

**PAULA'S**  
**HEALTHY FOOD AND KAI ROUTINES POLICY**

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**AIM**

At Paula's we aim to ensure that children receive nutritional food at an appropriate time to meet their needs and in a safe manner. We are committed to ensuring a high level of hygiene is maintained while preparing serving and storing food. In the preschool room the kitchen is accessible through a child safe from the main play area (PF17) There is a stove, microwave, fridge freezer, dishwasher, sink connected to the hot water supply and food preparation surfaces that can maintain hygienic conditions. (PF16)

A kitchenette in the Tiny Tots room is designed so that the fridge and microwave is inaccessible to infants and toddlers. The appliances are secured for safety.

**PROCEDURES:**

Parents will provide all food and drink (excluding water) for their child. Any milk food given to a child under 12 months will be approved of by the child's parents. (HS23) Food will be stored in a named lunch box. Lunch boxes and drink bottles will be stored on the shelves in the kitchenette. Perishable food and drink needing refrigerating or heating will be refrigerated. (PF16) (HS20)

Staff will ensure routines are flexible to ensure the needs of each child are met. Paula's will provide information about food routines on enrolment (GMA10) that covers food, drink and routines. Ongoing communication between staff and parents is essential to ensure changes are noted and implemented. (HS19)

Clean water will be available at the centre. (HS21) Parents will provide a named drink bottle/cup.

Infant under the age of 6 months and other children unable to drink / eat independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent (46/HS23)

All children will be seated when eating or drinking. The children will be seated on chairs or held by staff. (PF15) Staff will supervise children eating at all times. (HS22) In the Tiny Tots room having 1 adult to 4 children ratio and in the preschool rooms having 1 adult to 8/10 children ratio will ensure that meal times are calm and organized.

**Food routines are a guide only.**

**Tiny Tots (under 2's):**

Morning tea - 9.30am to 9.45am

Lunch - 11.15am to 12.00pm

Afternoon tea - 2.15pm 2.45PM

**Preschool Room**

Morning tea - 10am-10:30am

Lunch -12.00pm

Afternoon tea - 2.15pm 2.45PM

If there are children attending who have food allergies (enrolment form) (GMA10), the supervisor will ensure procedures are in place to keep these children safe.

A list of children with allergies will be displayed in the medicine register and in the office.

Staff will regularly discuss this list.

Food will be banned from the centre if it causes life threatening allergies.

Peanuts are banned – these are a hazard for both choking and for dangerous life-threatening allergies. A No Nuts sign is displayed on the entrance door. No popcorn is allowed for infants and toddlers as this is a choking hazard.

Parents would be notified about banned food through newsletters and at enrolment.

If a child has a severe allergy to food, staff would be educated in the signs, symptoms and methods of dealing with the allergy. Parents or outside agencies may be involved.

Healthy eating is encouraged at Paula's. Parents will be educated through healthy eating themes, newsletters and Public Health information. (HS19)

Any food prepared at Paula's (baking) will be entered into the Food Book found on the shelf in the kitchen. These records will be kept for a minimum 3 months after the food is served. (HS19)

Children and staff will be given the opportunity to develop knowledge and an understanding of the cultural heritage of Māori through saying a karakia kai together before eating and ensuring cultural practices around food are adhered to. Reg 43 (C5)

## **HYGIENIC PROCEDURES:**

Staff will foster children's self-help skills with washing hands before after kai time and after kai children are supported to wash their face and hands with a face cloth (Hand washing Policy).

Tables will be cleaned prior to and after eating.

Children will be encouraged to help with cleaning up by putting face cloths in the bin and carrying their cups to the bench.

Before handling food, staff will ensure that they follow the hand washing policy at all times.

Dishes will be washed in the dishwasher found in the kitchen. Staff will follow the instructions of the manufacturer and will use correct detergent. (PF16)

Staff will follow the Laundry Policy guidelines when washing cloths, tea towels etc. (HS2)

Staff will follow the Cleaning Policy.

This policy will be reviewed every three years or when new staff members are employed.

## **Recommended Foods at Preschool**

Fruit

Vegetables ie: carrot sticks, celery. Cucumber, capsicums etc

Sandwiches

Cheese

## **Foods Not Recommended at Preschool**

(but can be used for a treat at home)

- Chips
- Cheezels
- Peanuts (choking and allergy risk)
- Peanut Butter Sandwiches (allergy risk)
- High Sugar Foods
- Jelly
- Biscuits
- Chocolate Muesli Bars
- Marshmallows
- Lollies
- Roll-ups
- Juice

**Please note:** Popcorn is a choking risk particularly for children under two years of age. It is recommended parents do not pack popcorn in their infants and/or toddlers lunch boxes.

## **REGULATIONS**

**Education (Early Childhood Services) Regulations 2008**

**Reg 43 (C5) C12)**

**Reg 45 (PF15) (PF16) (PF17) (PF19)**

**Reg 46 (HS2) (HS19) (HS20) (HS21) (HS22) (HS23)**

**Reg 47 (GMA10)**

**Cleaning Policy**

Review date: April 2017

Next review date: October 2019

Position held: Centre Manager

Signature: