

# Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

## Lunch Club Procedure

The Pre-School will use this as an opportunity to emphasise healthy eating and parents will be requested to prepare a lunch box that is nutritious and of an appropriate size. A lunch club information booklet is provided in the welcome pack. In the event of a child having a specific allergy all parents will be informed and encouraged to take this into consideration when preparing their child's lunch box. Parents should include an ice pack.

- A minimum of two staff per session, usually three, depending on number of children at lunch club, including at least one first aider. Other staff are on hand if needed.
- Tables wiped clean with antibacterial spray and designated cloth before each lunchtime.
- Children are invited to use the toilet if they need to, and all children wash their hands before lunch club.
- Children are encouraged to independently take their lunch box from the lunch trolley as they come to the room.
- Children can choose where they would like to sit for their lunch, often they like to sit with a group of friends.
- The contents of lunch boxes to be checked by staff in case of other children's allergies. If a lunch box is found to contain any item, which may cause an allergy, the child will be discreetly moved on to another table to avoid an incident. Parents will be reminded at the end of the session if they have included an item that another child could be allergic to.
- The children will be always observed and encouraged to eat the contents of their lunch box in the right order and finish a good proportion of the food, and their drink.
- Children can access a plate if they wish for their sandwiches or a bowl for their fruit.
- All children will remain at the table until the majority are finished.
- The children help to clear the table and pack away their lunch boxes, which are then returned to the trolley. We encourage children to recycle their yoghurt pots and other recyclable items from their lunch boxes.
- When children are permitted to leave the table, they will then be allowed to play with an activity in the room.
- The tables will then be cleaned with antibacterial spray.

This procedure was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date .....

Signed .....

Position .....

Review date.....