

Breakfast: “Breakfast” means all items offered on the menu. We do not offer anything less. Students who want something at breakfast must take a whole “breakfast” – all three items offered.

“Extra’s” means any item that is not Fruit, Milk, Grain or Protein; for example: condiments – cream cheese.

I. Cafeteria Pack Out

- **Provide all three (or 4) items on the menu each day + “extras”**
- **Provide enough of each item for each student in the class.**
 - All Students must receive ALL items being offered (they do not have to take the “extras” meaning cream cheese.)
 - You must include enough for all students who want breakfast to GET all items being offered.
 - Provide each group of items in a plastic bag. For example – milks in one bag, fruit in another bag, muffins can go in the white plastic fish tubs.
- **Include in separate plastic bags the following supplies for each classroom:**
 - Napkins
 - A box of gloves – large.
 - Utensils if appropriate
 - Wipes
 - Paper placemats.
- **Bins should come back with only “breakfasts”.**
 - Teachers may return any items not distributed (absentee students) or items from the share table. Do not return opened milk, handled/touched items or garbage.
 - Teachers should use the plastic bags to collect garbage and discard.
 - Garbage is disposed of in the class room not the breakfast bin.
 - There will no longer be rosters or lists. Breakfast accounting will be reflected through attendance.
 - Items that children received but did not want to eat should go to the teacher’s “Share Table”. The teacher may elect to return Share Table items as long as they have not been “opened”.
- **Keep Bins clean and replenish supplies regularly.**
 - Line bins with the fruit “trays” that come in the cases of apples. If there is a spill or a mess, these trays can be removed, thrown away and a fresh clean one can be placed in the bin with minimal effort on your part.

II. Universal Breakfast Service in the Classroom

- **Bins get picked up at the start of each school day**
 - Breakfast needs to be served at the start of the school day so that it does not interfere with lunch.
- **In the bin should be the following supplies**

- Paper placemats
- Individual packaged wipes
- Gloves
- Napkins
- Utensils (when appropriate)
- Breakfast List
- **Each child should receive a “breakfast” – includes all items and if they choose – the “extras”**
 - Breakfast includes at least 3 of the following – Milk, Fruit, Grain item, Protein
 - Extras are items that do not fit into the above categories like condiments including cream cheese. Students are not required to take a condiment.
 - Distribute all Breakfast items to all students automatically. Supply students with
 - Placemat, napkin and wipe
 - Utensils if necessary
 - All breakfast items (wear provided gloves to handle exposed foods)
 - Parents, students and/or teachers may all help get these items distributed to make the process go as quickly as possible. Check off the names of kids who received items.
 - Students may place any or all items on share table or grey tote that they did not handle.
- **Attendance will account for breakfast participation.** Breakfast will have been distributed to all students present each day.
 - *Uneaten or unwanted* items (that were received by students) are placed on a “Share Table” (you can return Share Table items as long as they have not been “opened”)
 - Items *not distributed* are returned to the kitchen (some students did not take any “breakfast”).
 - Garbage is discarded in the class room. Placing garbage in the breakfast bin is unsanitary.
 - Do NOT send back open containers of milk
 - Do NOT send back garbage or discarded items
 - You MAY send back “Share Table” items
 - Use provided plastic bags to more easily collect discarded items and place in the garbage
- **The kitchen cannot provide seconds** (use the “Share Table”)
- **Breakfast is for students only.** Universal Breakfast does not include adults.
 - Adults who want to pay for a breakfast may do so currently at \$3.50.
- **Return Breakfast Bins by the end of First period daily**
 - In advance we appreciate your cooperation.
 - Include any items not distributed or left over from the share table.
 - Include leftover supplies so that we can refill as necessary.