



Second Chance Breakfast *Toolkit*



2019

Table of Contents

Second Chance Breakfast

INTRODUCTION

What is Second Chance Breakfast?	9
Benefits of Second Chance Breakfast	10
Frequently Asked Questions	11

FOOD SERVICE DIRECTOR

Planning for Success and Continuous Improvement	17
Budgeting and Funding Sources	18
Timeline and Checklist for Second Chance Breakfast	21
Planning and Logistics Tools	
Sample Menus	25
Second Chance Breakfast School Readiness Evaluation Tool	27
Second Chance Breakfast Equipment Checklist	29
Grab 'N' Go Meal Service Standard Operating Procedure	31
Marketing Tools	
Marketing Your Second Chance Breakfast Program	33
Sample Teacher Information Flyer	39
Sample Parent Information Flyer	41
Sample Parent Letter	43
Teacher Resources	
Breakfast Time is Learning Time	45
Students' Roles in Second Chance Breakfast	48
Quality Assurance Tools	
Second Chance Breakfast Monitoring Checklist	49
Second Chance Breakfast Teacher Survey	51

Table of Contents

Second Chance Breakfast

SCHOOL KITCHEN MANAGER

Timeline and Checklist for Second Chance Breakfast	55
School Readiness and Route Evaluation Tool	59
Second Chance Breakfast Equipment Checklist	61
Students' Roles in Second Chance Breakfast	62
Second Chance Breakfast Teacher Survey	63

PRINCIPAL

Timeline and Checklist for Second Chance Breakfast	67
Marketing Tools	
Marketing Your Second Chance Breakfast Program	70
Sample Teacher Information Flyer	75
Sample Parent Information Flyer	77
Sample Parent Letter	79
Students' Roles in Second Chance Breakfast	81

TEACHER

Breakfast Time is Learning Time	85
Students' Roles in Second Chance Breakfast	88

CUSTODIAL STAFF

Timeline and Checklist	91
-------------------------------	----

Table of Contents

Second Chance Breakfast

RESOURCES	93
REFERENCES	95
PARTNER CONTACT INFORMATION	96

Introduction

Second Chance Breakfast

What is Second Chance Breakfast?	9
Benefits of Second Chance Breakfast	10
Frequently Asked Questions	11

SECOND CHANCE BREAKFAST

What is Second Chance Breakfast?

For reasons often out of their control, many children miss the opportunity to start their day with a healthy breakfast. A popular alternative school breakfast model, known as Second Chance Breakfast, provides students with a second chance of obtaining the fuel needed for growing bodies and minds. Providing this option within your program is a great way to increase the number of students participating in the breakfast program, improve the overall school environment, and ensure children have the opportunity to receive nutritious food—and the energy they need to be successful in school.

"When it comes to any kind of a program, you have to really start with the belief system that this is something that we believe in. Do we believe that all of our students deserve to have breakfast available to them everyday?"

*Jeffery Smith, Ed.D
Superintendent
Balsz Elementary
School District*

Second Chance Breakfast is Simple and Easy

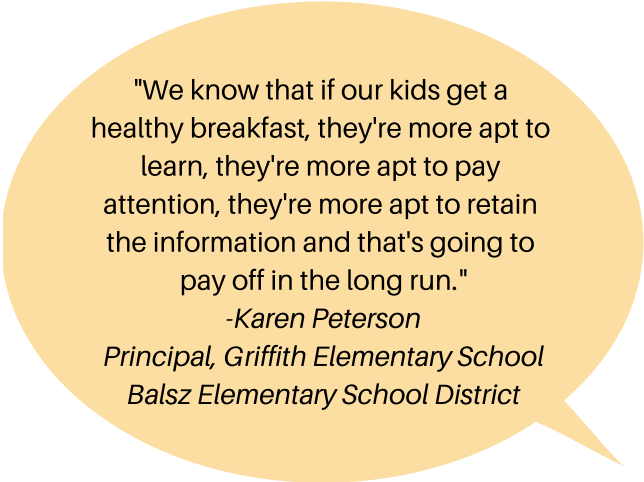
1. The food service department continues to offer breakfast as normal prior to the start of the day.
2. Time is built in between first and second period or following homeroom to offer breakfast. Generally no more than 15 minutes is needed.
3. Breakfast can be served in the cafeteria or in a grab 'n' go style using carts, kiosks, or tables located in high-traffic locations.
4. Students pick up their breakfasts and either eat in the cafeteria or on their way to their next class, depending on which model works best for your school and the grade levels served.

BENEFITS OF SECOND CHANCE BREAKFAST

Second Chance Breakfast benefits both the students and the school nutrition program.

- **Increased Student Participation:**

Nationally, slightly more than half of children who are eligible and receive free and reduced-price lunches through the National School Lunch Program also participate in the School Breakfast Program. Data for Arizona is comparable; 2018 data indicates that 55.1% of students who received free and reduced-price lunch also participated in school breakfast. Studies show that alternative school breakfast programs can dramatically increase student participation in school breakfast.



"We know that if our kids get a healthy breakfast, they're more apt to learn, they're more apt to pay attention, they're more apt to retain the information and that's going to pay off in the long run."

-Karen Peterson

*Principal, Griffith Elementary School
Balsz Elementary School District*

- **Increased Reimbursements:** When more students participate in school breakfast, the amount of reimbursement your school receives will also increase. Even though overall food costs will increase as more food is served, the difference between the cost of the meal and the amount of reimbursement per meal often results in increased revenue as a whole.

- **Administrative Relief (Provision 2, Provision 3, or Community Eligibility Provision):**

Operating the School Breakfast Program under one of USDA's Special Assistance Provisions can significantly reduce the administrative burden for schools. In Provision 2 and 3, sites only need to determine student eligibility once every four to five years, rather than every year. Under the Community Eligibility Provision, the administrative burden of National School Lunch Program (NSLP) is even further reduced because meals are reimbursed based on an identified student percentage. Contact your Arizona Department of Education (ADE) School Nutrition Programs Specialist for more information on Special Assistance Provisions.

FREQUENTLY ASKED QUESTIONS



How does Second Chance Breakfast work?

Second Chance Breakfast is served during a mid-morning break, typically between first and second period. A morning break may already exist, or the schedule is flexible to incorporate one.

It is recommended that students have at least 10-15 minutes to get a meal and eat. Second Chance Breakfast can be served in the cafeteria, or students can pick up their breakfast from a grab 'n' go cart placed in a convenient location, such as a hallway or other high traffic area.

Where Do Students Eat Second Chance Breakfast?

Students will eat it in the cafeteria, outside, in the halls, or in their classrooms; each individual school decides what is appropriate based on the chosen model. There is a lot of flexibility with this method of serving breakfast depending on the school's needs. Students are responsible for following the school's guidelines as to where and when they can eat, and for disposing their trash. Placing extra trash cans in high traffic areas and close to the areas where students tend to eat their food will minimize littering and mess.



Why serve Second Chance Breakfast?

When breakfast is served later in the morning, more students have the opportunity to eat a meal. Second Chance Breakfast can reach students who do not have time to eat before school, or who ate very early in the morning. Offering Second Chance Breakfast allows students to eat breakfast either first thing in the morning or later in the day. Students will not need to arrive early to eat since breakfast is built into the day. Second Chance Breakfast helps to reduce the stigma associated with school breakfast as it becomes part of the school day. Second Chance Breakfast also provides a healthier option than breakfast obtained from vending machines. This model allows students the flexibility and choice to eat healthier options, making it a great opportunity for students and the school.



When does the Second Chance Breakfast model work best?

Second Chance Breakfast works with any grade level: elementary, middle, or high school. It is a popular model for middle and high schools, as older students are often not hungry early in the morning and tend to arrive closer to the start of the school day. Second Chance Breakfast would be a beneficial model to implement in schools where:

A break from classes in the morning may already be offered, or there is some flexibility in the schedule.

Students rely on vending or convenience food from outside the school.

Reimbursable meals accommodate students who may not have the money to purchase items from vending machines.

Buses arrive just before the start of classes, limiting students' ability to eat breakfast before classes start.

FREQUENTLY ASKED QUESTIONS



Will Second Chance Breakfast take away instructional time?

Concerns about lost instructional time have been raised; however, no instructional time is lost when using a Second chance Breakfast model, as breakfast has been included as part of the daily schedule. It has been shown that students are more alert and ready to learn when they eat breakfast, which improves quality of instructional time. In some cases, moving to a Second Chance Breakfast model can lead to a gain in instructional time because students are already settled down and focused when instruction begins.



Do all students have to eat breakfast?

No, a child should never be forced to participate in a meal program.

How does Second Chance Breakfast benefit teachers and staff?

There is well-documented research demonstrating that students who eat breakfast at school have improved classroom performance, better test scores and grades, increased ability to concentrate, better attendance, and less disciplinary problems, tardiness, and visits to the nurse. Many teachers spend their own money to buy snacks and other food items for students to eat in their classroom. With Second Chance Breakfast, students will start the day awake, alert, and ready to achieve.



Will Second Chance Breakfast make my classroom dirty?

As long as students are provided with a structured routine for the cleanup of breakfast, Second Chance Breakfast has not been shown to result in dirty classrooms. Students will typically eat their breakfast in the cafeteria, or on their way to their next class. Should school policy allow students to eat in class, teachers can enlist students to help with quick and easy cleanup - each student cleans up his or her own desk after eating breakfast. After a few days, students develop routines in eating and cleanup procedures.

How does Second Chance Breakfast fit into my school's Integrated Pest Management plan?

Second Chance Breakfast does not have to be at odds with Integrated Pest Management (IPM). Success depends on clear, consistent communication between custodial and school nutrition staff. Additional trash cans should be placed around the school. If eating in the classroom is permitted, classrooms should also be equipped with wipes or disinfectant for students to clean desks before and after breakfast. If your school does not have an IPM plan, talk to your school administrator about putting one in place.

FREQUENTLY ASKED QUESTIONS



Will Second Chance Breakfast create additional work for custodians?

Many custodians have successfully worked with school administrators and staff to implement Second Chance Breakfast programs. A shift to Second Chance Breakfast does not require extra work for custodial staff as long as it is properly implemented. Most schools provide large trash bags or rolling trash bins, which are placed in the hallway or a central drop-off location after breakfast for custodial staff to collect. Custodial staff may also benefit because if fewer children are eating in the cafeteria, it may be easier to clean up before prepping lunch. Many schools have shared areas for lunch room and physical education classes, which often causes scheduling problems. In these cases, Second Chance Breakfast allows for more effective use of shared areas.



What if some students pay for their meals, how does staff handle collecting payment?

Not all schools provide a free breakfast to every student. If your school does not offer universal breakfast, staff will use a meal count form, computer, or point of sale system (POS) to track which students take a reimbursable breakfast. The cafeteria and/or office staff will then be responsible to charge the student accounts accordingly.



Shouldn't it be the parents' responsibility to feed their child breakfast at home?

Parents who choose to have their children eat breakfast at school are responsible parents! Busy parent lifestyles and bus and commuting schedules can interfere with children being fed breakfast at home. In addition, many students report not feeling hungry first thing in the morning but have a better appetite later in the morning. Providing Second Chance Breakfast provides students with the morning nutrition they need to start their day.

Breakfast is already offered in the cafeteria at my school and hardly any students participate. Does moving to a Second Chance Breakfast model really increase participation?

One of the greatest benefits of an alternative service model, such as Second Chance Breakfast, is that it can dramatically increase participation. With traditional before-school, cafeteria-based breakfast models. It may be difficult to accommodate students due to bus schedules and drop-off times. Often students are in a rush and preoccupied with getting to class and talking to friends, so even if they are hungry they do not take the time to go to the cafeteria. In addition, there can be a stigma that students eating breakfast in the cafeteria are low-income, which keeps many students away, regardless of their income-level. When Breakfast is available to students through Second Chance Breakfast, any stigma and schedule issues may be removed.



