical days into account when providing support to your school?

Children's needs must also be considered on **pedagogical days,** and there are several solutions available to ensure that students have access to breakfast during these days.

Contact your coordinator to find the solution that best suits your needs**.**

No childcare service / only a few children are enrolled?

Prepare the bags the day before and give them to the students at the end of the day, for their breakfast the next day.

Prioritize non-perishable foods.

The head volunteer / program leader is not present?

Plan a “Mix & Match” menu that doesn’t require refrigeration and can be prepared in advance but still includes one item from each food group.

Enlist the help of the daycare staff and the students present that day to prepare and distribute the meals.

Lack of time on that day?

Prepare the bins the day before with easy-to-serve non-perishable foods. Add refrigerated foods just before distribution.

Be sure to mark the locations where the prepared bins will be stored to ensure that the daycare staff can access them.

Is the daycare facility far from the breakfast’s preparation space?

Gather excess non-perishable food from the previous week in one or two bins for easy transport and serve them on pedagogical days.

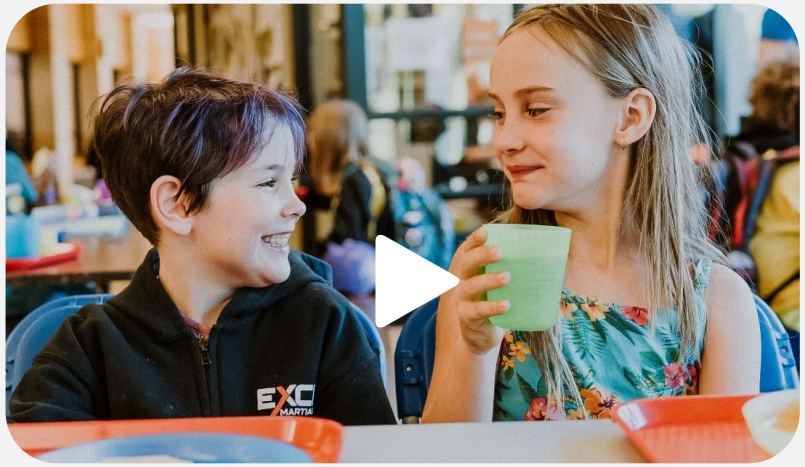
Once breakfast has been served, students may eat outside—if that is where the students are greeted—or in a designated area inside the school.

Food Safety and Hygiene

Guidelines from the ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ)

Everybody involved in running your breakfast program must follow MAPAQ requirements, as outlined in our **Hygiene and Sanitation Guidelines**.

IMPORTANT
Make sure your **MAPAQ permit** and **Annexe 6** are posted at all times in your food preparation area. If you are missing a document, contact your BCC coordinator to request it.



Watch the BCC Health and Hygiene training video

You can find the **Safe Food Handling** section tools in the **School's Corner.**

Training Requirements

MAPAQ regulations require an operating permit as well as training for the person in charge of the breakfast program. Your program coordinator has completed food service management training, which complements your own training. His/her role is to support you in applying best practices in hygiene and food safety.

The Club has developed a new hygiene and food safety training program tailored specifically for breakfast programs. This stems from a special agreement with MAPAQ to adapt regulatory requirements to the realities of breakfast programs.

This **new mandatory training for program responsible is offered free of charge** by the Club. You will receive an email shortly with registration information for the training session.

