

## UNIVERSAL BREAKFAST PROCEDURES

Berkeley Unified makes breakfast available to all children daily. In order to provide and maintain this program, the District receives reimbursement monies from the federal government. Reimbursements are dependent upon good accounting and following these procedures:

1. Pick up breakfast bins on time, or no later than 9:30 am.
2. Breakfast bins should not be picked up later to be served as a snack. This practice:
  - will cause us to lose reimbursements;
  - defeats the purpose of preparing students for a day of learning with a good breakfast;
  - means students are often not hungry at lunch.
3. Satellite Operators send only enough breakfasts for the children who are eating in classrooms. However, if the bin is short one or two breakfasts, a student may be sent down to get more.
4. Teachers must ask the student if they want a breakfast and offer *everything* on the menu. Do not ask Satellite Operators to alter the menu.
5. If the child answers "Yes," give them a *complete* (all items) breakfast. If the child cannot finish the meal, then the items which have not been touched go onto a share table.
6. If the child answers "No," do not give them anything.
7. Complete a roster of the children who take a breakfast and place it in the bin. Correctly completed rosters are the basis for receiving the reimbursements which pay for the food.
8. Do not put any garbage in the bin. Do not put open containers of milk in the bin.
9. Return the roster and any items not handed out back to the cafeteria. Because breakfasts must be accounted for, seconds cannot be offered, and leftovers are not up for grabs for someone's lunch.
10. Adults do not eat for free. The cost for an adult breakfast meal is \$3.25.
11. Return tote bin to the cafeteria on time, or no later than 10:00 am.