Table of Contents

Second Chance Breakfast

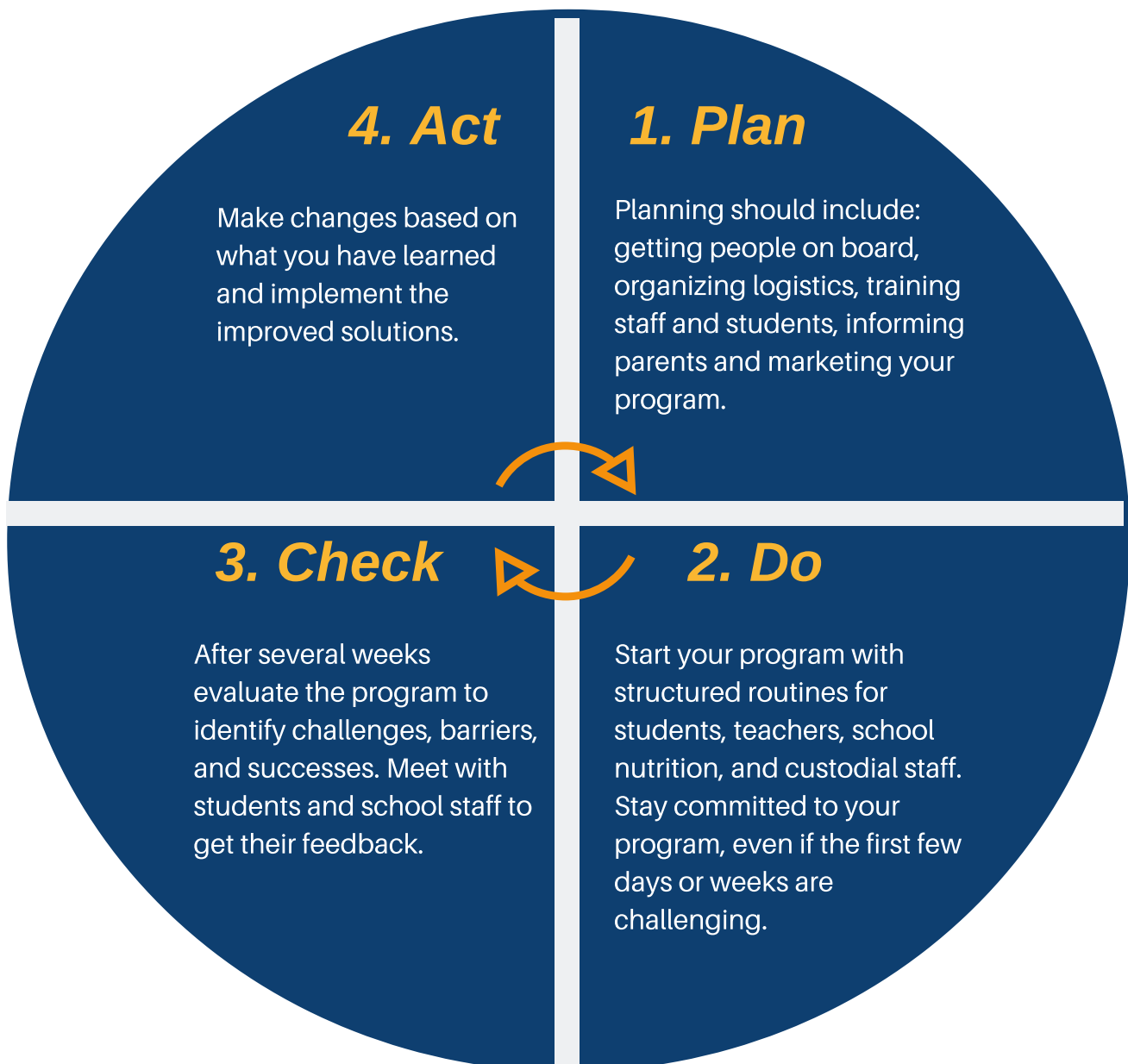
FOOD SERVICE DIRECTOR

Planning for Success and Continuous Improvement	17
Budgeting and Funding Sources	18
Timeline and Checklist for Second Chance Breakfast	21
Planning and Logistics Tools	
Sample Menus	25
Second Chance Breakfast School Readiness Evaluation Tool	27
Second Chance Breakfast Equipment Checklist	29
Grab 'N' Go Meal Service Standard Operating Procedure	31
Marketing Tools	
Marketing Your Second Chance Breakfast Program	33
Sample Teacher Information Flyer	39
Sample Parent Information Flyer	41
Sample Parent Letter	43
Teacher Resources	
Breakfast Time is Learning Time	45
Students' Roles in Second Chance Breakfast	48
Quality Assurance Tools	
Second Chance Breakfast Monitoring Checklist	49
Second Chance Breakfast Teacher Survey	51

PLANNING FOR SUCCESS & CONTINUOUS IMPROVEMENT

The Plan-Do-Check-Act (PDCA) model is a four-step process for carrying out change and starting new programs. The PDCA model is a roadmap to guide continuous program improvement and to identify barriers to success. PDCA can help facilitate your Second Chance Breakfast planning, implementation and continued success.

The Plan-Do-Check-Act Model (PDCA)



BUDGETING FOR SECOND CHANCE BREAKFAST

Second Chance Breakfast can fit into any budget. Although there may be some start-up costs to begin the program, once it is implemented, it is usually self-supporting without any ongoing funds needed.

If your Second Chance Breakfast program will be served in the cafeteria, you may not need to purchase any additional equipment. You may only need an additional POS system to move students through the serving line more quickly. If your Second Chance Breakfast program will be served in a grab 'n' go breakfast style, the main expenses for implementing this model are the costs of the carts or kiosks and mobile POS systems. If funding for equipment is limited, a grab 'n' go breakfast program can simply begin with unused carts or food bars, tables, insulated food bags, coolers, and a clipboard with student rosters to track reimbursable meals served. If funding for equipment is available, mobile carts or kiosks can be purchased that are designed to hold both hot and cold foods, and a mobile POS system that can connect to students' accounts that can track reimbursable meals served.

Potential Funding Sources

Increased Reimbursement

As schools transition to Second Chance Breakfast, school breakfast participation increases. As a result, the school's reimbursement amount also increases. Reimbursement is based on the number of reimbursable meals provided to students. The contents of a reimbursable meal will vary based on the type of food service system used at your school (Offer versus Serve or Serve Only). Although the food and labor costs will also increase, the 'per meal' cost tends to decrease due to larger bulk purchases. The difference between the meal cost and the amount received for free and reduced-price breakfasts often generates a net increase in revenue that can be used to support Second Chance Breakfast sustainability.

Schools that have a high free and reduced percentage can also benefit by transitioning to a Special Assistance Provision (Provision 2/3, or Community Eligibility Provision (CEP) which allow all meals to be served at no charge to the students. When using Provision 2/3, reimbursement amounts are based on percentages established in a Base Year. In CEP, reimbursements are established based on the percentage of students who are directly certified for free meals. Talk to your ADE School Nutrition Program Specialist if you would like more information on these programs and to determine if these provisions are feasible for your school.

The following organizations provide funding for different aspects of alternative breakfast programs. Check with each organization for information on how they can help cover start-up costs:

Dairy Council of Arizona: <http://www.arizonamilk.org/>

Dairy Council of Arizona is a not-for-profit nutrition education organization funded by dairy farm families in Arizona. Nutrition education materials, curriculum packages and resources are provided throughout the state at no charge. Funding may be available to purchase milk coolers to accommodate additional milk needed in serving more children through Second Chance Breakfast or to purchase insulated food bags, food carts, or a mobile point of sale system.

Federal Government: www.grants.gov

GRANTS.GOV provides a comprehensive list of federal grants managed in partnership by the United States Department of Health and Human Services. This site often lists School Breakfast Program Expansion Grant opportunities as well as Farm to School Grant funding and much more. Search GRANTS.GOV by keywords such as 'school breakfast'.

Fuel Up to Play 60: www.fueluptoplay60.com/funding/general-information

National Dairy Council and the National Football League have collaborated to create the nation's leading school wellness program. In Arizona, Fuel Up to Play 60 is administered by Dairy Council of Arizona, and provides funding to school to make changes in the nutrition and activity environment at the school level. This funding may be used to support implementing a Second Chance Breakfast program.

Action for Healthy Kids: www.actionforhealthykids.org/tools-for-schools/apply-for-grants

Thanks to their school breakfast grants, schools have served more than 32 million new school breakfasts since 2009. Up to 550 schools will receive grant awards ranging from \$500 to \$5,000 to support increased breakfast participation. Eligible schools may apply to pilot or expand their School Breakfast Programs, including alternative or universal alternative.

Valley of the Sun United Way: <http://vsuw.org/community-objectives/we-fight-for-kids>

United Way is committed to ending hunger in Maricopa County and may provide qualifying schools in Maricopa County with start-up funds (up to \$4,000) to implement alternative breakfast models. Funds are to be used for the purchase of kiosks, food carts, and large garbage bins. For more information, contact Lora Reid, Community Impact Manager at 602-631-4877 or lreid@vsuw.org.

Food Service Director

Timeline and Checklist For Second Chance Breakfast

The key to providing students with a nutritious breakfast in the morning is the school nutrition staff. Shifting to Second Chance Breakfast does not have to mean more work for school nutrition staff. Proper training for the breakfast program can enhance the potential for fewer issues at the onset. Depending on the current breakfast service method of your school, Second Chance Breakfast can be set up to work with current operations with very little change. School nutrition staff run their regular kitchen operations but may offer breakfast for an extended period of time, at a different time, or through a different service model. If participating in the grab 'n' go style, school nutrition staff may prepare meals for grab 'n' go rather than serving breakfast to students through the cafeteria service line.

Strategies for Success:

- Enlist school nutrition staff in the planning of Second Chance Breakfast.
- Provide trainings on how the menu and daily operations will change.
- Conduct a trial run prior to the start of the program to practice how breakfast will be prepared and served. Whether combining Second Chance Breakfast with a traditional cafeteria model or implementing the Grab 'N' Go style, it is a good idea to walk through how Second Chance Breakfast will operate at your school.

This timeline was designed to plan at the **end of one school year** for implementing a Second Chance Breakfast program **at the beginning of the next school year**. It is flexible and can be adjusted to fit various time frames for implementation.

March

1. **Communicate:** Work with principals to communicate current breakfast participation rates at each school and how they can be improved through Second Chance Breakfast.
2. **Commitment:** Work with ADE and site administrators to obtain a commitment to implement Second Chance Breakfast.
3. **Second Chance Breakfast Site Team:** Work with the school kitchen manager to convene a team of stakeholders at the school level to work on developing a plan for implementing Second Chance Breakfast at that particular site. This team could include the principal, school kitchen manager, teachers, site custodian, and other interested personnel.
4. **Menus:** Meet with school kitchen managers to plan menus for the Second Chance Breakfast program. Review sample Second Chance Breakfast menus provided in this toolkit or existing menus from your district or other districts.

5. **Staffing:** Work with school kitchen managers to review current staffing schedules and determine possibility of increased hours as needed, which will likely be offset by increased reimbursement.
6. **Storage:** Review and assess storage space for hot and cold foods at each Second Chance Breakfast location, whether that be in the cafeteria, grab 'n' go locations, or a combination of both.

April

1. **Participation numbers:** Review current breakfast participation and estimate anticipated increase in participation. Obtain forecast numbers from school kitchen manager and plan for increased ordering. This may require additional hot or cold storage equipment.
2. **Initial Second Chance Breakfast Team Meetings:** Work with site manager to plan and initiate the first site Second Chance Breakfast planning team meeting. Begin by discussing which style of meal service is going to benefit your school, whether it be cafeteria style, grab 'n' go style, or a hybrid of both models. Then, review site maps and the Second Chance Breakfast Equipment Checklist provided in this toolkit.
3. **Supplies:** Develop a list of items that will need to be ordered/purchased. Review list with site administrators for approval if needed.
4. **Funding:** Begin to apply for grant funds for start-up materials.
5. **Production Schedules:** Review production schedules with site managers and make adjustments for Second Chance Breakfast services. Schedule additional staff hours to prep and package more meals.

May

1. **Funding:** Continue working on grant funding with school kitchen manager.
2. **Routes and Logistics:** Depending on which delivery method your school decides to implement, meet with appropriate staff to determine the process for the cafeteria method, or the grab 'n' go method (serving locations, delivery and pick-up schedules, additional equipment, etc.).
3. **Supplies:** Begin ordering any additional supplies that may be needed.
4. **Communication Strategy:** Work with principals to develop/support communication with parents, teachers, substitutes and students about Second Chance Breakfast.
5. **School Nutrition Staff Training:** Work with school kitchen managers to schedule and deliver a Second Chance Breakfast training for school nutrition staff. Date: _____

June/July

1. **Second Chance Breakfast Services:** Work with the school kitchen manager to determine storage area for Second Chance Breakfast materials, which may include food carts, insulated bags, and food products
2. **Prep for School Staff and Teacher Training:** Determine what resources are needed to train and/or inform school staff and teachers on Second Chance Breakfast implementation.
3. **Food Safety Plan:** Develop a Second Chance Breakfast Standard Operating Procedure (SOP) to add to the Food Safety Plan at each school operating Second Chance Breakfast. This is required for any service that takes place outside of the traditional cafeteria service. A sample Grab 'N' Go SOP can be found in this toolkit. The SOP may need to be modified so it is specific to your operation.
4. **CNPWeb Site Application:** Update section 8 of the NSLP site application in CNPWeb to indicate participation in Second Chance Breakfast. Use the description box to indicate what style of service your school operates (grab 'n' go service vs. cafeteria service).

1 Week Prior to Rollout

1. **School Staff and Teacher Training:** Deliver a Second Chance Breakfast training for school staff and teachers as part of Back-to-School in-service.
2. **Practice Run:** Assist site nutrition and custodial staff as they participate in a practice run of Second Chance Breakfast service to determine how breakfast is delivered/returned from serving locations and how trash disposal is coordinated. Whether using the cafeteria style, Grab 'N' Go style, or creating a hybrid using both alternative breakfast models, use this trial run to figure out if any additional materials are needed.
3. **Inventory:** Confirm all Second Chance Breakfast items have been ordered and will be delivered in time for first day of school.
4. **Special Diets:** Review any special diets necessary for students in your school and ensure you have the proper food items and quantities for each diet. Prepare communications for school kitchen managers on which students require special dietary accommodations.
5. **Communicate:** Work with school kitchen managers to market the site's Second Chance Breakfast program using school's communication channels and school nutrition communication channels.

