



## Meal, Nutrition & Birthday Policy

**Effective Date:** 01/01/2025

**Applies To:** All prospective and enrolled families at **Besige Bytjie Akademie**

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## 1. Purpose

This policy ensures consistent nutrition standards, child safety, food hygiene, allergy awareness, and effective meal supervision at Besige Bytjie Akademie. It aims to promote healthy eating habits while protecting children from food-related risks in a safe, structured preschool environment.

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## 2. Scope

This policy applies to:

- All enrolled children and their families
  - All meals, snacks, and drinks provided by the school
  - All staff involved in food preparation, handling, supervision, or record-keeping
  - Birthday celebrations and food brought onto the premises for approved events
  - Aftercare and holiday programme meals
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## 3. Meals Provided by the School

- **Breakfast:** Served daily at 08:00
- **Lunch and snacks:** Provided daily
- **Supper:** Not provided to preschool children

All meals are prepared or supplied by the school and are planned to be age-appropriate and nutritionally balanced.

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## 4. Food from Home

- No lunch boxes, juice, or cold drinks may be brought from home.
- Food or bottles from home are permitted **for Baby Classes only** and must be:
  - Clearly labelled with the child's full name

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## 5. Nutrition & Meal Standards

- Menus are planned to provide a balanced diet, including proteins, carbohydrates, fruits, vegetables, and dairy.
- Processed foods, refined sugars, and unhealthy snacks are avoided.
- Portion sizes are age-appropriate, and children are allowed to eat according to their appetite.
- Fresh drinking water and cooldrink are available to children throughout the day.
- Staff encourage healthy eating habits, good table manners, and a positive attitude toward food.

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## 6. Menu Management

- All meals are provided by the school.
- The menu is available on the school website.
- The school reserves the right to change the menu at any time.
- Menus and nutrition plans are reviewed termly to ensure variety, balance, and seasonal suitability.

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## 7. Allergies & Special Dietary Requirements

- Parents must provide a written list of all known allergies or special dietary requirements on enrolment.
- Parents must inform the school immediately of any changes.
- A classroom allergy list is available from the teacher, and allergy charts are displayed in classrooms and the kitchen.

### **Important Notice:**

- Unfortunately, allergies cannot be catered for by the school.
- Parents of children with allergies must:
  - Review the menu regularly
  - Provide suitable substitutes where necessary

### **Common Allergies Include:**

- Lactose intolerance
- Eggs and egg-containing products
- Nuts
- Mango

Any allergic reactions are managed according to the Medical Emergencies Policy, and parents are notified immediately.

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## **8. Food Preparation & Kitchen Safety (HACCP Principles)**

- Staff involved in food preparation receive annual food hygiene and safety training.
  - Food is stored in designated refrigeration units with temperature logs maintained:
    - Fridge: 0–5°C
    - Freezer: -18°C or below
  - Expiry dates on all food items are checked regularly.
  - Food preparation areas are kept clean, sanitised, and contamination-free.
  - Cross-contamination is prevented through separate utensils, cutting boards, and storage containers.
  - Pest control measures are implemented and monitored, with records maintained.
  - Hot food is cooked to safe internal temperatures and cooled or stored correctly.
  - All kitchen equipment is maintained in safe working order.
  - Children are not permitted unsupervised access to kitchen or food preparation areas.
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## **9. Meal Supervision & Hygiene Practices**

- All meals and snacks are supervised by staff to ensure safety and prevent choking.
  - Tables, chairs, and eating areas are cleaned and sanitised before and after meals.
  - Staff and children wash hands thoroughly before meals.
  - Children are encouraged to try new foods but are never forced to eat.
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## **10. Child Refusal of Food**

### **10.1 Observation & Documentation**

- Staff record each instance of food refusal, including:
  - Date and time
  - Meal or snack offered
  - Portion size
  - Child's response or stated reason
- Patterns of refusal are monitored and noted.

### **10.2 Encouragement & Approach**

- Children are encouraged positively without pressure or force.
- Strategies may include:
  - Offering smaller portions

- Creative food presentation
  - Encouraging tasting without expectation to finish
- Staff model positive eating behaviour in a calm mealtime environment.

### **10.3 Parental Communication**

- Parents are informed if refusal becomes persistent or concerning.
- Communication may include notes, phone calls, or emails.
- Staff work collaboratively with parents to support the child's nutritional needs.

### **10.4 Health & Safety**

- Any signs of illness, allergic reactions, or swallowing difficulties are managed according to First Aid and Allergy policies.
- Ongoing refusal impacting nutrition may require referral to a health professional if recommended.

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## **11. Aftercare & Holiday Programme Meals**

- **Aftercare (School Term):**
  - Lunch
  - One snack daily
- **Aftercare Holiday Programme:**
  - Breakfast
  - Two snacks
  - Lunch

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## **12. Birthday Parties & Food Safety**

### **Arrangements**

- Birthday celebrations must be arranged with the school in advance.

### **Items NOT Allowed (Choking Hazards)**

- Small hard sweets
- Gum
- Lollipops
- Popcorn
- Toffee or fizzers
- Marshmallows
- Balloons

## **Items Allowed**

- Cupcakes or cake
  - Sweet or savoury muffins
  - Donuts
  - Potato chips
  - Cheese curls
  - Chocolate
  - Fruit juice
  - Ice pops
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## **13. Record Keeping**

- Temperature logs, pest control records, and hygiene checks are maintained and reviewed weekly.
  - Menus, nutrition plans, and allergy records are reviewed regularly.
  - Any food-related incidents are recorded in the incident book and reviewed by management.
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