



BREAKFAST CLASSROOM



Tool Kit

*Information subject to change

Table of Contents

Introduction and Overview.....	2
School Training Guide.....	3
Menu Sample.....	6
Suggestions for Teachers.....	6
Classroom Signage.....	7
Frequently Asked Questions.....	8

BREAKFAST IN THE CLASSROOM INTRODUCTION

Overview

Following the success of Breakfast in the Classroom (BIC) in our schools and in cities around the country, the City and the Department of Education (DOE) have directed that all buildings housing Pre-K-5th grade receive BIC. Under this program, students will have an opportunity during the first 15 minutes of class to eat a free, nutritious and delicious breakfast with their classmates and get the fuel they need to be ready to learn.

BIC is instrumental in alleviating hunger and in making sure that students are fully ready to learn throughout the day. By making breakfast more convenient and by serving it in the classroom, we anticipate that schools with the program will have about 75% breakfast participation. It's a win for students, a win for their families, and a win for our schools.

Breakfast in the Classroom Meals

- BIC meals meet the mandated nutrition standards set forth by the United States Department of Agriculture's (USDA) School Breakfast Program.
 - Two grains (including optional Meat/Meat Alternate)
 - Fruit (whole fruit, canned fruit and/or fruit juice)
 - Milk
- Meals are packaged in a clear plastic bag containing two grain components and fruit. Teachers and staff may not disassemble the bags. All items **must be** served in order to be in compliance with United States Department of Agriculture's (USDA) Nutrition Standards for school meals.
- Cereal, fruit and milk are offered daily as additional offerings.
- If the Principal or a designee requests more BIC meals, the request must be approved by the School Food Service Manager (SFSM).
- Eligible schools participating in the BIC may receive warm sandwiches two to three times per week modeled after the number of days per week hot food was served from the kitchen prior to BIC as a part of the traditional breakfast service, please refer to your SFSM to learn more.

BREAKFAST IN THE CLASSROOM SCHOOL TRAINING GUIDE (*continued*)

Breakfast Delivery Options

Traditional Transporter Bag Delivery:

- Transporter bags are delivered by OFNS staff who place the bags outside the door to each classroom.
- Transporter bags are labeled with each classroom number to ensure that each class receives the correct food items in the transporter(s).
- Deliveries are made approximately 15 minutes before the beginning of the school day.
- Children entering their classroom may select from the various options of breakfast items in the transporter bags.

Classroom Procedures Recommendations

- Teachers should communicate with BIC Point person to ensure their classroom has the correct amount of meals each day to minimize excessive left-overs.
- Teachers may designate students to act as Student Ambassadors, be classroom leaders, and/or assist with the distribution of meals to other students.
- Teachers are encouraged to turnover or cover classroom trashcans during breakfast time in order to discourage food waste being placed into classroom garbage cans.

Traditional Grab & Go Delivery:

- OFNS staff sets up Grab & Go stations within 15 minutes preceding the start of the school day, this is determined by the principal in consultation with the School Food Service Manager (SFSM).
- Children may pick up a packaged breakfast on the way to their classroom.

Grab & Go Hybrid Delivery:

- This two-part delivery option is available at eligible BIC schools where the doors open to the community 45 minutes or more before the school day begins.
- This option was created to provide early arriving children with the opportunity to eat BIC breakfast in the cafeteria.
- Children, arriving closer to or after the time class begins, have the opportunity to enjoy a BIC breakfast in their classroom.
- School selection is based on adequate kitchen space, electricity, and other facility specific factors.
- OFNS staff sets up a Grab & Go station in the cafeteria or other appropriate designated area where children arriving at least 45 minutes before the school day begins may pick up a packaged breakfast and eat in the cafeteria or the classroom.
- Cafeteria Service ends approximately 15 minutes before children go up to their classrooms.
- OFNS staff must set up another Grab and Go station where children exit the cafeteria so that students arriving closer to the start of the school day may pick up a packaged breakfast on the way to their classroom where they will eat the breakfast.

BREAKFAST IN THE CLASSROOM SCHOOL TRAINING GUIDE (*continued*)

Meal Accountability Procedures

- If the breakfast delivery method is Grab & Go Hybrid where some meals are consumed in the cafeteria, electronic POS will be used in the cafeteria.
- For schools with other breakfast delivery options, a meal participation bubble sheet roster will be distributed to each teacher by the school administration for use in each classroom to capture meal participation.
- Each day, the Teacher will fill in the bubble on the appropriate date for each student that was served a complete breakfast.
- Attendance cannot be used to indicate that a meal was served.
- At the end of the week, completed rosters will be submitted to the designated School Aide or OFNS Kitchen staff point person so they can be scanned.