First Day of Second Chance Breakfast

1. **Communicate:** Remain available to troubleshoot challenges and answer questions.

Second Chance Breakfast Three Week Cycle Menu

Cold Breakfast Sample Menu

Monday

Tuesday

Wednesday

Thursday

Friday

Week One

<p>Entrée <i>Stuffed Bagel</i></p> <p>Sides <i>Orange Smiles</i> <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>	<p>Entrée <i>Banana Bread</i></p> <p>Sides <i>Chilled Mixed Fruit</i> <i>100% Fruit Juice</i> <i>Milk</i></p>	<p>Entrée <i>Blueberry Muffin</i></p> <p>Sides <i>String Cheese Stick</i> <i>Cupped Pears</i> <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>	<p>Entrée <i>Cereal Bar</i></p> <p>Sides <i>Fresh Fruit Variety</i> <i>100% Fruit Juice</i> <i>Milk</i></p>	<p>Entrée <i>Breakfast Cereals</i></p> <p>Sides <i>Yogurt</i> <i>Apple Slices</i> <i>100% Fruit Juice</i> <i>Milk</i></p>
--	---	---	---	---

Week Two

<p>Entrée <i>Fruit Loaf</i></p> <p>Sides <i>Cheddar Square</i> <i>Apple Slices</i> <i>100% Fruit Juice</i> <i>Milk</i></p>	<p>Entrée <i>Zucchini Bread</i></p> <p>Sides <i>Applesauce</i> <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>	<p>Entrée <i>Cinnamon Bun</i></p> <p>Sides <i>Cupped Peaches</i> <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>	<p>Entrée <i>Peanut Butter on Slider Roll</i></p> <p>Sides <i>Chilled Pineapple</i> <i>100% Fruit Juice</i> <i>Milk</i></p>	<p>Entrée <i>Yogurt Berry Parfait</i></p> <p>Sides <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>
--	--	--	---	--

Week Three

<p>Entrée <i>Slider Roll with Cheese Slice</i></p> <p>Sides <i>Orange Smiles</i> <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>	<p>Entrée <i>Pumpkin Bread</i></p> <p>Sides <i>Chilled Peaches</i> <i>100% Fruit Juice</i> <i>Milk</i></p>	<p>Entrée <i>PB&J Sandwich</i></p> <p>Sides <i>Cupped Pears</i> <i>Seasonal Fresh Fruit</i> <i>Milk</i></p>	<p>Entrée <i>Biscuit with Honey</i></p> <p>Sides <i>Hard Boiled Egg</i> <i>Fresh Fruit Variety</i> <i>Milk</i></p>	<p>Entrée <i>Cereal Bar</i></p> <p>Sides <i>Yogurt</i> <i>Apple Slices</i> <i>100% Fruit Juice</i> <i>Milk</i></p>
--	--	---	--	--

This institution is an equal opportunity employer and provider.
This menu was adapted from the Alliance for a Healthier Generation *Breakfast After the Bell - Cool and Collected* sample menu.

Second Chance Breakfast Three Week Cycle Menu

Hot Breakfast Sample Menu

Monday

Tuesday

Wednesday

Thursday

Friday

Week One

<p>Entrée Stuffed Bagel</p> <p>Sides Orange Smiles Seasonal Fresh Fruit Milk</p>	<p>Entrée Banana or Zucchini Bread</p> <p>Sides Chilled Mixed Fruit 100% Fruit Juice Milk</p>	<p>Entrée Mini Waffles Applesauce for Dipping</p> <p>Sides String Cheese Stick Cupped Pears Seasonal Fresh Fruit Milk</p>	<p>Entrée Biscuit with Turkey Sausage</p> <p>Sides Fresh Fruit Variety 100% Fruit Juice Milk</p>	<p>Entrée Breakfast Cereals</p> <p>Sides Yogurt Apple Slices 100% Fruit Juice Milk</p>
--	---	---	--	--

Week Two

<p>Entrée Berry Muffin</p> <p>Sides Cheddar Square Apple Slices 100% Fruit Juice Milk</p>	<p>Entrée Mini Pancakes</p> <p>Sides Applesauce Seasonal Fresh Fruit Milk</p>	<p>Entrée Breakfast Egg 'N Cheese Burrito</p> <p>Sides Cupped Peaches Seasonal Fresh Fruit Milk</p>	<p>Entrée Slider Roll with Breakfast Chicken Pattie</p> <p>Sides 100% Fruit Juice Chilled Pineapple Milk</p>	<p>Entrée Cereal Bar</p> <p>Sides Seasonal Fresh Fruit Milk</p>
---	---	---	--	---

Week Three

<p>Entrée Mini Bagels with Cream Cheese</p> <p>Sides Orange Smiles Seasonal Fresh Fruit Milk</p>	<p>Entrée Apple Muffin</p> <p>Sides Hard Boiled Egg Chilled Pineapple 100% Fruit Juice Milk</p>	<p>Entrée Breakfast Egg 'N Cheese Sandwich</p> <p>Sides Cupped Pears Seasonal Fresh Fruit Milk</p>	<p>Entrée Biscuit with Turkey Ham</p> <p>Sides Fresh Fruit Variety Milk</p>	<p>Entrée Fruit Loaf Yogurt Parfait with Berries</p> <p>Sides Apple Slices 100% Fruit Juice Milk</p>
--	---	--	---	--

This institution is an equal opportunity employer and provider.
This menu was adapted from the Alliance for a Healthier Generation *Breakfast After the Bell - Hot! Hot! Hot!* sample menu.

Second Chance Breakfast School Readiness Evaluation Tool



Date:

Rollout Date:

School Name:

1. School Type (Prep, satellite, etc):
2. School enrollment:
3. Projected daily breakfast participation:
4. Review bell times and coordinate with administration to fit Second Chance Breakfast into the school schedule:
5. Will Second Chance Breakfast be served in the cafeteria or at different locations on campus?
6. Is there adequate cold and dry storage for additional foods required for increased participation with Second Chance Breakfast? YES NO

If no, what additional equipment or storage space is needed?

How will you obtain items/storage needed?

For alternate serving locations:

7. Review the campus map and outline possible locations for grab 'n' go carts and trash collection.
8. Number of serving locations:
9. Where will food be served?
10. Are there any serving locations on the second floor?
If yes: number of elevators available:
11. Are there any equipment concerns? YES NO

a) Will you need food carts to deliver food to serving locations? YES NO

Check space availability for equipment:

Check electrical outlet availability:

b) Is there adequate storage for all Second Chance Breakfast materials, which may include POS software, food carts, bags, and additional foods? YES NO

If no, what additional equipment or storage space is needed?

How will you obtain items/storage needed?

12. Where will students dispose of their trash?

13. When and how will trash bins be collected?

Notes:

Signatures:

_____ *Food Service Director*

_____ *Principal*


_____ *School Kitchen Manager*

Equipment Checklist

Second Chance Breakfast



Since Second Chance Breakfast is a flexible alternative breakfast model, the amount of materials needed will depend on which service method works best for your school. If you choose a cafeteria model for Second Chance Breakfast, determine if you will need additional equipment, such as an additional POS system to ensure students move through the line quickly, or a kiosk to help accommodate large amounts of students getting breakfast at once. If you choose a Grab 'N' Go model for Second Chance Breakfast, the same equipment needs for Grab 'N' Go would apply.

	Item	Quantity Needed per School/Notes
<input type="checkbox"/>	Mobile point of sale/service system (POS)	
<input type="checkbox"/>	Carts/Kiosks/Portable tables	
<input type="checkbox"/>	Reimbursable meal signage	
<input type="checkbox"/>	Insulated bags or food distribution system	
<input type="checkbox"/>	Portable milk cooler	
<input type="checkbox"/>	Napkins	
<input type="checkbox"/>	Trash bins/liners	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

#____ Grab 'N' Go Meal Service Standard Operating Procedure

Policy: Foodservice employees with meal preparation, set up, service and clean up responsibilities will work together to ensure that meals served outside of the cafeteria in a grab 'n' go style, such as on a cart or table, are safe to eat, and that appropriate food safety measures are followed when there are leftover food items.

Foodservice employees with meal service and clean up duties will:

- Observe appropriate food handling techniques such as:
 - a. Keeping cold and hot items in transporters until time of meal service.
 - b. Serving meals as soon as possible.
 - c. Washing hands prior to assembling and distributing meals.
 - d. Keeping cold and hot foods in transport container to keep at safe temperatures.
 - e. Discarding leftover food that has been served to students and any cold or heated food products that have been removed from the transporters immediately following the meal service in appropriate receptacles.
 - f. Following established procedures for returning/discarding menu items that have not been served to students.
 - g. Using cleaner in spray bottle obtained from food service to wipe down carts or tables.
 - h. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.
- Promptly returning portable cold storage units with reusable ice packs and other equipment to the school foodservice.

The food service manager/supervisor will:

1. Develop and share procedures for ordering meals for grab 'n' go service and any anticipated changes in counts.
2. Plan menus with food safety in mind.
3. Arrange for an appropriate time for delivery.
4. Obtain suitable portable cold storage transporters (such as coolers) and cooling devices such as ice packs and test the equipment items to ensure that cold food items are maintained at 41 ° F. or below up to a minimum of 1 hours (or the time frame for when items leave mechanical refrigeration up to the time transporters are returned to the food service.
5. Obtain suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service. **Note:** *All heated items will be discarded after meal service to maintain product integrity and as food safety measure.*
6. Review safe handling procedures listed above with foodservice employees with meal transporting, set up, serving and clean up responsibilities.
7. Routinely visit grab 'n' go locations to determine if appropriate food safety measures are followed and evaluate set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training when there are non-compliance findings.
8. Monitor food waste to determine if menu revisions or changes in number of items packed based on what students take under Offer versus Serve policy.
9. Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not kept at 135° F or above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.
10. Monitor temperature logs to review recorded temperatures and ensure that cold items are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

All school foodservice staff who prepare and/or pack meals for grab 'n' go service will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene.
2. Prepare and pack meals according to the planned menu and make necessary modifications for anticipated changes in the counts.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods are left between 41° F. and 135°F. which includes:
 - a. Keeping cold items under refrigeration until time of transport.
 - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven until packed for immediate delivery.
4. Use gloves or utensils to prevent bare hand contact when handling ready-to-serve foods.
5. Place all potentially hazardous items in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of meals. **Note:** Temperature of milk may be taken by inserting digital probe thermometer between milk cartons. If temperature is 41° F. or below, it is not necessary to insert probe directly into opened milk carton.

All school foodservice staff receiving returned food items and transporters will:

- Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
- Follow procedures for taking temperatures of milk and other cold items returned in the transporter. Record temperatures on log. Discard any milk or other potentially hazardous cold items and juice if temperature checks reveal that items are not at 41° F. and note on temperature log that this corrective action was followed.
- Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from carts.
- Store utensils, transporters, pans and other items to minimize contamination.

Operating procedures implemented on (specify date): _____



Marketing Your Second Chance Breakfast Program

It is extremely important to market your Second Chance Breakfast program to all of the people what will be involved, including all school staff, students, parents, and community partners. Below are key talking points that will help make sure everyone is aware of your schools' efforts to make nutritious morning meals available to all students.

Principals Can Market Second Chance Breakfast



As principal, you play an important role in deciding to start a Second Chance Breakfast program. You also lead teachers in the goal of developing successful students. You can support Second Chance Breakfast by sharing these messages with teachers and families.

Encourage teachers by:

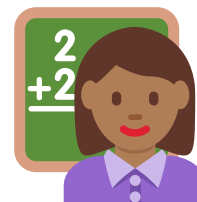
- Reminding them that school breakfast helps children behave better and be more attentive in class. It also reduces disruptive hunger-related visits to the school nurse.
- Distributing information to teachers about the link between breakfast and academic success. Encourage them to reinforce this message.

Encourage student participation by:

- Informing parents that they can count on school breakfast when family schedules are rushed and children do not feel like eating.
- Sending a letter or flyer to parents at the start of the year to make sure they know about the School Breakfast Program, and sending regular communication home.
- Encouraging more families to complete their free and reduced-price meal applications (as applicable).
- Affirming students for “starting smart” with a good breakfast by joining them in the morning.

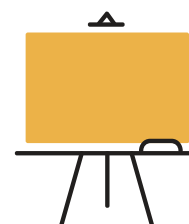
Teachers Can Support Second Chance Breakfast

Teachers are role models for students and can enhance the Second Chance Breakfast program by encouraging students to eat breakfast. Students who eat breakfast are better prepared to learn. Work with the principals to encourage teachers to create a positive energy around Second Chance Breakfast each day.



Involving Other School Staff

Promote the Second Chance Breakfast program to school staff.



Communicating with Administration

- Post a breakfast letter in the administration office and email it to all staff.
- Understand the needs of faculty, staff, and students by creating a school breakfast advisory group.
- Meet with administrators to establish measurements and goals to determine program success through test scores, tardiness/absenteeism, student health (nurse visits, fitness scores), student discipline, and student satisfaction scores.
- Establish monthly communications back to administrators to communicate measurement results.
- Encourage administrators to participate in Second chance Breakfast to see first-hand how the program affects students.