Food Allergies and Intolerances

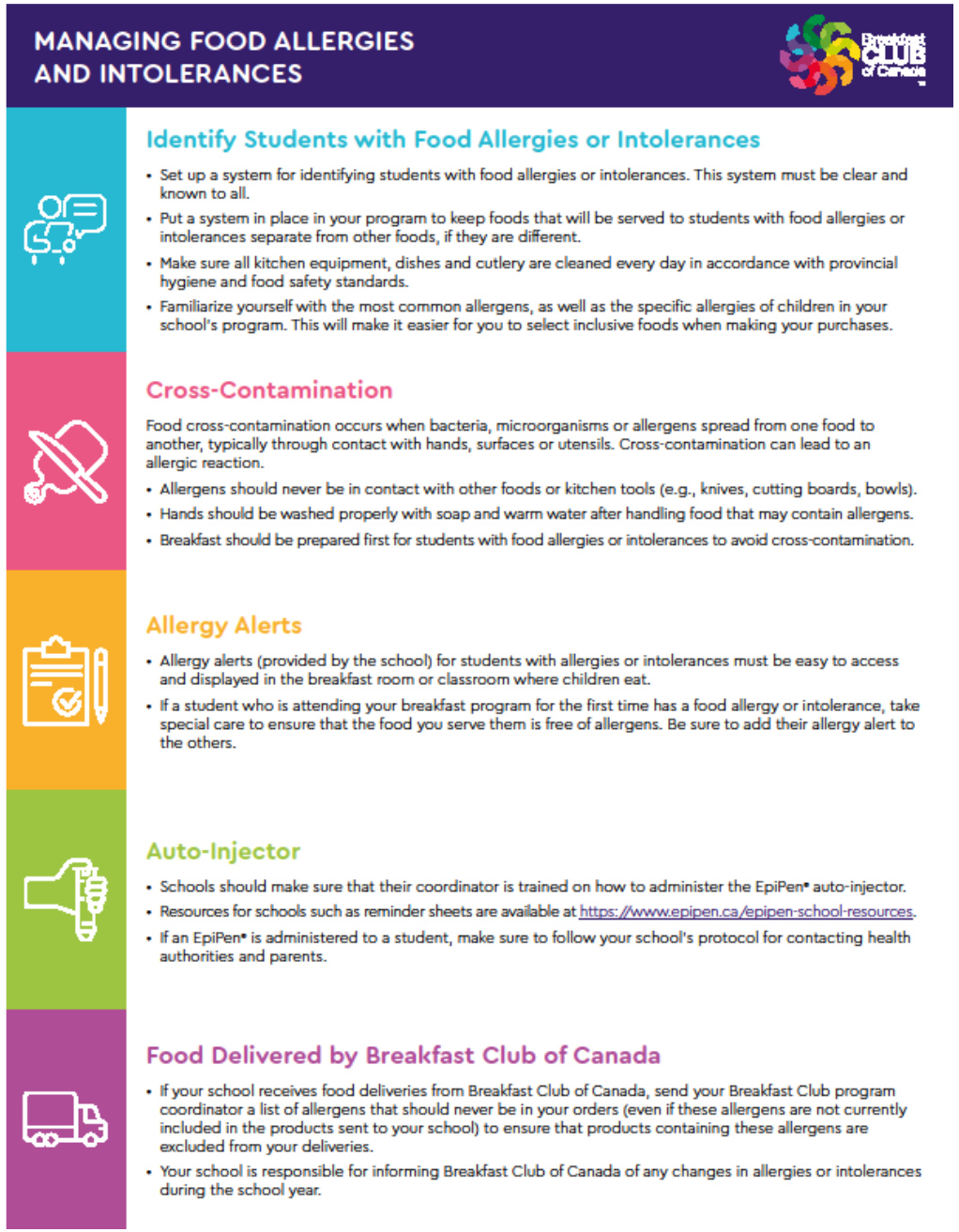
For safety purposes, make sure you have a clear and universally known system for **identifying food allergies and intolerances**.

You can refer to the following documents in the Safe Food Handling section of the **School's Corner.**

- **Managing Food Allergies and Intolerances** (complete allergy management procedures);
- **Food catalogue** (ingredients for all food supplied by the Club are listed).

Ask the parents to help identify which foods the child can eat.

Your Club Coordinator can support you with this process.



MANAGING FOOD ALLERGIES AND INTOLERANCES

Breakfast CLUB of Canada

Identify Students with Food Allergies or Intolerances

- Set up a system for identifying students with food allergies or intolerances. This system must be clear and known to all.
- Put a system in place in your program to keep foods that will be served to students with food allergies or intolerances separate from other foods, if they are different.
- Make sure all kitchen equipment, dishes and cutlery are cleaned every day in accordance with provincial hygiene and food safety standards.
- Familiarize yourself with the most common allergens, as well as the specific allergies of children in your school's program. This will make it easier for you to select inclusive foods when making your purchases.

