



Breakfast  
**CLUB**  
of Canada  
TM

A better start for every child.

## 2025-2026 TOOLKIT

A Breakfast Program Designed to Meet  
Your Specific Needs!



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# In Tune With Your Needs!

To ensure your students have access to a nutritious breakfast every morning, the Breakfast Club offers menus and service models based on its [Guiding Principles](#).

Choose the menu that best suits the reality of your environment.

This Toolkit presents several essential tools and documents for running your breakfast program, which you'll find in the [Resources section](#) of the **School's Corner**.



# Teamwork: The Key to Success

Choosing a **head volunteer or another person in charge** and training the team responsible for running the program throughout the year is essential to your success. Some schools work alongside dedicated staff members, enthusiastic volunteers or a combination of both.

The involvement of your **staff members** is vital to the success of your program.

Have them pitch in to help with:

- Managing the school's program;
- Receiving incoming food deliveries;
- Preparing and serving breakfasts;
- Raising awareness of healthy eating habits;
- Aligning Club activities with the school curriculum;
- Mobilize and involve students in youth volunteer work;
- All other relevant tasks!

Visit the **Volunteers and School Community** section of the School's Corner to find volunteer recruitment tools, information on sharing responsibilities, the Student Volunteer Brochure and much more!





## Young Volunteers

**Volunteering can be a rewarding experience for your students!**

Students can be involved, for example, by creating a breakfast crew in charge of filling breakfast bins for each classroom or distributing breakfast bags. Check out the [Student Volunteering brochure](#) to get ideas!



## Students Volunteers

Students at nearby high schools and postsecondary institutions can also be **a great source for volunteers** to help out with your program. Have a closer look at our [recruiting tools](#) for some ideas to get you started!



## Corporate Volunteers

**Have you been approached by a business looking for ways to help?**

Corporate volunteering opportunities are a potential you might want to explore. Watch this video to get inspired: [Above and Beyond Team Building!](#)



## Parents Volunteers

**Parents, grandparents, aunts, uncles, neighbors... everyone is welcome!**

If your program needs volunteers, don't be shy: ask the people you know to help out! *A post on your school's social media platforms* is also a great way to get the word out.

## CLASSROOM\*



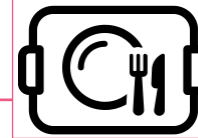
**Mobile Cart:** A cart passes through the classroom, students raise their hands to choose their food, portions are deposited in a bin.

**Service station:** The teacher communicates the quantities according to the menu received; a student picks up the food each morning.

**Prepared bins:** Food is delivered to the classroom in labeled bins; surplus is quickly returned.

*Teachers often take advantage of the opportunity to encourage discussion, group reading or other nutrition-related activities.*

## CENTRAL / SIT-DOWN



**Preparation :** Staff members or volunteers help prepare and serve food (size of the team varies depending on the type of menu and number of program attendees).

**Serving :** Breakfast is served before class in the designated area. Students receive their tray, select their food and sit at a table to eat.

*Model that is most conducive to fostering relationships between students from different classes.*

## GRAB N' GO BAGS



**Preparation :** Breakfast items are divided up and bagged individually.

**Serving :** Students eat the food they have picked up at a designated area. This model allows for a maximum of flexibility in terms of where breakfast is distributed and eaten (classroom, pick-up area, hallway, etc.).

*Popular choice for high schools. This model can be combined with options 1 or 2 to accommodate students who are bussed in.*

*\*The average time that needs to be set aside for this model is 13 minutes. Based on a survey of 120 schools running a classroom-based breakfast program.*

Visit the [Program Management section](#) of the **School's Corner** to find our bin label templates and many other tools.

# A choice of balanced and varied breakfasts

Our menus all contain at least one item from each of the three food categories as recommended in Canada's Food Guide, i.e., vegetables and fruits, whole-grain foods and protein foods. **There are several options of menus available to schools** according to their production capacities. Feel free to change your menu if you wish.



**Hot Menu:** This menu is ideal for schools with cooking facilities. It involves daily food preparation, enabling hot breakfasts to be served.

**Alternative Menu:** This menu is suitable for schools that have the capacity to cook but want to have days with less preparation. It allows you to serve mostly hot breakfasts with foods offered mainly in bulk.

**Cold Plus Menu:** This menu is an enhancement to the cold menu, meaning that we've added a few foods that require a little preparation, but can be served both hot and cold (bagels, etc.). This menu is ideal for schools that have limited cooking capacity but can still do some food preparation.