Communicating with Parents



Communication with parents is key in successful implementation of Second Chance Breakfast. Utilize communication tools that are already in use by the principal, the school kitchen manager, teachers, and other school staff. Promote the Second Chance Breakfast program to parents by using a variety of communication strategies such as:

- Send home a flyer and/or letter to parents. This toolkit includes a sample flyer and a sample letter in both in English and Spanish. The materials include information on the Second Chance Breakfast program, benefits of the program, and other important information.
- Include an article in the school's newsletter and/or PTO/PTA newsletters for parents.
- Post an announcement on the school's marquee, website, and/or social media.
- Email parents explaining the program; provide web links for breakfast sites that discuss benefits of breakfast.
- Present the new breakfast program at a 'meet the teacher night' or other parent/school gathering.
- Share success stories and program results through the school newspaper, newsletter, and/or website for parents to see; i.e. "In the first quarter, test scores improved by X% for math and reading."
- Post the nutritional information of the breakfast served in school on your website so parents can see the health benefits.
- If implementing a Grab 'N' Go model, set up a Second Chance Breakfast cart for parents during conferences, registration, and PTO and/or PTA meetings; provide samples of breakfast products and information brochures that highlight nutritional benefits and give additional website resources.

Communicating with Students

- Encourage creativity by having students create a marketing campaign for their school and to the overall school community; i.e. Create a poster for the serving line for everyone to see.
- Teach students about different food groups by having taste tests; this will also allow you to determine student preferences which can lead to greater program success.
- Invite student groups and clubs to have their meetings in the cafeteria during breakfast since the space will be available.
- Give students the opportunity to help prepare the breakfast cart with a staff member.
- Encourage students to eat by displaying posters and fostering a school culture that values eating breakfast. Remind students that breakfast provides energy, improves concentration, and results in better grades.



Communicating with Custodians

- Post an informational letter in the supply area/custodial office.
- Let custodians know that students will gain a greater sense of responsibility, respect, and cleanliness that will be carried into lunch, resulting in a cleaner lunchroom.
- Encourage custodians to take part in the breakfast program, so they can see the results first-hand.
- Ask for their input on how to improve the process for an even cleaner school and to help reduce waste.
- When custodians make a contribution, recognize their efforts! Have a “custodial breakfast” where you or the students serve the custodian’s favorite meal.



Communicating with Bus Drivers

If it's feasible to market your Second Chance Breakfast program on the school bus, some of these ideas may be helpful.

- Communicate to the bus drivers the goals/results of the program, making them part of the team.
- Have bus drivers remind students on their way out of the bus, that breakfast is the most important meal of the day.
- Provide menu signs for the buses, so students know what is being served.



Sample Teacher Information Flyer



STARTING **[INSERT DATE]**
[INSERT SCHOOL NAME]

Will begin a NEW breakfast program

Second Chance Breakfast



This program will be a real bonus for you and our school! Studies have shown that an alternative breakfast program:

Improves the health, nutrition and well-being of students

Improves classroom performance and yields better test scores and grades

Improves student's ability to focus in class

Decreases disciplinary problems, tardiness and visits to the nurse

Increases attendance rates

Contributes to the overall revenue of a successful child nutrition program

School staff are important partners in the Second Chance Breakfast program and play a key role in the implementation and success of the program. We want to make this transition as seamless as possible.

A Second Chance Breakfast training will be offered on [insert date, time, place]

As this is a new program at insert school name, we ask that you attend this training. If you have any questions, please contact **[insert contact person]** at **[insert contact information.]**

"This institution is an equal opportunity provider."



A PARTIR DEL **[INSERT DATE]**
[INSERT SCHOOL NAME]

EMPEZARÁ UN PROGRAMA NUEVO DE DESAYUNO



Desayuno de Segunda Oportunidad

¡Esto será de gran beneficio para usted y para nuestra escuela! Estudios han demostrado que un programa de desayuno alternativo:

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Mejora el rendimiento académico y produce mejores resultados en los exámenes y las calificaciones

Mejora la habilidad de los estudiantes para enfocarse en la clase

Reduce problemas de disciplina, tardanzas y visitas a la enfermera

Aumenta los niveles de asistencia

Contribuye a los ingresos totales de un programa de nutrición exitoso

Personal de la escuela son participantes importantes y juegan un papel clave para la implementación y el éxito del programa de Desayuno de Segunda Oportunidad. Queremos que la transición sea lo más fácil posible.

Un entrenamiento del programa de Desayuno de Segunda Oportunidad será ofrecido el **[insert date, time, place]**

Como este será un programa nuevo en **[insert school name]**, le pedimos que atienda este entrenamiento. Si tiene preguntas, por favor contacte a **[insert contact person]** al **[insert contact information.]**

"Esta institución es un proveedor de igualdad de oportunidades."

Sample Parent Information Flyer



**Introducing a new way
to give students a nutritious
start every day!**

[Insert school name] is happy to announce

Second Chance Breakfast

starting **[insert date]**



Second Chance Breakfast benefits students that need a nutritional "boost" later in the morning, quick and conveniently.

Students win with Second Chance Breakfast

Improves the health, nutrition and well-being of students

Students are able to focus better in the class

Students start their day by eating a healthy breakfast

Breakfast Prices:

Reduced-Price breakfast: \$0.30

Paid Breakfast: [insert price].

Additional information will be sent to parents by **[insert date letter will be sent]**. If you have any questions please contact **[insert contact name]** at **[insert contact information]**.

"This institution is an equal opportunity provider."



¡INTRODUCIENDO UNA FORMA NUEVA DE DARLES A LOS ESTUDIANTES UN COMIENZO NUTRITIVO CADA DÍA!



[Insert school name] e alegra al anunciar que el programa de

Desayuno de Segunda Oportunidad empezará [insert date]

¡Esto será de gran beneficio para usted y para nuestra escuela!

Todos Ganan con Desayuno de Segunda Oportunidad

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Los estudiantes podrán enfocarse mejor en clase

Los estudiantes empezarán su día comiendo un desayuno saludable

Precios del Desayuno:
Precio del Desayuno Reducido: \$0.30
Precio Regular: [insert price].

Información adicional será enviada a padres el [insert date letter will be sent].
Si tiene cualquier pregunta, por favor contacte a [insert contact name]
al [insert contact information].

"Esta institución es un proveedor de igualdad de oportunidades."

Second Chance Breakfast Beginning [insert date]

Dear Parents,

[Insert school name] is happy to announce a new breakfast program, Second Chance Breakfast. This will ensure that all of our students are well prepared for academic success as breakfast has been shown to improve concentration, alertness, and overall well-being. Beginning on [insert date] breakfast will be integrated into the school day and available at [insert time and location]. Breakfast After the Bell is beneficial for families that have early morning commitments or conflicting schedules.

What is Second Chance Breakfast?

- It is a different way of offering breakfast to students that is convenient for families and increases access to availability.
- Students eat breakfast [insert school's breakfast schedule here. It could be during a break in the morning, often between first and second period; or, midway between breakfast and lunch].
- Participation is strictly voluntary.

How does Second Chance Breakfast work?

- Prepared breakfasts are available at [insert location], ready for quick check-out.
- [Insert timing for breakfast – ie, During a mid-morning break], students can get breakfast and may eat in the cafeteria or on their way to their next class.
- Students are responsible for discarding their own trash. Extra trash bins may be placed in areas where needed to help ensure that trash is disposed of properly.

What foods are served in Second Chance Breakfast?

- Meals are healthy, easy to eat, and include popular breakfast items.
- Breakfast menus are available at [insert link. If you do not have a menu link, include a copy of the menu for the month].
- Milk is served daily, as well as fruit or juice.
- If your child requires a special diet, notify [appropriate person] to make arrangements to address your child's needs.

What are the benefits of Second Chance Breakfast?

Studies have shown that when schools have a Second Chance Breakfast program:

- Students concentrate better and remember more of what they learn.
- Students perform better academically.
- Absenteeism and tardiness is decreased.
- Hunger-related nurse visits are reduced.

Please note: If you do not want your child to participate, they do not have to eat the school breakfast provided. If you have any questions, comments or suggestions about this breakfast program you can contact [insert contact name and contact information].

Please share this exciting news with your child!

Thank you,

Desayuno de Segunda Oportunidad Empezando [insert date]

Estimados Padres,

[Insert school name] se alegra al anunciar el comienzo de un programa nuevo de desayuno, Desayuno de Segunda Oportunidad. Esto asegurará que todos nuestros estudiantes estén bien preparados para el éxito académico ya que se ha comprobado que el desayuno mejora la concentración, el estado de alerta, y el bienestar. Empezando el [insert date] el desayuno será integrado como parte del día escolar y disponible en [insert time and location]. Desayuno Después de la Campana beneficia a familias que tienen compromisos temprano por la mañana u horarios que están en conflicto.

¿Qué es el Desayuno de Segunda Oportunidad?

- Es una forma diferente de ofrecer desayuno a los estudiantes que es conveniente para familias y aumenta el acceso a disponibilidad.
- Los estudiantes desayunan durante [insert school's breakfast schedule here. It could be during a break in the morning, often between first and second period; or, midway between breakfast and lunch].
- La participación es completamente voluntaria.

¿Cómo funciona Desayuno de Segunda Oportunidad?

- Desayunos preparados están disponibles en [insert location], listos para una verificación y despedida rápida.
- [Insert timing for breakfast – ie, During a mid-morning break], los estudiantes pueden conseguir desayuno y pueden comerlo en la cafetería o en camino a su próxima clase.
- Los estudiantes tienen la responsabilidad de descartar su propia basura. Basureros extras pueden ser colocados en varios lugares para ayudar a asegurar que la basura sea descartada apropiadamente.

¿Qué comida sirven en Desayuno de Segunda Oportunidad?

- Las comidas son saludables, fáciles de comer, e incluyen comidas populares de desayuno.
- Menús de desayuno están disponibles en [insert link. If you do not have a menu link, include a copy of the menu for the month].
- Leche será servida a diario, y también fruta o jugo.
- Si su hijo(a) requiere una dieta especial, deje saber a [appropriate person] para hacer arreglos que cumplan con las necesidades de su hijo(a).

¿Cuáles son los beneficios del Desayuno de Segunda Oportunidad?

Los estudios han comprobado que cuando las escuelas tienen un programa de Desayuno Después de la Campana:

- Los estudiantes se concentran mejor y se acuerdan de más de lo que aprenden.
- A los estudiantes les va mejor académicamente.
- Ausencias de la escuela y tardanzas disminuyen.
- Visitas a la enfermera debidas al hambre son reducidas.

Por favor note: Si no quiere que su hijo(a) participe, ellos no tienen que comer el desayuno dado por la escuela. Si usted tiene alguna pregunta(s), comentario(s), o sugerencia(s) sobre el programa de desayuno puede contactar a [insert contact name and contact information]. ¡Por favor comparta esta noticia emocionante con su hijo(a)!

¡Gracias!



Breakfast Time is Learning Time!

If students are permitted to eat their Second Chance Breakfast in the classroom, here are some activities that can be implemented during that time.

Read-Aloud Time

Read to students from a picture or chapter book while they are eating. Once a week, read a book that has to do with nutrition and/ or being physically active. Students may also enjoy listening to books on tape.

Combine Breakfast and DEAR (Drop Everything and Read)

Allow students time for self-selected silent reading while they eat.

Practice Spelling Words

While eating, play a word game (e.g., Sparkle) where students take turns giving the next letter in a spelling word until it is spelled correctly.

Show Instructional Media (e.g., television programming or videos)

View content relevant to what the students are learning while they are eating.

School News Program

Do you have a school news program? If not, consider starting one. Have classes take turns recording a school news program. Create news videos and distribute school-wide; let students watch the school news while eating breakfast.

Current Events

During breakfast, distribute articles related to current events. Have students discuss and debate current events.

Life Skills/Character Education

Use breakfast time to learn about important Character Education skills. Apply the skills to the context of eating school breakfast (e.g., when students help serve and clean up breakfast, they are learning about 'responsibility').

MyPlate Sort and Log

Teach students how to eat healthy by using the MyPlate food guidance system as a guide; discuss the importance of variety and balance. Provide younger students with Food Group Sorting Placemats (to make the placemat: on construction paper create a five-column chart, label it with the five Food Groups and laminate). Students can use the placemats while they eat breakfast and sort the items in their daily breakfast into the proper food groups as they are eating. If the chart is laminated, students could create tally marks on the sorting chart using a dry erase marker.

Vocabulary Development

Work with words that the students are learning during breakfast. Students can list the names of the foods they are eating and put them in alphabetical order, study the history of the food, list adjectives that describe the food and list verbs that describe the way that they eat the food.

Demonstrations

Use breakfast time to demonstrate something that you will be teaching later. Perhaps you are going to demonstrate how to write a personal narrative. Teach it while they eat. Science demonstrations work well too.

Fine Arts

As they eat, have students listen and react to a variety of music, or view and discuss a slideshow of art collections.

Literature Circles

While eating breakfast, students can meet with their literature circle groups or book clubs to summarize and discuss prior reading (e.g., the chapter that they read for homework) or answer specific questions about the book they are reading.

Homework Review

During breakfast, go over the homework from the night before.

Test Review

During breakfast, play games to review for tests, such as Jeopardy-style quiz.

