

POLICY FOR LUNCH CLUB

Cindy Dunridge is our Lunch Club co-ordinator, she is available to answer any queries on Tuesdays, Wednesdays, Thursday and Fridays.

Parents

- Lunch club is restricted by OFSTED registration to 26 children each day.
- To reserve and guarantee your child a place in the lunch club it is suggested that a month or even half terms payment is settled at the time of booking.
- Drinks of water or milk will be provided by Nutkins.
- Lunches are to be provided by parents/guardians/carers.
- Please make sure lunches are packed in a clean suitable container
- Please label boxes clearly with child's name (to prevent any allergic reactions if given to wrong child)
- Please make sure all utensils are suitable for child's age (spoons etc. no knives).
- All lunch boxes are to be placed on the trolley on entering Nutkins Pre-School.
- All lunch boxes will be placed in the refrigerator (unless requested otherwise), so please label carefully).
- Please do not put sweets, nuts, sesame seeds, chocolate or "fizzy" drinks into lunch boxes.

Staff

- All staff will have suitable qualifications, or aim to train, including food hygiene and first aid.
- The ratio of staff to children is one to seven (there will always be a minimum of two staff).
- Staff will be aware of relevant information of children with food intolerance or allergies (please bear in mind that children do tend to share and swap food).
- All staff handling food will wash hands with running water, or use anti-bac gel, and be wearing an apron.
- All surfaces used will be cleaned with anti-bacterial cleaners.

Lunch club routine

- 11.25am Morning children are sat at the tables and their hands cleaned with anti-bacterial liquid.
- 11.30a.m. Children arrive and are welcomed. It is checked that they have just been to the toilet and had their hands washed.
- Names of children are entered on register
- Children sit at chosen table with their lunch box
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- Drinks are also provided at this time (constant supervision and help is given throughout the lunch time period)
- 11.45a.m. Quiet activities will be provided (example; puzzles, colouring, books, construction & TV & video - all videos will be suitable for the children's viewing)
- 12.00am Children are encouraged to try and pack their lunchboxes away when finished.
The children place their lunch boxes on the trolley before going into The "quiet room".
The layout of the room will permit constant supervision of the children.
- 12.05am Lunch room is cleaned & made ready for the afternoon session.
The trolley is placed next to the exit door for lunch box collection.
- 12.10p.m. The quiet room is cleared & tidied, made ready for the afternoon session.
- 12.15pm Children either collected by parent/carer or taken by staff to start afternoon pre-school session