

# Snack Policy

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Addlestone Pre-School has a kitchen area which is adequately equipped to provide healthy meals, snacks and drinks for children as necessary. There are suitable facilities for the hygienic preparation of food for children. The Pre-School is confident that those responsible for preparing and handling food are competent to do so. As a group provision, all staff involved in preparing and handling food will receive training in food hygiene.

## *Snack time process*

- The snack table(s) will be cleaned by an adult using a blue cloth and anti-bacterial spray.
- An adult will make sure they have washed their hands before preparing the snacks then make up juice, milk and water jugs and put on the table(s). Adult to prepare the snacks for the day. ADULT TO BE AWARE OF ANY ALLERGIES OR DIETARY REQUIREMENTS – Information is on the kitchen wall.
- An adult will place appropriate number of cups, plates and plastic cutlery on the table(s).
- An adult will place name cards on table(s).
- Snack time will be announced by an adult and children will be asked to wash their hands (under adult supervision) and find their names at the table (with adult help).
- Initially adults will help children with drinks but children to become more independent as they get used to Preschool's routine.
- Once children have finished their drink and snack, they will be encouraged to put their rubbish in the bin and place their utensils in the bowl for an adult to wash up.
- The table will be cleaned again using anti-bacterial spray after the children have finished their snack.

- After snack time has finished an adult will wash and rinse all cups, plates and utensils and leave them to air dry. These will then be placed back in the appropriate drawers and cupboards.
- Utensils are sterilised on a Friday afternoon.
- When the children go out to play toilet seats will be cleaned with disposable anti-bacterial wipes. Clean wash basins, mop floor, flush toilets, make sure paper towel dispenser is full and generally leave in a clean state ready for the next session.
- Wipe Kitchen surfaces and leave in a clean and tidy state ready for the next session.
- Sweep the floor in main area, and mop if necessary.
- Empty all rubbish bins at the end of the day.
- Put out children's work and letters to go home.
- Pre-school is thoroughly cleaned, after hours, daily by a cleaner.