Class Meetings

Use breakfast time to conduct your class meeting. During class meeting, students are assigned new class jobs, class rules are discussed and reinforced, upcoming events are reviewed and class "business" is conducted.

Mind Puzzles and Riddles

Post mind puzzles and riddles for students to think about and solve while they are eating.

Incorporate breakfast education into your academic content!

Try the following suggestions to help promote the Second Chance Breakfast program throughout the school day and year.

Creative Arts

Promote breakfast using posters and songs created by students. The activities can be part of art or music classes or serve as an educational school wide contest.

Language Arts

Brainstorm adjectives about breakfast.

Write persuasive essays or short stories about the importance of breakfast and the consequences of skipping breakfast.

Social Studies and Current Events

When learning about different countries, investigate what different cultures eat for breakfast. Relate particular breakfast foods to a country's climate, agriculture, customs, and exports.

STEM - Math

Have students create and conduct breakfast surveys. Use the information gathered to study percentages or trends in math class.

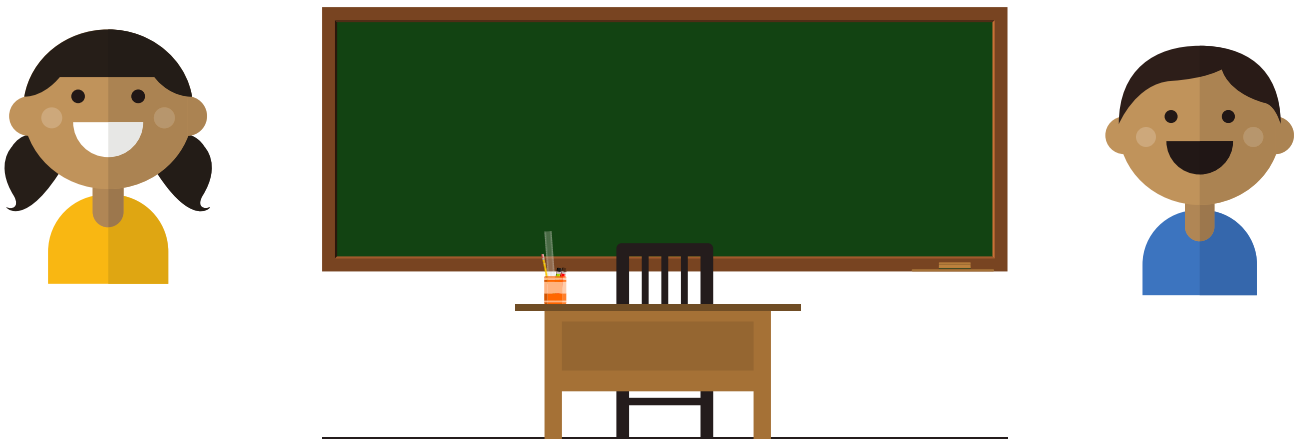
STEM - Nutrition Education

Reinforce the MyPlate Food Guidance System by showing how it relates to breakfast.

Students' Roles in Second Chance Breakfast

Student participation is important to a successful Second Chance Breakfast program. The Second Chance Breakfast Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu, through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the Second Chance Breakfast program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery and Set Up:** Students involved in clubs, student government, and technical training can be involved with delivering food and setting up the breakfast cart.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.



School Kitchen Manager Second Chance Breakfast Monitoring Checklist

Visit food preparation, serving, and eating areas to observe the items listed below after the 1st and 6th month of Second Chance Breakfast rollout.



Date:	School Name:		Staff Name:	
Category	Good	N/I*	Comments	
TIMING and SERVICE				
Breakfast is prepared and serving locations are fully equipped on time for students.				
All menu items are placed in designated area.				
Students eat in time allotted.				
FOOD				
Appropriate menu for service model is being followed.				
Food is served at the correct temperature.				
Special diets and milk allergies are accommodated.				
No food left in serving areas - leftover food is returned to kitchen.				
Leftover food handled properly and kept at proper temperature.				
Record food waste. Ask the kitchen staff which foods are not eaten and returned to the kitchen.				
EQUIPMENT				
Equipment is clean and in good condition. (Cafeteria, kiosks, food carts, and/or insulated bags, etc.)				
Equipment is stored in a clean area.				
Trash bins are placed where needed.				
Cleaning supplies are provided where needed.				

*Needs Improvement

Category	Good	N/I	Comments
COUNTING & CLAIMING			
Reimbursable meals are properly tracked on mobile POS, roster or tally sheet.			
KEY PERFORMANCE INDICATOR	Before SCB	After SCB	Comments
Labor hours			
Meals per labor hour			
School Academic Performance Index			
Avg. monthly tardiness			
Avg. monthly absenteeism			
Avg. monthly food cost			
Avg. monthly morning nurse visits related to hunger			
Additional Comments			

**Needs Improvement*

Second Chance Breakfast Teacher Survey

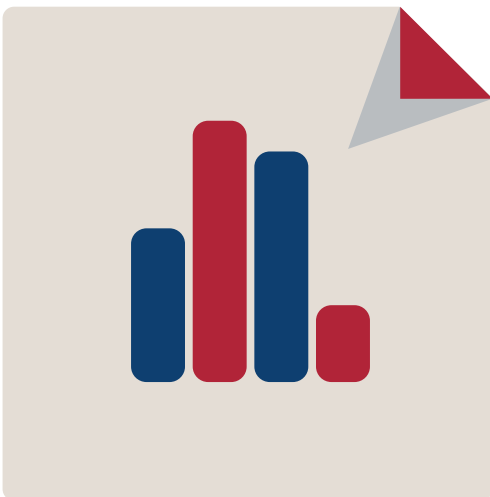
Instructions

This survey is a tool that can be used to gather input from teachers about your Second Chance Breakfast program. It has teachers rate their observations on hunger-related issues, classroom environment, and students' academic achievement. Enhancing teacher satisfaction with Second Chance Breakfast will help ensure the success of the program.

The Second Chance Breakfast Teacher Survey can be administered after one month of implementing your Second Chance Breakfast program, then again at specified intervals to determine acceptance and success of the program. This survey can also be useful to identify challenges that may need to be addressed.

Suggested survey implementation schedule:

- **1 month** post-Second Chance Breakfast
- **3 months** post-Second chance Breakfast
- **Additionally as needed** to identify potential issues and monitor the success of the program



This survey is also in the section for your School Kitchen Manager. You can work with each site to implement this survey and gather important data that will help justify continuing the Second Chance Breakfast program. It may also be helpful to collect data from all schools in the district to develop an aggregate report on the Second Chance Breakfast programs across the district.

Second Chance Breakfast Teacher Survey

School Grade Teacher (Optional) Date

Using this scale, please respond to questions 1 -7 by circling the answer that best describes your experience with Second Chance Breakfast:

1 =	Decreased Significantly	2 =	Decreased Somewhat	3 =	Not Changed	4 =	Increased Somewhat	5 =	Increased Significantly
-----	----------------------------	-----	-----------------------	-----	----------------	-----	-----------------------	-----	----------------------------

Classroom Management

1. With Second Chance Breakfast, the number of hunger-related classroom disruptions has:

1
2
3
4
5

2. With Second Chance Breakfast, the number of students leaving class for hunger-related symptoms has:

1
2
3
4
5

3. With Second Chance Breakfast, the frequency of absences has:

1
2
3
4
5

4. With Second Chance Breakfast the frequency of tardiness has:

1
2
3
4
5

Student Engagement

5. With Second Chance Breakfast, students' ability to focus and stay on task has:

1
2
3
4
5

Student Achievement

6. With Second Chance Breakfast students' math grades have:

1
2
3
4
5

7. With Second Chance Breakfast, students' language arts grades have:

1
2
3
4
5

General Questions

8. Second Chance Breakfast improves the learning environment.

Strongly disagree
Disagree
No opinion
Agree
Strongly Agree

9. Second Chance Breakfast enables me to be a more effective teacher.

Strongly disagree
Disagree
No opinion
Agree
Strongly Agree

10. Do you have suggestions for improving the Second Chance Breakfast process?

Please return survey to school kitchen manager.

Table of Contents

School Kitchen Manager

Timeline and Checklist for Second Chance Breakfast	55
School Readiness and Route Evaluation Tool	59
Second Chance Breakfast Equipment Checklist	61
Students' Roles in Second Chance Breakfast	62
Second Chance Breakfast Teacher Survey	63

School Kitchen Manager

Timeline and Checklist for Second Chance Breakfast

The key to providing students with a nutritious breakfast in the morning is the school nutrition staff. Proper training for the program can minimize issues at the onset. Depending on the current breakfast service method of your school, Second Chance Breakfast can be set up to work with current operations with few changes. School nutrition staff run their regular kitchen operations, but may offer breakfast for an extended period of time, at a different time, or through a different service model. If operating a grab 'n' go style of service school nutrition staff may prepare quick-to-serve and eat meals rather than serving breakfast to students through the cafeteria service line.



Strategies for Success:

- Enlist school nutrition staff in the planning of Second Chance Breakfast.
- Provide trainings on how the menu and daily operations will change.
- Conduct a trial run prior to the start of the program to practice how bags will be packed, loaded on carts and delivered to serving locations, and how cleanup will occur.

This timeline was designed to plan at the **end of one school year** for implementing a Second Chance Breakfast program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various time frames for implementation.

March

1. **Second Chance Breakfast Site Team:** Work with your Food Service Director to convene a team of stakeholders at the school level to work on developing a plan for implementing Second Chance Breakfast at your particular site. This team could include the principal, teachers, site custodian, and other interested personnel.
2. **Menus:** Meet with Food Service Director to review current menu and to determine how the menu will change with implementation of Second Chance Breakfast. Review sample menus provided in this toolkit or existing Second Chance Breakfast menus within the district or from other districts.
3. **Staffing:** Work with the Food Service Director to review current staffing schedules and determine possibility of increased hours as needed, which will likely be offset by increased reimbursement.
4. **Storage:** Review and assess storage space for hot and cold foods at each Second Chance Breakfast location, whether that be in the cafeteria, at grab 'n' go locations, or a combination of both.

April

1. **Participation numbers:** Review breakfast participation and estimate anticipated increase in participation. Determine forecast numbers and plan for increased ordering. This may require additional hot or cold storage equipment.
2. **Initial Second Chance Breakfast Team meeting:** Work with Food Service Director to assist in developing site Second Chance Breakfast planning team and initiate first meeting. Begin by reviewing site maps and Second Chance Breakfast Equipment Checklist to determine serving locations, delivery routes and equipment needed.
3. **Supplies:** Develop a list of items that will need to be ordered/purchased. Review list with site administrators for approval if needed.
4. **Funding:** Work with Food Service Director to begin applying for grant funds for start-up materials.
5. **Production Schedules:** Review production schedules with Food Service Director and make adjustments for Second Chance Breakfast services. Schedule additional staff hours to prep and package more meals.

May

1. **Funding:** Continue working on grant funding with Food Service Director.
2. **Routes and Logistics:** Depending on which delivery method your school decides to implement, meet with appropriate staff to determine the process for the cafeteria method, or the grab 'n' go method (serving locations, delivery and pick-up schedules, additional equipment, etc.).
3. **Supplies:** Begin ordering any additional supplies that may be needed.
4. **School Nutrition Staff Training:** Schedule and deliver Second Chance Breakfast training to school nutrition staff to introduce Second Chance Breakfast and to give an overview of upcoming changes.
Date: _____
5. **School Staff and Teacher Training:** Work with your Food Service Director to schedule and deliver the Second Chance Breakfast training for school staff and teachers at the back-to-school in-service.

June/July

1. **Second Chance Breakfast Services:** Work with the Food Service Director to determine storage area for Second Chance Breakfast materials, which may include insulated bags, food/milk carts, food products, etc.
2. **Prep for School Staff and Teacher Training:** Determine what resources and materials are needed to train and/or inform school staff and teachers for Second Chance Breakfast implementation.

1 Week Prior to Rollout

1. **School Staff and Teacher Training:** Assist in Second Chance Breakfast training for staff and teachers as part of the Back-to-School in-service.
2. **Practice Run:** Conduct a practice run of Second Chance Breakfast with nutrition and custodial staff to determine how breakfast is delivered/returned and how trash disposal is coordinated. Whether using the cafeteria style, grab 'n' go style, or creating a combination of both models, use this trial run to figure out if any additional materials are needed.
3. **Inventory:** Confirm all Second Chance Breakfast food items have been ordered and will be delivered in time for first day of school.
4. **Breakfast Preparation:** For the first day of service, clean, sanitize, and prepare all necessary materials. This may include carts, kiosks, tables, or insulated food bags. Don't forget to include/display necessary signage for your new breakfast program.

5. **Special Diets:** Review any special diets necessary for students in the school and ensure proper food items and quantities for each diet have been ordered. Prepare communications for school nutrition staff on which students require special dietary accommodations.
6. **Communicate:** Work with the Food Service Director to market the Second Chance Breakfast program using the school's communication channels and school nutrition communication channels.

First Day of Second Chance Breakfast

1. **Second Chance Breakfast Service:** Prepare breakfast accordingly for the cafeteria, grab 'n' go service, or a combination of both.
2. **Cleanup:** Collect Second Chance Breakfast materials according to your school's plan.

