

BREAKFAST IN THE CLASSROOM PROCEDURES

1. Child Nutrition Staff will deliver breakfast in ice chests to the classrooms starting at 7:15 a.m. and pick up at 8:15 a.m. The ECISD Child Nutrition Department Breakfast in the Class Tally sheet will be provided in a clear page protector and taped to the outside of the ice chest. A trash bag will be provided for each classroom.
2. The Child Nutrition Manager will initially fill out the tally sheet (campus name, facilitator's name, room number, and month). The tally sheet must be completed accurately with the total and grand total daily.
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 add a number one (1) if meal was taken at bottom of page for each day of the week. Proper counting and claiming must be done by the facilitator by asking each individual student to come to the front and get their items (Point of Service). If the student has taken all items for a reimbursable breakfast, mark an (X) to indicate that a proper reimbursable meal was taken on the appropriate date. This is the only manner to properly count and claim meals.

Examples of a Reimbursable Breakfast:

Breakfast Entrée + Fruit Choice(s) + Milk

Breakfast Entrée + Fruit Choice(s)

Two Fruit Choices + Milk

**Choice of 2 Fruit Juices is not acceptable toward a Reimbursable Breakfast*

Examples of a NON - Reimbursable Breakfast:

Breakfast Entrée only

Breakfast Entree + Milk

One Fruit Choice + Milk

4. The classroom facilitator is responsible for ensuring that each student selects a "reimbursable" breakfast. Only breakfasts that meet the definition of "reimbursable" may be counted. If a student or adult chooses a sole breakfast entrée, fruit choice, or milk, they must pay a la carte prices as established by the Child Nutrition Department. Students are not allowed to complete the tally sheet.
5. Students will dispose their trash in the bags provided. Trash bags, ice chest 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 securely taped to the outside of the ice chest.
6. Perishable items such as milk, juice or preheated items (ex: morning sausage roll or pancake on a stick, 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 or cereal bars, 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 one week's period. A new tally sheet will be provided every week of the month by the Child Nutrition Manager.
2. Only 50 numbered squares per page. If more than 50 students are in the classroom, an additional page must be used.
3. An (X) mark indicates that a reimbursable meal was taken.
4. The Child Nutrition Manager must total the tally sheets daily. For multiple pages, total each page separately. Return the tally sheet to clear page protector secured with tape to ice chest. Child Nutrition staff will pick up ice chests and trash bags.