**Cold Menu:** This menu is ideal for schools with very limited ability to prepare food. It consists mainly of individually wrapped foods, making it quick and convenient to serve.

Visit the [Nutrition](#) section of the **School's Corner** to consult our menu offerings, nutrition tools, recipe ideas and menu planners.

# Find out more about our Menus and Nutrition Tools

The [product catalog](#) is an invaluable tool for food delivery programs. You'll find the lists of all the ingredients and allergens for the various items in our menus, along with useful nutrition-related information.

Also take time to explore our [Nutrition Guidelines](#), which reflect a more global vision of food, including the food environment and sustainable eating. This is our “breakfast” version of Canada's Food Guide. It's a general tool that indicates the ideal proportions for each food category in a balanced breakfast.

Our [School's Corner](#) also features other tools designed to help you [introduce new foods](#), [foster healthy eating habits](#) and [celebrate special occasions](#), along with a colourful, flavourful [cookbook](#), and much more.

Be sure to have a closer look!



Since 2022, the Club has been proud to have its commitment to local procurement recognized by **Aliments du Québec au menu**. Each year, this recognition reflects our efforts to offer menus featuring local foods in childcare facilities and schools.

# Managing Your Orders and Inventory

## Adjusting Your Orders

Two weeks before every scheduled delivery, your coordinator will send you an email in which you are asked to **review food quantities** and adjust downward, as necessary, based on your inventory and your current breakfast program needs.

### IMPORTANT!

Also consider that the products you receive are delivered in large boxes. It's therefore possible that you'll accumulate excess inventory and have to reduce the quantity you order from time to time.

## Inventory Management



We're counting on you to manage the food in your breakfast program efficiently and optimally to **avoid food waste and the costs associated with food loss.**

Be sure to rotate by expiration date and take a thorough inventory before each quote adjustment. Also make sure that any uneaten food is returned to the breakfast storage room to be offered at the next service. **Mix and Match menus** are a great way to clear your inventory between deliveries.

If needed, refer to the **Manage your Food Inventory** tool in the [Program management](#) section of the **School's Corner**

# Discussing Food with Children

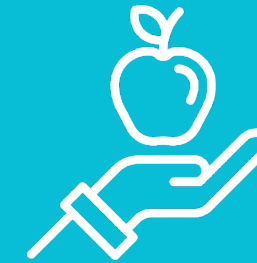
Breakfast programs are a great opportunity to talk to younger ones about food and **develop their food literacy**.

For inspiration on best practices for talking to children about food, watch our [webinar on the importance of choosing right words](#) and consult our complementary tools on **food neutrality**.

## TOOLS on Food Neutrality

- [Food Neutrality Poster](#)
- [Food Neutrality in the Classroom Tool](#)
- [6 Mindful Eating Activities](#)

Help kids create their breakfast and understand the basics of a complete and balanced breakfast with our **[Create your Breakfast](#)** poster.



To make learning about food fun and spark children's curiosity, **we've created a series of four short videos in partnership with Télé-Québec**. Designed for children at school, these videos are available on the *Télé-Québec en classe* platform and beyond.

With *Les défis gourmands*, food becomes a true adventure! Through four interactive games, young chefs are invited to playfully discover the secrets on their plate, explore new flavors, and learn to listen to their bodies.

Watch the series here (in French only):  
<https://video.telequebec.tv/details/53198>