Second Chance Breakfast School Readiness Evaluation Tool



Date:

Rollout Date:

School Name:

1. School Type (Prep, satellite, etc):
2. School enrollment:
3. Projected daily breakfast participation:
4. Review bell times and coordinate with administration to fit Second Chance Breakfast into the school schedule:
5. Will Second Chance Breakfast be served in the cafeteria or at different locations on campus?
6. Is there adequate cold and dry storage for additional foods required for increased participation with Second Chance Breakfast? YES NO

If no, what additional equipment or storage space is needed?

How will you obtain items/storage needed?

For alternate serving locations:

7. Review the campus map and outline possible locations for grab 'n' go carts and trash collection.
8. Number of serving locations:
9. Where will food be served?
10. Are there any serving locations on the second floor?
If yes: number of elevators available:
11. Are there any equipment concerns? YES NO

a) Will you need food carts to deliver food to serving locations? YES NO

Check space availability for equipment:

Check electrical outlet availability:

b) Is there adequate storage for all Second Chance Breakfast materials, which may include POS software, food carts, bags, and additional foods? YES NO

If no, what additional equipment or storage space is needed?

How will you obtain items/storage needed?

12. Where will students dispose of their trash?

13. When and how will trash bins be collected?

Notes:

Signatures:

_____ *Food Service Director*

_____ *Principal*


_____ *School Kitchen Manager*

Equipment Checklist

Second Chance Breakfast



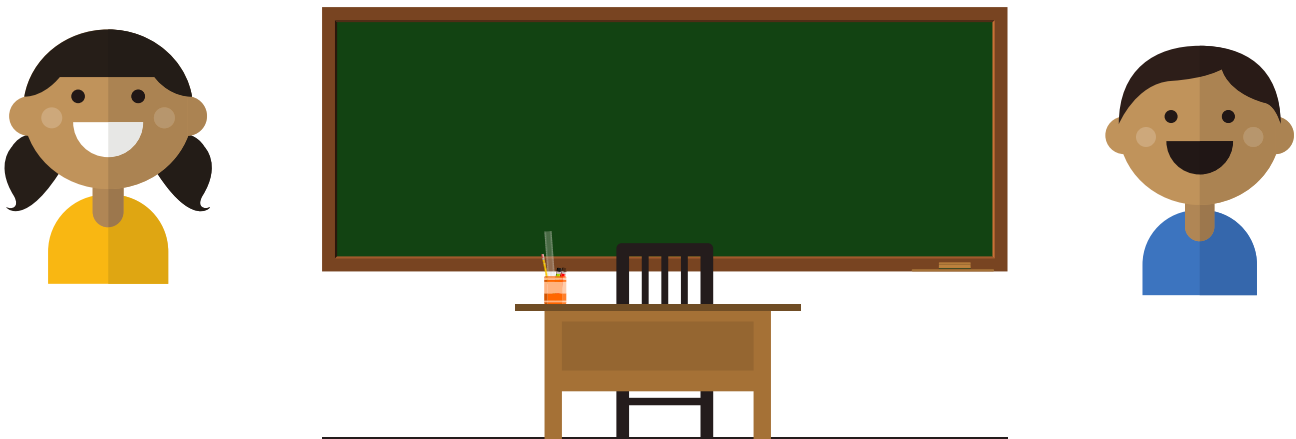
Since Second Chance Breakfast is a flexible alternative breakfast model, the amount of materials needed will depend on which service method works best for your school. If you choose a cafeteria model for Second Chance Breakfast, determine if you will need additional equipment, such as an additional POS system to ensure students move through the line quickly, or a kiosk to help accommodate large amounts of students getting breakfast at once. If you choose a Grab 'N' Go model for Second Chance Breakfast, the same equipment needs for Grab 'N' Go would apply.

	Item	Quantity Needed per School/Notes
<input type="checkbox"/>	Mobile point of sale/service system (POS)	
<input type="checkbox"/>	Carts/Kiosks/Portable tables	
<input type="checkbox"/>	Reimbursable meal signage	
<input type="checkbox"/>	Insulated bags or food distribution system	
<input type="checkbox"/>	Portable milk cooler	
<input type="checkbox"/>	Napkins	
<input type="checkbox"/>	Trash bins/liners	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Students' Roles in Second Chance Breakfast

Student participation is important to a successful Second Chance Breakfast program. The Second Chance Breakfast Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu, through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the Second Chance Breakfast program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery and Set Up:** Students involved in clubs, student government, and technical training can be involved with delivering food and setting up the breakfast cart.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.



Second Chance Breakfast Teacher Survey

Instructions

This survey is a tool that can be used to gather input from teachers about your Second Chance Breakfast program. It has teachers rate their observations on hunger-related issues, classroom environment, and students' academic achievement. Enhancing teacher satisfaction with Second Chance Breakfast will help ensure the success of the program.

The Second Chance Breakfast Teacher Survey can be administered after one month of implementing your Second Chance Breakfast program, then again at specified intervals to determine acceptance and success of the program. This survey can also be useful to identify challenges that may need to be addressed.

Suggested survey implementation schedule:

- **1 month** post-Second Chance Breakfast
- **3 months** post-Second chance Breakfast
- **Additionally as needed** to identify potential issues and monitor the success of the program



You can work with each site to implement this survey and gather important data that will help justify continuing the Second Chance Breakfast program. It may also be helpful to collect data from all schools in the district to develop an aggregate report on the Second Chance Breakfast programs across the district.

Second Chance Breakfast Teacher Survey

School Grade Teacher (Optional) Date

Using this scale, please respond to questions 1 -7 by circling the answer that best describes your experience with Second Chance Breakfast:

1 =	Decreased Significantly	2 =	Decreased Somewhat	3 =	Not Changed	4 =	Increased Somewhat	5 =	Increased Significantly
-----	----------------------------	-----	-----------------------	-----	----------------	-----	-----------------------	-----	----------------------------

Classroom Management

1. With Second Chance Breakfast, the number of hunger-related classroom disruptions has:

1
2
3
4
5

2. With Second Chance Breakfast, the number of students leaving class for hunger-related symptoms has:

1
2
3
4
5

3. With Second Chance Breakfast, the frequency of absences has:

1
2
3
4
5

4. With Second Chance Breakfast the frequency of tardiness has:

1
2
3
4
5

Student Engagement

5. With Second Chance Breakfast, students' ability to focus and stay on task has:

1
2
3
4
5

Student Achievement

6. With Second Chance Breakfast students' math grades have:

1
2
3
4
5

7. With Second Chance Breakfast, students' language arts grades have:

1
2
3
4
5

General Questions

8. Second Chance Breakfast improves the learning environment.

Strongly disagree
Disagree
No opinion
Agree
Strongly Agree

9. Second Chance Breakfast enables me to be a more effective teacher.

Strongly disagree
Disagree
No opinion
Agree
Strongly Agree

10. Do you have suggestions for improving the Second Chance Breakfast process?

Please return survey to school kitchen manager.

Table of Contents

Principal

Timeline and Checklist for Second Chance Breakfast	67
Marketing Tools	
Marketing Your Second Chance Breakfast Program	70
Sample Teacher Information Flyer	75
Sample Parent Information Flyer	77
Sample Parent Letter	79
Students' Roles in Second Chance Breakfast	81

Principals

Timeline and Checklist for Second Chance Breakfast

Principals and other site administrators play an important role in the success of Second Chance Breakfast. Not only does the support from administrators create an atmosphere where Second Chance is readily accepted and implemented, but it can create a school environment where students are well nourished, focused, and ready to learn.



Strategies for Success:

- Embrace Second Chance Breakfast and let your staff know you support the program and are prepared to troubleshoot any challenges that may arise.
- Work with teachers and school nutrition staff in the planning of Second Chance Breakfast to create staff-wide buy-in and ownership of the transition.
- Be an advocate for Second Chance Breakfast and help market the program. Work with administrative staff to inform parents via any and all school communication tools.
- Remain committed, even if things don't go smoothly the first couple of weeks. Have patience and work to overcome barriers rather than throwing in the Second Chance Breakfast towel!
- Remember that hungry students can't learn. Second Chance Breakfast helps all students be awake, alert, and ready to achieve.

This timeline was designed to plan at the **end of one school year** for implementing a Second Chance Breakfast program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various time frames for implementation.

March

1. **Investigate:** Work with your Food Service Director to learn about current breakfast participation rate and how it can be improved through Second Chance Breakfast.
2. **Commitment:** Provide verbal commitment to support Second Chance Breakfast in your school.
3. **Second Chance Breakfast Site Team:** Work with the school kitchen manager to convene a team of stakeholders at the school level to work on developing a plan for implementing Second Chance Breakfast at that particular site. This team could include the principal, school kitchen manager, teachers, site custodian, and other interested personnel.

April

1. **Initial Second Chance Team meeting:** Work with Food Service Director to initiate and support first Second Chance Breakfast team meeting. Food service director will be reviewing site maps and number of food carts, bags, coolers, and garbage bins you will need.

May

1. **Funding:** Communicate with Food Service Director and/or kitchen manager to review and approve funding applications as needed.
2. **Logistics:** Review school schedule and bell schedule and make adjustments as necessary. Coordinate with appropriate staff as needed.
3. **Develop communication strategy:** Meet with Food Service Director and school administrative support team to begin drafting messages about Second Chance Breakfast to communicate with parents, teachers, substitutes, and students.
4. **Staff Training Prep:** Schedule regular back-to-school in-service for teachers and necessary staff. Work with your food service director to include information on Second Chance Breakfast. Date: _____

June/July

1. **Communicate with parents:** Inform parents via your school's standard communication channels that meet legal communication requirements, including letters to parents, parent emails, newsletters, school marquee, social media, etc.
2. **Staff Training Prep:** Make sure food service director or school nutrition staff has a timeslot at the back-to-school in-service training to discuss Second Chance Breakfast logistics.

1 Week Prior to Rollout

1. **Staff Training:** Support and promote Second Chance Breakfast training for staff as part of back-to-school in-service.
2. **Communicate with parents and students:** Inform parents and students via your school's standard communication channels that meet legal communication requirements, including letters to parents, emails, newsletters, school marquee, social media, menus, announcements, etc.

First Day of Grab 'N' Go

1. **Second Chance Breakfast Service:** Support teachers and school nutrition staff as they implement Second Chance Breakfast. Assist in troubleshooting challenges that may arise.



Marketing Your Second Chance Breakfast Program

It is extremely important to market your Second Chance Breakfast program to all of the people what will be involved, including all school staff, students, parents, and community partners. Below are key talking points that will help make sure everyone is aware of your schools' efforts to make nutritious morning meals available to all students.

Principals Can Market Second Chance Breakfast



As principal, you play an important role in deciding to start a Second Chance Breakfast program. You also lead teachers in the goal of developing successful students. You can support Second Chance Breakfast by sharing these messages with teachers and families.

Encourage teachers by:

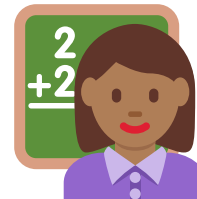
- Reminding them that school breakfast helps children behave better and be more attentive in class. It also reduces disruptive hunger-related visits to the school nurse.
- Distributing information to teachers about the link between breakfast and academic success. Encourage them to reinforce this message.

Encourage student participation by:

- Informing parents that they can count on school breakfast when family schedules are rushed and children do not feel like eating.
- Sending a letter or flyer to parents at the start of the year to make sure they know about the School Breakfast Program, and sending regular communication home.
- Encouraging more families to complete their free and reduced-price meal applications (as applicable).
- Affirming students for “starting smart” with a good breakfast by joining them in the morning.

Teachers Can Support Second Chance Breakfast

Teachers are role models for students and can enhance the Second Chance Breakfast program by encouraging students to eat breakfast. Students who eat breakfast are better prepared to learn. Work with the principals to encourage teachers to create a positive energy around Second Chance Breakfast each day.



Involving Other School Staff

Promote the Second Chance Breakfast program to school staff.



Communicating with Administration

- Post a breakfast letter in the administration office and email it to all staff.
- Understand the needs of faculty, staff, and students by creating a school breakfast advisory group.
- Meet with administrators to establish measurements and goals to determine program success through test scores, tardiness/absenteeism, student health (nurse visits, fitness scores), student discipline, and student satisfaction scores.
- Establish monthly communications back to administrators to communicate measurement results.
- Encourage administrators to participate in Second chance Breakfast breakfast to see first-hand how the program affects students.



Communicating with Parents



Communication with parents is key in successful implementation of Second Chance Breakfast. Utilize communication tools that are already in use by the principal, the school kitchen manager, teachers, and other school staff. Promote the Second Chance Breakfast program to parents by using a variety of communication strategies such as:

- Send home a flyer and/or letter to parents. This toolkit includes a sample flyer and a sample letter in both in English and Spanish. The materials include information on the Second Chance Breakfast program, benefits of the program, and other important information.
- Include an article in the school's newsletter and/or PTO/PTA newsletters for parents.
- Post an announcement on the school's marquee, website, and/or social media.
- Email parents explaining the program; provide web links for breakfast sites that discuss benefits of breakfast.
- Present the new breakfast program at a 'meet the teacher night' or other parent/school gathering.
- Share success stories and program results through the school newspaper, newsletter, and/or website for parents to see; i.e. "In the first quarter, test scores improved by X% for math and reading."
- Post the nutritional information of the breakfast served in school on your website so parents can see the health benefits.
- If implementing a Grab 'N' Go model, set up a Second Chance Breakfast cart for parents during conferences, registration, and PTO and/or PTA meetings; provide samples of breakfast products and information brochures that highlight nutritional benefits and give additional website resources.