Trash Removal and Transporter Retrieval

- Trash bags and paper towels are provided for each participating classroom.
- OFNS takes primary responsibility to collect garbage from your classroom after BIC service.
 - Teachers should contact the Custodian for any large spills.
- At the end of meal service, the trash bags should be tied closed to avoid spillage and placed into the designated transporter bag.
- Transporter Bag Retrieval
 - All bags are left outside the hallway by the classroom door for collection by OFNS staff or Principal designee.
 - Transporter bags will be picked up no later than one hour after delivery.

Pest Activity Concerns

OFNS Integrated Pest Management (IPM) team works hard to ensure schools do not have problems with pests. Other schools already participating in BIC report no correlation between Breakfast in the Classroom and an increase in inspection failures related to food in the classroom. In fact, many have noticed that BIC has encouraged students to be neater.

Tips to minimizing pest activity in classrooms:

The first step: Control and monitor the amount of snacks and food permitted in non-designated areas throughout the building. Since classrooms are assigned as a designated area for BIC, then school staff have already been advised of proper sanitation procedures.

Step two: Reduce clutter to deny nesting and hiding areas. Rodents travel anywhere from 10 to 30 feet from their nesting area to a food source. If rodents are observed in a certain room you must assume they are nesting somewhere in the vicinity. In order to correct this problem school staff must reduce the amount of clutter in the rooms. Closets, desks must be cleaned out and everything must be stored off

the floor and in plastic tubs. In numerous cases we observed rodents building a nest in cluttered closets and storerooms.

Step three: Deny access by installing rodent proof door sweeps on all exterior doors (if needed) and to seal as many holes as possible in the rooms. Rodents use the heating system to travel throughout a building. The gaps around the radiator pipes in the designated rooms should be sealed with copper mesh and quick dry cement. Principals should contact the Division of School Facilities to seal any holes, discovered.

Step four: Pest Control will install rodent stations in areas inaccessible to children and monitor them as frequently as needed.

For classroom storage tips, please visit:

<https://blog.epa.gov/blog/2015/09/classroom-clutter-and-pests-go-hand-in-hand/>

Please see the Department of Health links below for additional information:

<https://www1.nyc.gov/assets/doh/downloads/pdf/pest/pest-bro-healthy-home.pdf>

http://www1.nyc.gov/assets/doh/downloads/pdf/pest/rodent_control.pdf

<https://www1.nyc.gov/assets/doh/downloads/pdf/rji/fpc-manual.pdf>

The Department of Education encourages you to use this guide as an optional resource for how to use the time when breakfast is being served in classrooms.

Breakfast in the Classroom is a great opportunity for students to have a meal as a class, and learn the importance and experience the joy of eating together – an experience we all too often miss in our busy lives. *This time is an investment in the rest of the school day.* When students eat breakfast, they are well nourished setting them up for a more successful school day.

Breakfast in the Classroom takes only about 15 minutes each day at the start of the school day. Many teachers use the time during breakfast to conduct many of the activities they usually conduct first thing in the morning, like collecting homework and taking attendance. Others use the opportunity as a teaching moment.

BREAKFAST IN THE CLASSROOM SCHOOL TRAINING GUIDE *(continued)*

Operational Suggestions

- Designate students to act as “Student Ambassadors” to be classroom leaders to assist with the distribution of meals to other students. Rotate students handing out food or cleaning up as part of their classroom roles.
- As each child arrives, simultaneously take attendance and note on the bubble sheet which students take a breakfast as they enter the room.
- Use the time to:
 - Collect homework.
 - Discuss current events.
 - Engage in quiet reading time.
 - Teach students about nutrition and health, as well as sustainability and recycling.

Content Suggestions

To support the BIC initiative to increase breakfast participation and learning readiness. The DOE developed the BIC Activity Guide. This is an activity guide with recommendations for meaningful instruction during breakfast in the classroom.

OFNS to Provide Mandated Classroom Signage

- Monthly Breakfast Menu...visit www.schools.nyc.gov/schoolfood view menus
- Public Notification of Anti-discrimination Policy
- And Justice for All
- Choking Poster
- My Plate Poster

