Breakfast After the Bell Program Checklist

Step 1: Meet with District Leadership

☐ Review state legislation and requirements (if applicable).

☐ Gain support from the superintendent, school board, and senior administrators.

☐ Establish goals and timeline for implementation.

Step 2: Host a Meeting with School Staff

☐ Invite principals, teachers, custodial staff, nutrition staff, and support staff.

☐ Present models of service (Breakfast in the Classroom, Grab and Go, Second Chance).

☐ Listen to staff concerns and suggestions.

☐ Identify school champions for the program.

Step 3: Set Up the District for Financial Success

☐ Determine pricing approach (free for all, paid/reduced/free).

☐ Explore accountability options (POS Software, Tic sheet, Student Roster)

☐ Project participation and financial impact.

☐ Identify barriers to obtaining breakfast

☐ Ensure that Students do not have the ability to receive more than one reimbursable meals and that there is a plan in place to prevent double claiming

Step 4: Develop an Implementation Plan

☐ Select the breakfast delivery model(s) that best serve your school.

☐ Establish timing and location of each meal service.

☐ Assign roles and responsibilities (nutrition staff, custodians, teachers).

☐ Create a staff training plan.

☐ Develop a communication plan for staff, families, and students.

Step 5: Promote the Program (Marketing & Outreach)

☐ Design posters, flyers, menus, and newsletters.

☐ Plan school events or kick-off activities.

☐ Leverage National School Breakfast Week and local events.

☐ Use social media, contests, and classroom incentives.

☐ Engage parents and students in spreading the word.

Step 6: Maximize Student Input & Participation

☐ Survey students about menu preferences.

☐ Involve student leaders (e.g., “Breakfast Captains”).

☐ Offer appealing menu options, including local foods.

☐ Ensure teachers and staff can participate.

Step 7: Monitor & Adjust

☐ Track student participation and feedback.

☐ Collect staff feedback on logistics and operations.

☐ Review costs and reimbursements regularly.

☐ Adjust menu, service model, or schedule as needed.

☐ Share successes and celebrate improvements.