

## Clyde Cottage Nursery

### Lunch Time Policy

Children seated at small tables and chairs. Maximum of 3 tables with groups of 8 children in the Honey-pot room. Additional table in busy bees playroom if required.

The tables are set with tablecloths, cutlery, cups, jug of water/milk and napkins.

All children wash hands and come to sit at their place. One adult to each table and the possibility of that adult eating with the children giving a family group setting.

Each staff member to serve their own table. One table to be served at a time. Staff to remain with their children until it is their turn to serve.

Children should be encouraged to try a variety of foods. Staff should be aware of the children's likes and dislikes. All children to have the option of a second helping. Staff should encourage this time to be pleasant and relaxed with the promotion of good manners and conversation.

If a child does not like what is on offer, staff are able to offer a second option when available from the school kitchen.

Children with special dietary requirements – food allergy, vegetarians will be catered for.

- Dishes, cups, jugs and cutlery to do to the kitchen
- Tablecloths wiped and put away
- Floor to be cleared of any food
- Aprons should be worn when serving food
- Cuts should be covered or gloves worn
- If a staff member has a heavy cold they should refrain from serving of food
- Lunchtime feedback book to be completed and returned to kitchen
- A menu of food on offer for the day will be on display

## **Lunch Time Duties**

After the main lunchtime duties are done the following duties must be carried out and as much as possible must be done within the allocated time.

- Snack prepared
- Fruit prepared for fruit bar
- Kitchen floor swept and mopped if possible (bin pulled out etc)
- Kitchen cupboards cleaned and tidied
- Fridge cleaned (weekly)
- Table cloths washed when needed
- Toilet records kept up to date
- Toilets cleaned/swept/mopped if necessary (both toilets)
- Paper towels and toilet rolls filled up in toilets, staff room and playrooms
- Soap dispensers filled up
- Bathroom cupboards stocked up – wipes, etc
- Please tell office if we are short of anything
- Empty bins in playrooms and take to skip
- Clean potties and toilet seats