Communicating with Students

- Encourage creativity by having students create a marketing campaign for their school and to the overall school community; i.e. Create a poster for the serving line for everyone to see.
- Teach students about different food groups by having taste tests; this will also allow you to determine student preferences which can lead to greater program success.
- Invite student groups and clubs to have their meetings in the cafeteria during breakfast since the space will be available.
- Give students the opportunity to help prepare the breakfast cart with a staff member.
- Encourage students to eat by displaying posters and fostering a school culture that values eating breakfast. Remind students that breakfast provides energy, improves concentration, and results in better grades.



Communicating with Custodians

- Post the Second Chance Breakfast letter in the supply area/custodial office.
- Let custodians know that students will gain a greater sense of responsibility, respect, and cleanliness that will be carried into lunch, resulting in a cleaner lunchroom.
- Encourage custodians to take part in the breakfast program, so they can see the results first hand.
- Ask for their input on how to improve the process for an even cleaner school and to help reduce waste.
- When custodians make a contribution, recognize their efforts! Have a “custodial breakfast” where you or the students serve the custodian’s favorite meal.



Sample Teacher Information Flyer



STARTING **[INSERT DATE]**
[INSERT SCHOOL NAME]

Will begin a NEW breakfast program

Second Chance Breakfast



This program will be a real bonus for you and our school! Studies have shown that an alternative breakfast program:

Improves the health, nutrition and well-being of students

Improves classroom performance and yields better test scores and grades

Improves student's ability to focus in class

Decreases disciplinary problems, tardiness and visits to the nurse

Increases attendance rates

Contributes to the overall revenue of a successful child nutrition program

School staff are important partners in the Second Chance Breakfast program and play a key role in the implementation and success of the program. We want to make this transition as seamless as possible.

A Second Chance Breakfast training will be offered on [insert date, time, place]

As this is a new program at insert school name, we ask that you attend this training. If you have any questions, please contact **[insert contact person]** at **[insert contact information.]**

"This institution is an equal opportunity provider."



A PARTIR DEL **[INSERT DATE]**
[INSERT SCHOOL NAME]

EMPEZARÁ UN PROGRAMA NUEVO DE DESAYUNO



Desayuno de Segunda Oportunidad

¡Esto será de gran beneficio para usted y para nuestra escuela! Estudios han demostrado que un programa de desayuno alternativo:

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Mejora el rendimiento académico y produce mejores resultados en los exámenes y las calificaciones

Mejora la habilidad de los estudiantes para enfocarse en la clase

Reduce problemas de disciplina, tardanzas y visitas a la enfermera

Aumenta los niveles de asistencia

Contribuye a los ingresos totales de un programa de nutrición exitoso

Personal de la escuela son participantes importantes y juegan un papel clave para la implementación y el éxito del programa de Desayuno de Segunda Oportunidad. Queremos que la transición sea lo más fácil posible.

Un entrenamiento del programa de Desayuno de Segunda Oportunidad será ofrecido el **[insert date, time, place]**

Como este será un programa nuevo en **[insert school name]**, le pedimos que atienda este entrenamiento. Si tiene preguntas, por favor contacte a **[insert contact person]** al **[insert contact information.]**

"Esta institución es un proveedor de igualdad de oportunidades."

Sample Parent Information Flyer



**Introducing a new way
to give students a nutritious
start every day!**

[Insert school name] is happy to announce

Second Chance Breakfast

starting **[insert date]**



Second Chance Breakfast benefits students that need a nutritional "boost" later in the morning, quick and conveniently.

Students win with Second Chance Breakfast

Improves the health, nutrition and well-being of students

Students are able to focus better in the class

Students start their day by eating a healthy breakfast

Breakfast Prices:

Reduced-Price breakfast: \$0.30

Paid Breakfast: [insert price].

Additional information will be sent to parents by **[insert date letter will be sent]**. If you have any questions please contact **[insert contact name]** at **[insert contact information]**.

"This institution is an equal opportunity provider."



¡INTRODUCIENDO UNA FORMA NUEVA DE DARLES A LOS ESTUDIANTES UN COMIENZO NUTRITIVO CADA DÍA!



[Insert school name] e alegra al anunciar que el programa de

Desayuno de Segunda Oportunidad empezará [insert date]

¡Esto será de gran beneficio para usted y para nuestra escuela!

Todos Ganan con Desayuno de Segunda Oportunidad

Mejora la salud, la nutrición, y el bienestar de los estudiantes

Los estudiantes podrán enfocarse mejor en clase

Los estudiantes empezarán su día comiendo un desayuno saludable

Precios del Desayuno:
Precio del Desayuno Reducido: \$0.30
Precio Regular: [insert price].

Información adicional será enviada a padres el [insert date letter will be sent].
Si tiene cualquier pregunta, por favor contacte a [insert contact name]
al [insert contact information].

"Esta institución es un proveedor de igualdad de oportunidades."

Second Chance Breakfast Beginning [insert date]

Dear Parents,

[Insert school name] is happy to announce a new breakfast program, Second Chance Breakfast. This will ensure that all of our students are well prepared for academic success as breakfast has been shown to improve concentration, alertness, and overall well-being. Beginning on [insert date] breakfast will be integrated into the school day and available at [insert time and location]. Breakfast After the Bell is beneficial for families that have early morning commitments or conflicting schedules.

What is Second Chance Breakfast?

- It is a different way of offering breakfast to students that is convenient for families and increases access to availability.
- Students eat breakfast [insert school's breakfast schedule here. It could be during a break in the morning, often between first and second period; or, midway between breakfast and lunch].
- Participation is strictly voluntary.

How does Second Chance Breakfast work?

- Prepared breakfasts are available at [insert location], ready for quick check-out.
- [Insert timing for breakfast – ie, During a mid-morning break], students can get breakfast and may eat in the cafeteria or on their way to their next class.
- Students are responsible for discarding their own trash. Extra trash bins may be placed in areas where needed to help ensure that trash is disposed of properly.

What foods are served in Second Chance Breakfast?

- Meals are healthy, easy to eat, and include popular breakfast items.
- Breakfast menus are available at [insert link. If you do not have a menu link, include a copy of the menu for the month].
- Milk is served daily, as well as fruit or juice.
- If your child requires a special diet, notify [appropriate person] to make arrangements to address your child's needs.

What are the benefits of Second Chance Breakfast?

Studies have shown that when schools have a Second Chance Breakfast program:

- Students concentrate better and remember more of what they learn.
- Students perform better academically.
- Absenteeism and tardiness is decreased.
- Hunger-related nurse visits are reduced.

Please note: If you do not want your child to participate, they do not have to eat the school breakfast provided. If you have any questions, comments or suggestions about this breakfast program you can contact [insert contact name and contact information].

Please share this exciting news with your child!

Thank you,

Desayuno de Segunda Oportunidad Empezando [insert date]

Estimados Padres,

[Insert school name] se alegra al anunciar el comienzo de un programa nuevo de desayuno, Desayuno de Segunda Oportunidad. Esto asegurará que todos nuestros estudiantes estén bien preparados para el éxito académico ya que se ha comprobado que el desayuno mejora la concentración, el estado de alerta, y el bienestar. Empezando el [insert date] el desayuno será integrado como parte del día escolar y disponible en [insert time and location]. Desayuno Después de la Campana beneficia a familias que tienen compromisos temprano por la mañana u horarios que están en conflicto.

¿Qué es el Desayuno de Segunda Oportunidad?

- Es una forma diferente de ofrecer desayuno a los estudiantes que es conveniente para familias y aumenta el acceso a disponibilidad.
- Los estudiantes desayunan durante [insert school's breakfast schedule here. It could be during a break in the morning, often between first and second period; or, midway between breakfast and lunch].
- La participación es completamente voluntaria.

¿Cómo funciona Desayuno de Segunda Oportunidad?

- Desayunos preparados están disponibles en [insert location], listos para una verificación y despedida rápida.
- [Insert timing for breakfast – ie, During a mid-morning break], los estudiantes pueden conseguir desayuno y pueden comerlo en la cafetería o en camino a su próxima clase.
- Los estudiantes tienen la responsabilidad de descartar su propia basura. Basureros extras pueden ser colocados en varios lugares para ayudar a asegurar que la basura sea descartada apropiadamente.

¿Qué comida sirven en Desayuno de Segunda Oportunidad?

- Las comidas son saludables, fáciles de comer, e incluyen comidas populares de desayuno.
- Menús de desayuno están disponibles en [insert link. If you do not have a menu link, include a copy of the menu for the month].
- Leche será servida a diario, y también fruta o jugo.
- Si su hijo(a) requiere una dieta especial, deje saber a [appropriate person] para hacer arreglos que cumplan con las necesidades de su hijo(a).

¿Cuáles son los beneficios del Desayuno de Segunda Oportunidad?

Los estudios han comprobado que cuando las escuelas tienen un programa de Desayuno Después de la Campana:

- Los estudiantes se concentran mejor y se acuerdan de más de lo que aprenden.
- A los estudiantes les va mejor académicamente.
- Ausencias de la escuela y tardanzas disminuyen.
- Visitas a la enfermera debidas al hambre son reducidas.

Por favor note: Si no quiere que su hijo(a) participe, ellos no tienen que comer el desayuno dado por la escuela. Si usted tiene alguna pregunta(s), comentario(s), o sugerencia(s) sobre el programa de desayuno puede contactar a [insert contact name and contact information]. ¡Por favor comparta esta noticia emocionante con su hijo(a)!

¡Gracias!

Students' Roles in Second Chance Breakfast

Student participation is important to a successful Second Chance Breakfast program. The Second Chance Breakfast Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu, through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the Second Chance Breakfast program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery and Set Up:** Students involved in clubs, student government, and technical training can be involved with delivering food and setting up the breakfast cart.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.

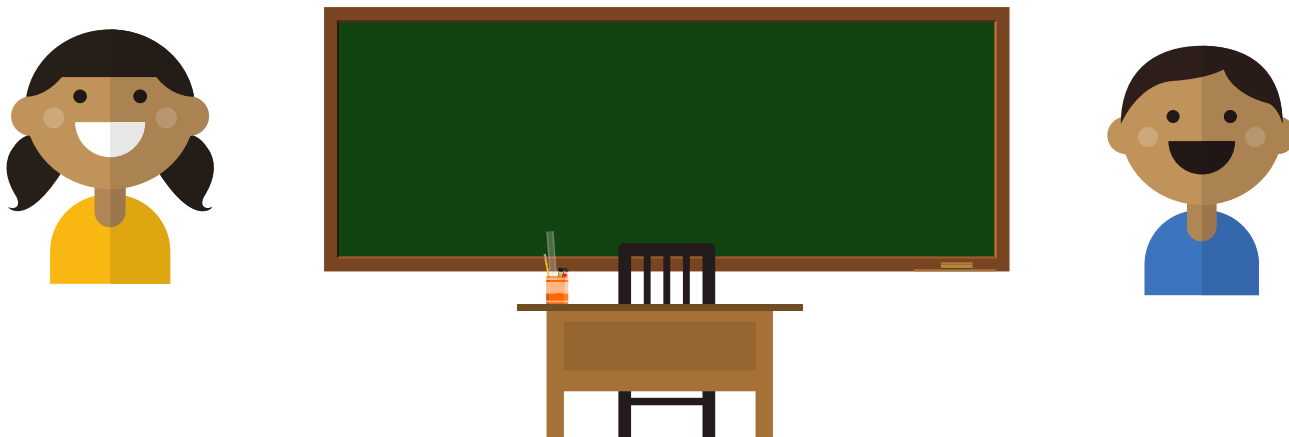


Table of Contents

Teacher

Breakfast Time is Learning Time	85
Students' Roles in Second Chance Breakfast	88



Breakfast Time is Learning Time!

If students are permitted to eat their Second Chance Breakfast in the classroom, here are some activities that can be implemented during that time.

Read-Aloud Time

Read to students from a picture or chapter book while they are eating. Once a week, read a book that has to do with nutrition and/ or being physically active. Students may also enjoy listening to books on tape.

Combine Breakfast and DEAR (Drop Everything and Read)

Allow students time for self-selected silent reading while they eat.

Practice Spelling Words

While eating, play a word game (e.g., Sparkle) where students take turns giving the next letter in a spelling word until it is spelled correctly.

Show Instructional Media (e.g., television programming or videos)

View content relevant to what the students are learning while they are eating.

School News Program

Do you have a school news program? If not, consider starting one. Have classes take turns recording a school news program. Create news videos and distribute school-wide; let students watch the school news while eating breakfast.

Current Events

During breakfast, distribute articles related to current events. Have students discuss and debate current events.

Life Skills/Character Education

Use breakfast time to learn about important Character Education skills. Apply the skills to the context of eating school breakfast (e.g., when students help serve and clean up breakfast, they are learning about 'responsibility').

