

Lunchtime Guidelines

Before the meal

11.00 a.m.

Server switches on hot cupboard, ensures insulated boxes delivered, dishes etc. ready. Hot food left in boxes- **lid on. (will stay hot for 90 mins)**

Cold items for tea taken out of boxes and put in fridge. Set trolley for Daisy room.

11.15 approx. Decant hot food in to required number of dishes (inc. daisy room) and put in hot cupboard.

All MSAs

11.15 – One Mid-day Supervisory Assistant (MSA) to set up the tables and chairs and put children's names on the tables.

11.30 –

- MSAs go to the key bases and help to toilet children – starting with the Yellow Group
- Take register of morning children staying
- When toileted, children go back to own bases
- Afternoon children come in, add to register, parents take to toilet
- When ready children find own names at the tables and sit down
- Children lay own places and are encouraged to use cutlery correctly when eating
- When parents and children have gone from classes, Food from hot cupboard to tables

During the meal

- MSA shows children the food and names them (making positive comments about it) –adults only to handle containers for safety.
- Ideally, MSA to remain seated when possible.
- Remember lunchtime is a social time and a positive experience.
- Encourage quiet conversations with children on own table rather than with other adults.

Serving the food

- Always give a small portion of each item of food or choice if appropriate- toppings, salad
- Gently encourage children who refuse to eat an item
- A second portion can be given when child has finished some or all of his foods.
- If child refuses to eat the first course a very small helping of pudding should be given but no second helpings.
- Give a very small helping of pudding if child has not finished first course.
- Children only given 2 helpings in total
- Pudding not to be used as a “bribe”
- Start to clear table when everyone has finished

After the meal

- Children to help clear crockery etc. from the tables at MSA's discretion
- MSA to accompany children from their table to the toilet
- Then one adult to remain at toileting area
- One adult to help with coats/ put out toys if wet and receive toileted children on the carpet area.
- Morning children to be collected from the carpet area by parents, at 12.45 p.m.

- Adults play quietly and interact with remaining children in small groups in the Blue Room or Yellow Groups' carpet area or outside ensuring adequate supervision according to numbers.
- Cleaning toilets and sinks, wiping the tables, putting tables and chairs away and sweeping the floor – taking it in turns weekly – calling on Nursery staff at 12.50p.m. – if necessary
- Any accident should be recorded and reported to child's key worker, plus any other information or concerns.
- 12.55 p.m. MSA accompanies children to key bases and handover to p.m. staff. 1 MSA takes wrap around children to daisy room

It's important for us all to be consistent in what we say to the children.

Server

1.00 p.m. – 2.00 p.m.

Once children back in bases server puts crockery, cutlery, waste in trays and in to boxes for collection. Kitchen surfaces wiped down, floor washed. Record fridge temperature. Fridge and hot cupboard wiped weekly.

October 2009