September 2019 www.schools.nyc.gov/schoolfood **LOCALLY SOURCED**

MONDAY	TUESDAY	WEDNESDAY	THURSDAYS	FRIDAY
2 LABOR DAY Fruity Cheerios® Cinnamon Cheerios® 100% Apple Juice	3 Organic Stonyfield® Yogurt Assorted Muffins Seasonal Fresh Fruit	4 Whole Grain Bagel with Jelly or Cream Cheese & Loaf of Raisin® String Cheese Seasonal Fresh Fruit	5 FIRST DAY OF SCHOOL Yogurt Parfait Fresh NY Apple	6 Cinnamon Twist Seasonal Fresh Fruit
9 Sun Butter Cup & Honey Graham Crispies & Jelly 100% Apple Juice	10 Upstate Farms® Yogurt Assorted Muffins Seasonal Fresh Fruit	11 Whole Grain Bagel with Jelly or Cream Cheese & Loaf of Raisin® String Cheese Seasonal Fresh Fruit	12 Yogurt Parfait Fresh NY Apple	13 Pillsbury® Mini Blueberry Waffles Seasonal Fresh Fruit
16 Apple Cinnamon Cheerios® Cinnamon Cheerios® 100% Orange Juice	17 Upstate Farms® Yogurt Assorted Muffins Seasonal Fresh Fruit	18 Whole Grain Bagel with Jelly or Cream Cheese & Loaf of Raisin® String Cheese Seasonal Fresh Fruit	19 Yogurt Parfait Fresh NY Apple	20 Cinnamon Crumble Seasonal Fresh Fruit
23 Fruity Cheerios® Cinnamon Cheerios® 100% Apple Juice	24 Organic Stonyfield® Yogurt Assorted Muffins Seasonal Fresh Fruit	25 Whole Grain Bagel with Jelly or Cream Cheese & Loaf of Raisin® String Cheese Seasonal Fresh Fruit	26 Yogurt Parfait Fresh NY Apple	27 Cinnamon Twist Seasonal Fresh Fruit
30 ROSH HASHANAH Sun Butter Cup & Honey Graham Crispies & Jelly 100% Apple Juice	FROM THE FARM TO THE FIVE BOROUGH EVERY THURSDAY WE'RE PROUDLY CELEBRATING OUR LOCALLY SOURCED & PRODUCED FOOD			

Nutrition is Priceless
Free Lunch For All Students

OFFERED DAILY

- Seasonal Fresh Fruit
- Assorted Milk*
- Assorted Cold Cereal**

***Assorted Milk**

- 1% Low Fat
- Fat Free

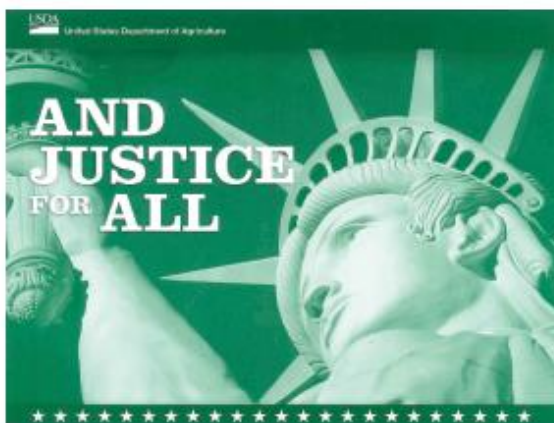
****Cold Cereal**

- Kellogg® Frosted Mini Wheats
- Raisin Bran
- Multi Grain Cheerios®
- Toasted Oats
- Cinnamon Flakes
- Back to the Roots®

35 MILLION NY APPLES PER YEAR!

NYC Department of Education

Classroom Signage



In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and sexual orientation in any program or activity that it administers.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local agency that administers the program or USDA's TARGET Center at (800) 795-6000 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, FD-257, found online at <http://www.usda.gov/ndoc/pd/257form.pdf>, fill out, and mail to the USDA office or office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410.

To request a copy of the complaint form, call (800) 852-0999. Submit your completed form or letter to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 696-7442; or
email:
program.intel@usda.gov

This institution is an equal opportunity provider.

Conforme a las leyes federales y a las directrices civiles, esta institución está prohibida de discriminar por motivos de raza, color, nacionalidad, sexo, edad, discapacidad y orientación sexual en cualquier programa o actividad que administre.

Las personas con discapacidades que requieran medios alternos para que se les entregue la información de un programa (por ejemplo, Braille, letra grande, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o al TARGET Center del USDA al (800) 795-6000 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de queja por discriminación del programa del USDA, FD-257, que podrá encontrar en línea en <http://www.usda.gov/ndoc/pd/257form.pdf>, llénelo y envíelo a la oficina del USDA o a la oficina del Asesorado para los Derechos Civiles, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410.

Para solicitar una copia del formulario de queja, llame al (800) 852-0999. Envíe su formulario o carta completada al USDA por correo.
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202) 696-7442; o
correo electrónico:
program.intel@usda.gov
Esta institución provee igualdad de oportunidades.

