



# Humpty Dumpty Pre-school

St.John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT  
Registered Charity: 1017357



Surrey County Council  
Early Years Quality Improvement Award

## FOOD AND DRINK POLICY

Whenever we say parents in this policy we refer to parents and carers.

Humpty Dumpty Pre-School aims to provide a social time for children and adults, whereby children can learn about healthy eating, good table manners and social skills. Humpty Dumpty Pre-school ensures the provision of healthy and appropriate food for each individual child.

Staff at Humpty Dumpty Pre-school are required to complete the e-learning Food Hygiene for catering, level 2, within 3 months of employment.

Staff will be sensitive to children's dietary requirements and not use it to label or discriminate against them. We will support and reassure all children, in order that they do not feel uncomfortable about any dietary needs they may have. We will ensure that alternative ingredients are used when cooking, if appropriate, or plan accordingly to enable all children to participate when using or handling food.

Before a child starts at the setting, we require parents to inform us of any dietary needs their child may have including any allergies. The information about each child's dietary needs is recorded in her/his registration record and parents sign the record to confirm that it is correct. We then regularly consult with parents to ensure that our records of their children's dietary needs, including any allergies are up-to-date. Parents are required to sign the updated record to confirm that information is correct.

Current information about individual children's dietary needs is displayed in our Register folder in the 'Medical/Allergy' section and on the snack board so that all staff are fully informed. First names only or initials are used on the snack board to identify children. We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parent's wishes.

We provide snack for the children at a cost of 50p per every day the child attends. Snack fees are payable in full, half termly, either by cash, bacs or cheque. An email will be sent out to inform parents of the amount they need to pay the week before we return to Pre-school. Snack fees are not refundable if the child is off sick/on holiday unless at the Manager's discretion. At snack time, rice cakes and bread sticks are provided in addition to fruit, vegetables and any carbohydrates such as bread, crumpets, pitta bread, cheese etc. The children have a choice of whole pasteurised milk or water to drink. Milk is delivered daily and kept in the fridge. Fruit is ordered on a weekly basis and kept in the fridge, if appropriate. The fridge temperature is checked and recorded every morning to ensure it meets the required safe temperature.

We endeavour to offer a different selection of fruit, vegetables and carbohydrates every week. Snack time is supervised in order to ensure children eat a healthy portion of food and to support those who might be 'fussy eaters'. Children are encouraged to help prepare the food as much as possible on a daily basis.

Staff and children must wash their hands before handling any food including before eating their snack.

Snack time is a social occasion in which children and staff participate. Children are encouraged and supported to develop independence through getting their own plate/cup, pouring water/milk, drinking from a cup and feeding themselves, as well as participating in clearing away. Children are also reminded of good manners at the table.

Children have water available to them throughout the morning by way of a water dispenser and cups which, once used, the children place in a bowl under the table. The children are encouraged to help themselves to water as they need.

We offer a 'Lunch Club' at a cost of £5 per day. This enables the children to have an extra hour at the setting, collection being at 1.15pm. Parents are required to supply a healthy packed lunch should they wish their child to stay. Parents are informed that it must be healthy and are reminded that foods containing nuts, shell fish or chocolate are not permitted in the Pre-school due to health and medical reasons. Packed lunches are kept in the fridge until they are needed, in order to keep the food fresh.

Children are encouraged not to share or swap their food with one another in order to protect children with food allergies and to support different cultures, as well as to avoid unhygienic cross contamination. Children are also supported to understand these rules by way of child friendly explanation to help them learn about individual health and culture needs.

In the case that inappropriate food is sent in with a child, the food item will be immediately removed and a discussion will take place with the parent reminding them of permitted foods when they come to collect their child.

St John's Church hall is registered under, and inspected by, the Local Authority Environmental Health Department.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-school on Monday 18<sup>th</sup> May 2015.

It was reviewed and updated on 5<sup>th</sup> August 2017.

Signed: ..... (Chair)

Date: .....

