

## BREAKFAST IN THE CLASSROOM PROCEDURES

1. The PIISD Child Nutrition Department staff will deliver Breakfast to the classroom at the scheduled delivery time. A Tally sheet will be provided in a clear page protector and be placed inside the ice chest. A trash can will also be provided for each classroom to dispose waste.
2. The classroom facilitator is responsible for monitoring that each student chooses a **"reimbursable"** breakfast. Only breakfasts that meet the definition for reimbursable may be counted. Student meals not meeting this requirement may not be counted. If a student or adult chooses only a sole breakfast entrée, juice, fruit or milk, they must pay a la carte prices as established by the Child Nutrition Department.

### Examples of a Reimbursable Breakfast:

*Breakfast Entrée + Juice + Milk*

*Breakfast Entrée + Juice*

*Breakfast Entrée + Fruit + Milk*

*Breakfast Entrée + Fruit*

*Breakfast Entrée + Fruit + Juice + Milk*

### Examples of a NON - Reimbursable Breakfast:

*Entrée only*

*Juice + Milk*

*Juice or Milk only*

*Fruit + Milk*

*Fruit or Milk only*

3. Only one (1) facilitator per classroom directly involved with the distribution and counting and claiming of student breakfasts is eligible to receive a breakfast at no charge. Facilitator will circle "M" next to the students name and so on. If the student does not want breakfast, then you should not circle anything for that day. **Proper Counting and claiming must be done by the facilitator by asking each individual student to come to the front and get their items. "This is the only manner to properly count and claim".**

4. Students will dispose their trash in trash can designated for that classroom. Trash can, ice chests, and tally sheet should be secured and left outside the classroom door for pick up by Child Nutrition Staff. Completed tally sheet should be placed in the clear page protector and placed back in ice chest.

5. Perishable items such as milk, juice, or preheated items (ex: breakfast pizza bagel, mini pancakes, biscuit & sausage, etc.) **may not** be saved for consumption at a later time due to food safety and sanitation regulations. Pre-wrapped, non-heated items (ex: cereal, graham crackers, etc.) may only be kept for consumption so long as they are eaten **before the end of the school day.**

## BREAKFAST IN THE CLASSROOM TALLY SHEET INSTRUCTIONS

1. Tally sheets are prepared for a week's period. A new tally sheet will be provided every week of the month by the Child Nutrition Manager.
2. A circle around the day indicates that a reimbursable meal was taken.
3. The facilitator should initial daily at the bottom of the page to indicate all marked students received a reimbursable meal.
3. The Child Nutrition Clerk will provide facilitator with a new tally sheet every Monday.