# Getting ready for Food Delivery

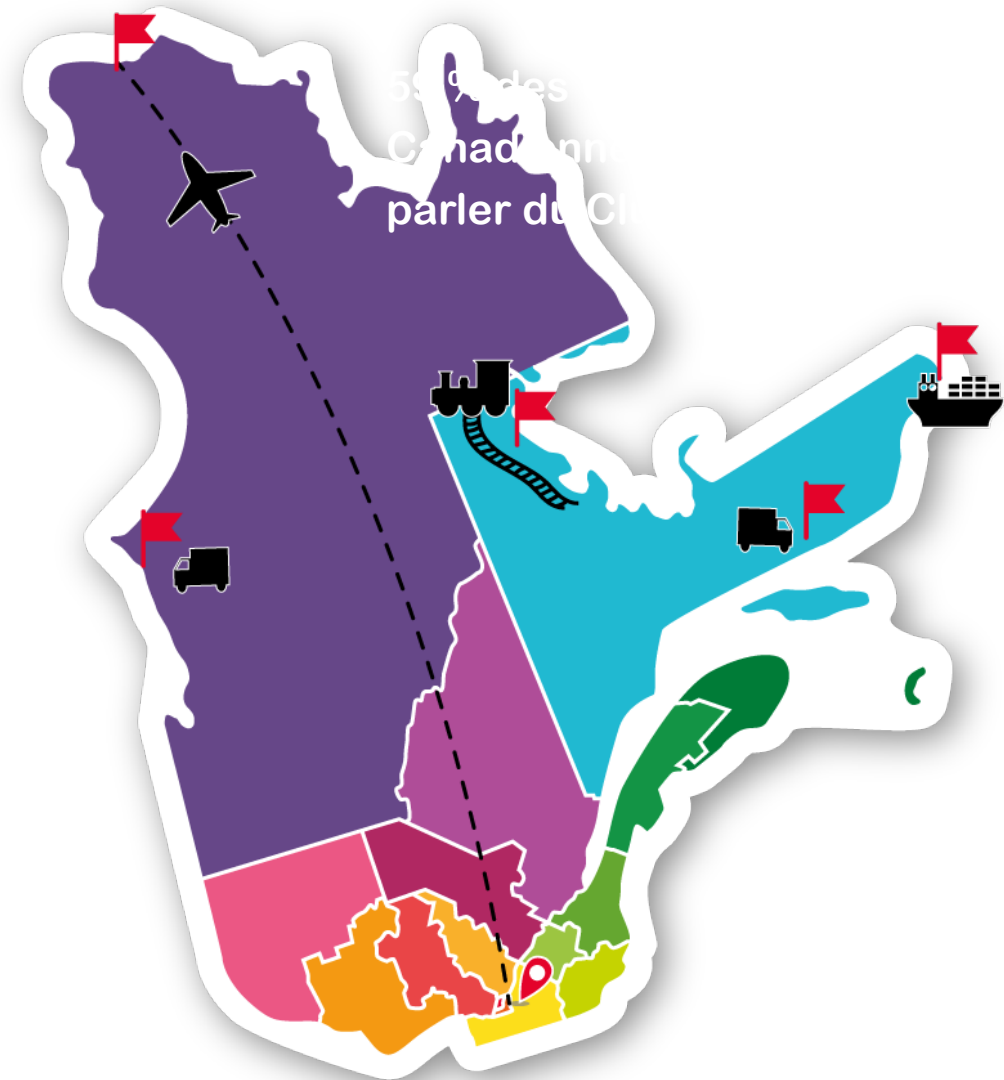
Deliveries are made weekdays, based on a **schedule established by the Club** in conjunction with our transportation partners. The schedule is sent to participating schools at the beginning of the school year.

## The reception of shipments is the School's responsibility.

It is therefore important that we be able to count on your **understanding and flexibility to receive and handle orders at any time during the day** at the pre-determined door and promptly put them away in the designated storage area.

Early in the year, please make sure a system is put in place to manage incoming orders, no matter the scenario. Please take a moment to read the **Food Delivery to your school** document, in the **Program Management** section of the School's Corner, for further details.

Everyone's cooperation and support is vital in ensuring the success of each breakfast program and achieving our common goal of making sure children start their day hungry to learn, not hungry for food!



# Breakfast during Pedagogical Days

Children's needs must also be considered on **pedagogical days**, and there are several solutions available to ensure that students have access to breakfast during these days.

Contact your coordinator to find the solution that best suits your needs or consult the **Breakfast on Pedagogical Days** tool in the Program Management section of the **School's Corner**.

## No childcare service / only a few children are enrolled?

Prepare the bags the day before and give them to the students at the end of the day, for their breakfast the next day.

Prioritize dry foods.

## The head volunteer / person in charge is not present?

Adapt the usual logistics of the service and call on your daycare educators to handle the distribution.

## Lack of time on that day?

Prepare the bins the day before with easy-to-serve dry foods.

Add refrigerated foods just before distribution.

## Is the daycare facility far from the breakfast's preparation space?

Gather excess dry food from the previous week in one or two bins for easy transport and serve them on pedagogical days.

# Food Allergies and Intolerances



For safety purpose, make sure you have a clear and universally known system for **identifying food allergies and intolerances**.

You can refer to the following documents in the [Safe Food Handling](#) section of the **School's Corner**.

- **Managing Food Allergies and Intolerances** (complete allergy management procedures);
- **Products catalog** (all Club-supplied food ingredients are listed).

Promptly send your coordinator a list of food **allergens that cannot be delivered to your school**.

Be sure to follow up throughout the year.

# Food Safety and Hygiene

## Guidelines from the ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ)

Any involved in running your breakfast program must follow MAPAQ requirements, as outlined in our [Hygiene and Sanitation Guidelines](#).