CHOKING

Ask "Are you choking?"
Call 911 if person can't speak or breathe



Person is awake

Make a fist.
Place it above the person's belly button, well below the rib cage.



Pull sharply, inward and upward.

Continue until the food comes out or the person can breathe.



Person stops responding

Open the mouth. If food is there, take it out. If food is not visible, tilt the person's head back.

Pinch the person's nose. Place your mouth over the person's mouth and give two breaths.

Push hard repeatedly in chest center for 20 seconds. Check breathing. Repeat from start.

NYC Department of Education

NYC Department of Education

PUBLIC NOTIFICATION OF ANTI-DISCRIMINATION POLICY

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, prior record of arrest or conviction (except as permitted by law) peeling out genetic characteristic, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.

This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, New York State and City Human Rights Laws and Provisions of Anti-Discrimination in Collective Bargaining Agreements of the Department of Education of the City of New York.

Chancellor's Regulation A-830 sets forth the procedures for employees, parents of students, students and others who do business with, use DOE facilities or otherwise interact with the DOE to file complaints of unlawful discrimination or retaliation based upon such complaints. Complaints may be filed by contacting the office of Equal Opportunity (OEO) or by filing with one of the agencies identified below. A copy of Chancellor's Regulation A-830 may be obtained from OEO or at: www.nyc.gov/schools/830.

Internal Resources	External Resources
<p>The Office of Equal Opportunity New York City Department of Education 40 Canal Street, Room 1502 Brooklyn, New York 11201 Tel: 718-624-1200 Fax: 718-624-1201 Website: www.nyc.gov/eo</p>	<p>U.S. Equal Employment Opportunity Commission New York Office 250 Broadway, 15th Floor New York, New York 10038 Tel: 212-334-2300</p>
<p>Section regarding Title IX complaints Should be referred to: Jacqueline Becker, Title IX Coordinator 40 Canal Street, Room 1102 Brooklyn, NY 11201 Tel: 718-624-1200 Email: becker.j@nycenet.edu</p>	<p>Section regarding Title IX complaints Should be referred to: Dr. Michael J. Davis, Title IX Coordinator 25-11 Queens Plaza South, Room 605 Long Island City, NY 11101 Tel: 718-624-1200 Email: mj.davis@nycenet.edu</p>
<p>New York State Division of Human Rights 1 Park Avenue, 4th Floor New York, New York 10022 Tel: 212-424-9200</p>	<p>New York City Commission on Human Rights 100 West Street New York, New York 10038 Tel: 212-312-6070</p>

CREATE YOUR HEALTHY PLATE!



TO CREATE YOUR HEALTHY PLATE
TAKE 3, 4, OR 5 ITEMS
ONE OF WHICH NEEDS
TO BE A FRUIT OR VEGETABLE

MAKE HALF YOUR PLATE FRUIT & VEGETABLES
GO FOR 1/2 CUP OR MORE
GO FOR 1/2 CUP OR MORE
GO FOR 1/2 CUP OR MORE

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS

Q1. What is Breakfast in the Classroom (BIC)?

- A.** BIC is a breakfast service model that allows us to maximize the availability of free breakfast to students. This program ensures that students receive the proper nutrients and energy they need for their instructional day.

Q2. Why did NYC decide to expand the Breakfast in the Classroom (BIC) program?

- A.** The BIC program ensures that all of our students have access to—and eat—breakfast each day. This program is a proven strategy to increase breakfast participation, which helps students focus and do better in class. In fact, we’ve found that when breakfast is offered to students in the classroom, participation in the program increases significantly. The program is backed by the USDA, the Healthy Schools Campaign, Share Our Strength and others.

Q3. How does Breakfast in the Classroom work?

- A.** Each day, breakfasts are packaged and then brought directly to classrooms by OFNS staff or Principal Designee. Once in the classroom, each student who desires will receive a breakfast meal. Students will eat at their desk while the teacher takes morning attendance, reviews the day’s lesson plan and reads announcements. Breakfast normally takes about 15 minutes. Trash is put into an insulated bag that will be lined with a trash bag. The insulated bags are then returned to the kitchen as no food is left inside the classroom.

Q4. What are the advantages of Breakfast in the Classroom?

- A.** Students who do not eat a nourishing breakfast are not able to concentrate well, become irritable more quickly and show hunger-related symptoms such as headaches and stomachaches. When breakfast is moved into the classroom and served to everyone, every student is able to start the school day ready to learn without hunger-related disruptions and reports have shown fewer incidents of student lateness, improved attendance, and fewer visits to the school nurse.

Q5. Are student required to participate?

- A.** No. No student is ever required to take any meal offered by NYCDOE OFNS. That includes breakfast and lunch.

Q6. But most of the students at my school get breakfast at home. What if we don’t need this? Only a few of the students at my school are eligible for free or reduced-price lunches.

- A.** In NYC, about three-fourths of the students qualify for free or reduced-price lunches. Many more families are just above this threshold. For the families of these students in particular, a free and healthy breakfast can be invaluable.

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS (continued)

Q7. How long does it take children to eat in the morning? Doesn't that subtract from instructional time?

- A.** BIC takes only about 15 minutes each day at the time the school period starts. Many teachers use the time during breakfast to conduct many of the activities they usually conduct first thing in the morning, like collecting homework and taking attendance. Others use the opportunity as a teaching moment, where students learn about nutrition and health, as well as sustainability and recycling. Other teachers use the time to ask students to read or do individual work.

BIC is a great opportunity for students to “break bread together” and learn the importance of calmly and deliberately eating together – an experience we all too often miss in our busy lives.

This period is an investment in the rest of the school day. When students eat breakfast, the rest of the school day is more successful.

Q8. What is included on the Breakfast in the Classroom menu?

- A.** The breakfast menu meets and exceeds the United States Department of Agriculture (USDA) Nutrition Standards for School Meals. Students are offered a variety of menu options. Breakfasts also include milk every day.

Q9. To what extent do teachers need to go around opening containers and assisting with breakfast service for younger children?

- A.** Teachers have reported that younger students can be taught to open these items on their own. These are the same items that students are used to opening for themselves in the dining room. Teachers have also reported using these exercises as learning events.

Q10. Because some foods are challenging for smaller children, can principals choose what food packages are included for various grades? For example, can items like oranges that require peeling be omitted?

- A.** OFNS' menus are based on the United States Department of Agriculture's (USDA) meal patterns. The meal pattern cannot be adjusted; however, certain items like oranges can be replaced with other fruit items to accommodate the needs of students.

Q11. What does clean-up entail?

- A.** Most clean-up is easy for students to do on their own.

Q12. Do schools with Breakfast in the Classroom programs have to worry about problems with pests?

- A.** Through OFNS' Integrated Pest Management team works hard to ensure that schools do not have problems with pests. OFNS has not seen any correlation between schools that are serving Breakfast in the Classroom and an increase in inspection failures due to concerns related to food in the classroom. Furthermore, many have noticed that in schools with BIC have noticed that students are neater.

BREAKFAST IN THE CLASSROOM FREQUENTLY ASKED QUESTIONS *(continued)*

Q13. Some parents drop off children early. In the past, we have had these children eat breakfast in cafeteria. If breakfast is now being served in the classroom, we still have early drop off?

- A.** Yes. Many principals who currently have BIC in their schools continue to use the cafeteria as a drop off location. Children can spend time there reading or talking with friends before going to class.

Q14. Does OFNS have a food allergy policy?

- A.** Yes. The please read the [food allergy policy](#) on the DOE's website. OFNS staff works closely with school nurses to ensure that the needs of students with food allergies are met. On a daily basis, [menus](#) offer more than one option for students to enjoy.

The major common food allergens are:

Milk, Eggs, Peanuts, Tree Nuts, Soy, Wheat, Fish and Shellfish

Below are some tips that you may find helpful when implementing the BIC program:

- Identify and document each student's allergy and have the recommended treatment plan in case of allergic reaction. Be sure that an emergency kit is available that contains epinephrine auto injectors.
- Work with parents, the school nurse, and other appropriate school personnel to determine if any classroom modifications are needed to make sure that students with food allergies can participate fully in the BIC program i.e. consider allergy friendly seating arrangements in the classroom.
- Review the day's menu for possible allergens. Read the food labels vigilantly. The Food Allergen Labeling and Consumer Protection Act requires that labels of food containing major allergens note the allergen in plain language in the ingredient list: for example "albumin (egg)" or Contains Milk, Wheat. The SFSM can assist with providing labels for products.
- Encourage the students to wash their hands before and after handling or consuming food.
- Students should not trade food with others.
- Students should not eat anything with unknown ingredients or known to contain any allergen.
- Student should be proactive in the care and management of their food allergies and reactions based on their developmental level.

NOTE: To discontinue serving foods containing a specific ingredient, such as peanuts, unfortunately does not eliminate the possibility of student exposure to that ingredient. Items that do not contain peanuts may be produced in manufacturing plants that produce peanut products, often on the same production line. Despite careful review of ingredient statements, a product not labeled as containing peanuts may have been introduced as a "like" substitute for an approved ingredient or included in error by the manufacturer. Also, students may bring peanut containing foods items from home.