Cross-Contamination

Food cross-contamination occurs when bacteria, microorganisms or allergens spread from one food to another, typically through contact with hands, surfaces or utensils. Cross-contamination can lead to an allergic reaction.

- Allergens should never be in contact with other foods or kitchen tools (e.g., knives, cutting boards, bowls).
- Hands should be washed properly with soap and warm water after handling food that may contain allergens.
- Breakfast should be prepared first for students with food allergies or intolerances to avoid cross-contamination.

Allergy Alerts

- Allergy alerts (provided by the school) for students with allergies or intolerances must be easy to access and displayed in the breakfast room or classroom where children eat.
- If a student who is attending your breakfast program for the first time has a food allergy or intolerance, take special care to ensure that the food you serve them is free of allergens. Be sure to add their allergy alert to the others.

Auto-Injector

- Schools should make sure that their coordinator is trained on how to administer the EpiPen® auto-injector.
- Resources for schools such as reminder sheets are available at https://www.epipen.ca/epipen-school-resources.
- If an EpiPen® is administered to a student, make sure to follow your school's protocol for contacting health authorities and parents.

Food Delivered by Breakfast Club of Canada

- If your school receives food deliveries from Breakfast Club of Canada, send your Breakfast Club program coordinator a list of allergens that should never be in your orders (even if these allergens are not currently included in the products sent to your school) to ensure that products containing these allergens are excluded from your deliveries.
- Your school is responsible for informing Breakfast Club of Canada of any changes in allergies or intolerances during the school year.

Managing Food Allergies and Intolerances

Additional Information

PARENTAL CONTRIBUTIONS

The Club encourages **voluntary parental contributions**, whether financial or in the form of volunteer work.

These contributions are directly reinvested in your school's breakfast program, to enhance and/or supplement it.

To find out more, consult these documents in the Program Management section of the **School's Corner.**

TESTIMONIALS

The Club encourages schools to **share their experience,** and to share stories that highlight the positive impact breakfast programs have on children and the community as a whole.

We look forward to hearing from you at testimonials@breakfastclubcanada.org.

FOCUS ON SUSTANABILITY

We are doing our part to follow federal government guidelines and work toward **zero plastic waste by 2030.**

We invite you to compost, when possible, and join us by opting for reusable utensils and for a menu with fewer individually packaged products.

Find out how to make your program greener by consulting the tools in the Program Management section of the **School's Corner**.

Annual Process for Breakfast Programs

Throughout the year, schools work with Breakfast Club of Canada and follow a **process of reporting, evaluation and renewal,** to ensure their program is running smoothly.

Back to school means back to daily breakfasts!



Fall

Planning

Work with the BCC coordinator to get the school year off to a good start.

Food Management

Manage inventory properly to avoid food waste.

Program Assessment

Ensure operations meet quality expectations and encourage best practices.

February/March

Mid-Year Report

Submit your first report and confirm partnership renewal for the following year.

May/June

Partnership Agreement

Sign the partnership agreement for the following year.

June

Year-End Report

Submit the online year-end report, with statistics and detailed impacts.

Further Reading and Tools

SCHOOL'S CORNER

The **School's Corner** is a great place for volunteers and school administrators to look for extra information they may need. It contains a wide range of resources that will help you operate your breakfast program.

PROGRAMS NEWSLETTER

Vitamin C, BCC's Programs Newsletter, is full of inspiring and ideas, best practices in breakfast programs across the country and the latest news from our team.

To access the latest issues, visit the **Newsletters section** of our website.

The Club on Social Media

- **Facebook**
- **Facebook – Quebec Volunteers Group**
- **LinkedIn**
- **X**
- **Youtube**



Here’s to a Great Year!

We hope this toolkit helps you create and manage a breakfast program that suits your needs and lets your students start their day on a nutritious note.

Your BCC coordinator is available throughout the year to provide support and answer any questions your school may have.

Together, let’s give children the chance to reach their full potential each morning!

Thank you for supporting students !