### IMPORTANT

Make sure your **MAPAQ permit** and **Annexe 6** are posted at all times in your food preparation area. If you need it, contact your coordinator to request it.



Watch the BCC Health and Hygiene training video (in French only).

The **My Breakfast Routine** poster provides an illustrated set of instructions for children on how to follow the health and hygiene rules.

You can find this tool in the [Safe Food Handling](#) section of the **School's Corner**.



## PARENTAL CONTRIBUTIONS

The Club encourages **voluntary parental contributions**, whether financial or in the form of volunteer work.

These contributions are directly reinvested in your school's breakfast program, to enhance/consolidate it.

To find out more, consult these documents in the [Program Management](#) section of the **School's Corner**.

## TESTIMONIALS

The Club encourages schools to **share their experiences with breakfast programs**, and to share stories that highlight the positive impact breakfast programs have on children and the community as a whole.

We look forward to hearing from you at [testimonials@breakfastclubcanada.org](mailto:testimonials@breakfastclubcanada.org).

## FOCUS ON SUSTAINABILITY

We are doing our part to follow federal government guidelines and work toward **zero plastic waste by 2030**.

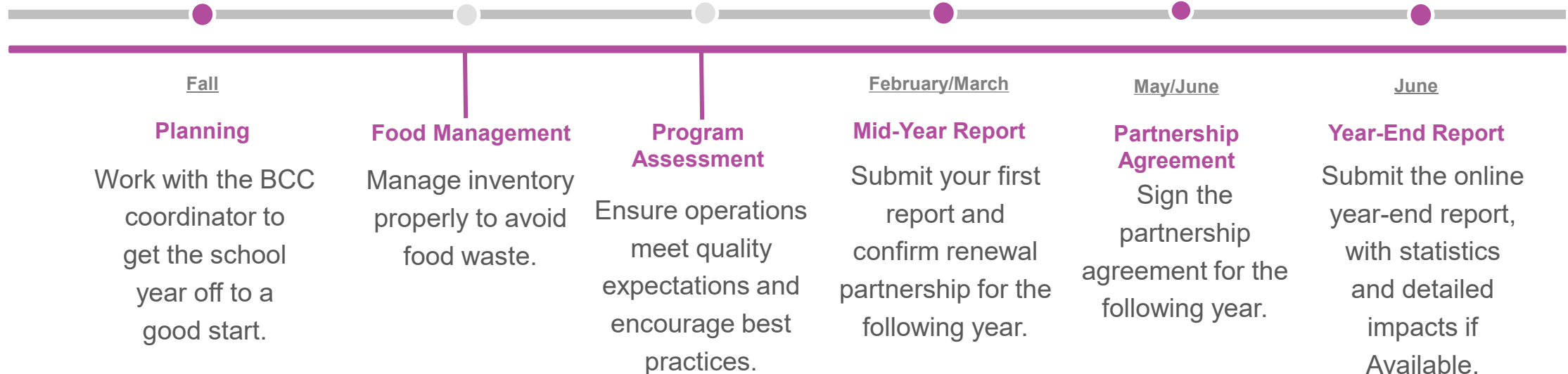
We invite you to compost, if available at the school, and join us by opting for reusable utensils and for a menu with fewer individually packaged products.

Find out how to make your program greener by consulting the tools in the [Program Management](#) section of the **School's Corner**.

# The School Year for a Breakfast Program

Throughout the year, schools work with Breakfast Club of Canada and follow a **process of accountability, evaluation and renewal**, to ensure their program is running smoothly.

Back to school  
means back to  
daily breakfasts!





## Further Reading and Tools

### SCHOOL'S CORNER

The [School's Corner](#) is a great place for volunteers and school administrations to look for extra information they may need. It contains a wide range of resources that will help you operate your breakfast program.

### PROGRAMS NEWSLETTER

**Vitamin C**, BCC's Programs Newsletter, is chalk-full of inspiring and nutrition ideas, best practices in breakfast programs across the country and the latest news from our team.

To access the latest issues, visit the [Newsletters section](#) of our website.

### The Club on Social Medias

[Facebook](#)

[Facebook – Quebec Volunteers Group](#)

[LinkedIn](#)

[X](#)

[Youtube](#)



## **Here's to a Great Year!**

We hope this toolkit helps you in operating a breakfast program that suits your needs and lets your kids start their day on a nutritious note.

Your BCC coordinator is available throughout the year to provide support and answer any questions your school may have.

Together, let's give children the chance to reach their full potential each and every morning!

**Thanks for being there for the children!**