MyPlate Sort and Log

Teach students how to eat healthy by using the MyPlate food guidance system as a guide; discuss the importance of variety and balance. Provide younger students with Food Group Sorting Placemats (to make the placemat: on construction paper create a five-column chart, label it with the five Food Groups and laminate). Students can use the placemats while they eat breakfast and sort the items in their daily breakfast into the proper food groups as they are eating. If the chart is laminated, students could create tally marks on the sorting chart using a dry erase marker.

Vocabulary Development

Work with words that the students are learning during breakfast. Students can list the names of the foods they are eating and put them in alphabetical order, study the history of the food, list adjectives that describe the food and list verbs that describe the way that they eat the food.

Demonstrations

Use breakfast time to demonstrate something that you will be teaching later. Perhaps you are going to demonstrate how to write a personal narrative. Teach it while they eat. Science demonstrations work well too.

Fine Arts

As they eat, have students listen and react to a variety of music, or view and discuss a slideshow of art collections.

Literature Circles

While eating breakfast, students can meet with their literature circle groups or book clubs to summarize and discuss prior reading (e.g., the chapter that they read for homework) or answer specific questions about the book they are reading.

Homework Review

During breakfast, go over the homework from the night before.

Test Review

During breakfast, play games to review for tests, such as Jeopardy-style quiz.

Class Meetings

Use breakfast time to conduct your class meeting. During class meeting, students are assigned new class jobs, class rules are discussed and reinforced, upcoming events are reviewed and class "business" is conducted.

Mind Puzzles and Riddles

Post mind puzzles and riddles for students to think about and solve while they are eating.

Incorporate breakfast education into your academic content!

Try the following suggestions to help promote the BIC program throughout the school day and year.

Creative Arts

Promote breakfast using posters and songs created by students. The activities can be part of art or music classes or serve as an educational school wide contest.

Language Arts

Brainstorm adjectives about breakfast.
Write persuasive essays or short stories about the importance of breakfast and the consequences of skipping breakfast.

Social Studies and Current Events

When learning about different countries, investigate what different cultures eat for breakfast. Relate particular breakfast foods to a country's climate, agriculture, customs, and exports.

STEM - Math

Have students create and conduct breakfast surveys. Use the information gathered to study percentages or trends in math class.

STEM - Nutrition Education

Reinforce the MyPlate Food Guidance System by showing how it relates to breakfast.

Students' Roles in Second Chance Breakfast

Student participation is important to a successful Second Chance Breakfast program. The Second Chance Breakfast Planning Team can consider these ideas for increasing student involvement:

- Get students involved with planning the breakfast menu, through classes, clubs, and contests.
- Hold taste tests for students to gather their input on specific menu items.
- Engage students in marketing the Second Chance Breakfast program. For example, older students can be involved in designing your school's "breakfast logo" or breakfast marketing posters.
- If your school participates in Fuel Up to Play 60, the Student Wellness Team can work on gathering student ideas and sharing those ideas with administration.
- Delegate some of the responsibility to students. Suggestions:
 - **Delivery and Set Up:** Students involved in clubs, student government, and technical training can be involved with delivering food and setting up the breakfast cart.
 - **Cleanup:** Students learn responsibility by cleaning up after themselves and helping clean up after others.

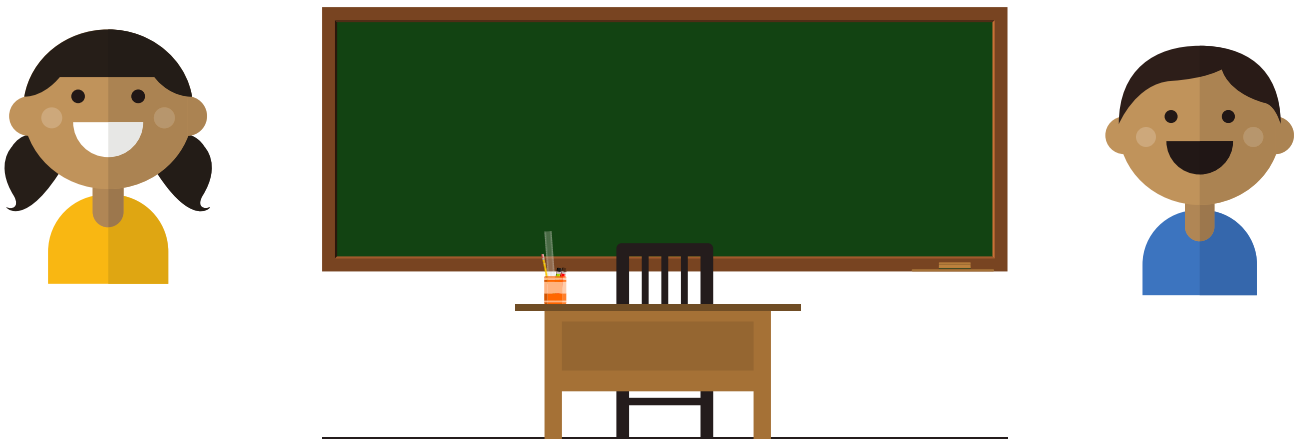


Table of Contents

Custodial Staff

Timeline and Checklist for Second Chance Breakfast

91

Custodial Staff

Timeline and Checklist for Second Chance Breakfast

Custodial staff play an important role in a successful Second Chance Breakfast program. Shifting to Second Chance Breakfast does not necessarily mean more work for you - it's simply a change in the trash removal process. When implementing Second Chance Breakfast, two common concerns related to bringing food into the classroom are trash removal and pest management. School districts that have implemented Second Chance Breakfast have found ways to manage these concerns.



Strategies for Success:

- Work with school staff and teachers to enlist the help of students to assist in trash disposal.
- Develop trash collection routes and schedule.
- Recommend purchasing a carpet cleaner or extractor for each site if needed. This can be either a large industrial-sized extractor, or a smaller, hand-held version that can be shared among all classes to manage minor spills.
- Remember that good communication and training for all staff is key to managing spills and minimizing pests.

This timeline was designed to plan at the **end of one school year** for implementing a Second Chance Breakfast program at the **beginning of the next school year**. It is flexible and can be adjusted to fit various time frames for implementation.

April

1. **Initial Second Chance Team meeting:** Participate in the initial site Second Chance Breakfast planning team meeting. Provide input on logistics, trash maintenance, campus and/or classroom clean-up procedures.

May

1. **Routes and Logistics:** Determine the best method for trash collection at the end of breakfast. Work with the food service director to determine how many additional carts, garbage bins, or other supplies will be needed.
2. **Supplies:** Ensure all carts, garbage bins, bags, and other necessary cleaning supplies have been ordered.
3. **Second Chance Team Meeting:** Participate in site Second Chance planning team meetings as needed.

1 Week Prior to Rollout

1. **School Staff and Teacher Training:** Attend the Back-to-School in-service and assist as needed in training school staff and teachers on trash removal and clean-up according to the procedures established in the Second Chance team meetings
2. **Practice Run:** Participate in the Breakfast After the Bell practice run to determine how breakfast is delivered/returned and how trash disposal is coordinated. Whether using the cafeteria style, grab 'n' go style, or a combination of both, use this practice run to figure out if any additional materials are needed.

First Day of Second Chance Breakfast

1. **Second Chance Service:** Distribute and collect garbage bins according to the school plan.
2. **Trash Disposal:** Students are responsible for disposing their trash after eating. Your schedule can be adjusted to facilitate collection of the additional trash bags or bins.
3. **Pest Prevention/Control:** If students are permitted to consume their breakfast meal in the classroom, pest prevention can be maintained with proper cleanup. Teachers and students will promptly address minor spills as they occur.

Resources

The following organizations support School Breakfast and provide resources to help schools implement models of universal breakfast.

Arizona Department of Education Health and Nutrition Services

<http://www.azed.gov/hns/nslp/sbp/bic/>

The Health and Nutrition Services Division is committed to enhancing the health and well being of Arizona's children and adults by providing access to a variety of federally funded programs. Electronic copies of the materials in this toolkit and other helpful information can be accessed on the website.

Association of Arizona Food Banks (AAFB)

<http://www.azfoodbanks.org/index.php/schoolbreakfast>

AAFB is focused on innovative school breakfast programs such as Breakfast in the Classroom and Grab and Go that are easily implemented and proven to increase participation. AAFB provides Information, technical assistance and encouragement to help overcome concerns or obstacles standing in the way of implementing a successful breakfast program.

Dairy Council® of Arizona

<http://www.arizonamilk.org>

For more than 40 years, the Dairy Council of Arizona has been promoting good health and nutrition in the classroom and the community by promoting school wellness, Dietary Guidelines, sharing recipes, and providing a vast collection of nutritional and educational resources. The Dairy Council partners with agencies to provide funding and develop tools and resources for schools interested in expanding their breakfast programs and increase participation.

Food Research and Action Center (FRAC)

<http://www.frac.org/programs/school-breakfast-program>

FRAC is the leading national nonprofit organization working to eradicate poverty-related hunger and undernutrition in the United States. FRAC provides educational materials and technical assistance tools designed to increase participation in school meal programs and implement alternative breakfast models.

Fuel Up to Play 60

<http://www.arizonamilk.org/fuel-up-to-play-60>

Apply for funding to implement your School Breakfast Program. Launched by the National Dairy Council (NDC) and the National Football League (NFL) in collaboration with the United States Department of Agriculture (USDA), Fuel Up to Play 60 is an in-school nutrition and physical activity program that encourages the consumption of healthy foods and achieving at least 60 minutes of physical activity every day.

No Kid Hungry/Share Our Strength Center for Best Practices

<https://bestpractices.nokidhungry.org/school-breakfast>

Share Our Strength's No Kid Hungry® campaign is ending childhood hunger by connecting kids to the healthy food they need, every day.

School Nutrition Foundation (SNF)

<http://schoolnutritionfoundation.org/breakfast-in-the-classroom/>

The SNF Breakfast in the Classroom Resource Center provides information about alternative breakfast models and resources such as videos, tools and resources.

United State Department of Agriculture (USDA)

<http://www.fns.usda.gov/sbp/toolkit>

For more than 50 years, the School Breakfast Program has provided schoolchildren across the nation a well-balanced first meal of the day. USDA provides digital resources that program operators and other stakeholders may use to establish or expand the breakfast service within their school.

Valley of the Sun United Way (VSUW)

<https://vsuw.org/community-objectives/we-fight-for-kids>

Together with our donors, volunteers, and partners, we are breaking the cycle of poverty in Maricopa County by fighting for children, families, and neighborhoods. We bring partners together from every sector - public, private, and non-profit. Valley of the Sun United Way is on a mission to provide alternative breakfast models (Breakfast in the Classroom, Grab 'N' Go, and Second Chance Breakfast) to children in need throughout Maricopa County. This is part of their effort to End Hunger in the Classroom by working with schools to provide meals to children and reduce chronic hunger.

References

American Red Cross The 6 Steps of Handwashing

California Food Policy Advocates BreakfastFirst campaign.

<http://www.breakfastfirst.org/>

Feeding America: Map the Meal Gap

<http://map.feedingamerica.org/county/2014/child/arizona>. Accessed 2/27/2017.

Food Research and Action Center School Breakfast Scorecard, 2017-2018 School Year

<http://frac.org/research/resource-library/school-breakfast-scorecard-2017-2018-school-year-february-2019>. Accessed 2/14/2019.

GENYOUth Foundation: The Wellness Impact: Enhancing Academic Success through Healthy School Environments. 2013. <http://www.genyouthnow.org/reports/the-wellness-impact-report>

Kellogg's School Breakfast Resources

<https://www.kelloggspecialtychannels.com/Image/Show/34df893b-c87b-44df-99cb-48b87d4d551f>

National Dairy Council. Expanding Breakfast Toolkit. Second Edition. 2006.

NEA Health Information Network: Breakfast in the Classroom-School Breakfast Toolkit. 2011.

NEA Health Information Network and Share Our Strength: Start School with Breakfast. A Guide to Increasing School Breakfast Participation. 2011.

Oregon Department of Education, Child Nutrition Programs. Breakfast in the Classroom: A How-To Manual for Schools. 2008.

Plan, Do, Check, Act Model: Shewhart, Walter A. (1939). Statistical Method from the Viewpoint of Quality Control. Dover Publications December 1, 1986. ISBN 0-486-65232-7. OCLC 13822053.

U.S. Department of Agriculture, Economic Research Service Briefing Rooms. Food security in the United States: definitions of hunger and food security, updated 2015.

<http://ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/key-statistics-graphics.aspx> Accessed 2/27/2017.

U.S. Department of Health & Human Services. Poverty Guidelines:

<https://aspe.hhs.gov/poverty-guidelines> Accessed 2/27/2017.

Partner Contact Information

Valley of the Sun United Way

3200 E. Camelback, Suite 375
Phoenix, AZ 85018
602-631-4800
www.vsuw.org/



Dairy Council of Arizona

510 S. 52nd St., Suite 101
Tempe, AZ 85281
www.arizonamilk.org



Arizona Department of Education Health and Nutrition Services

3300 N. Central Avenue
Phoenix, AZ 85012
602-542-8700
www.azed.gov/hns/



Association of Arizona Food Banks

340 E. Coronado Rd, Suite 400
Phoenix, AZ 85004
602-528-3434
www.azfoodbanks.org

