



## Food and Nutrition, Food Safety Policy

***Just Kidz Educare is committed to promoting an environment that supports children in health and well-being. As a part of this commitment, we provide healthy and nourishing meals onsite for all children. We are committed to serving food and drink at regular intervals, in such variety, quality and quantities to meet the needs of all the children attending.***

### Procedure:

#### **General:**

- Centre staff request that parents provide written information about children's dietary requirements, including infants feeding routines.
- Just Kidz Educare will supply meals for all children, including breakfast, morning tea, lunch and afternoon tea if the parents wish their child to have the Centre food.
- A small late snack will also be provided for children attending after 5:10 pm.
- All food provided by Just Kidz will be nourishing and form part of a balanced diet.
- Each Centre will attain the Healthy Heart Award for their Branch
- No other food or drink is to be brought into the centre, and parents must ensure no food or drink is stored in children's bags. Limited exceptions may be allowed where the child's dietary requirements cannot be met by the Centre. Where there is an exception the parents will be advised of our Lunch Box Guidelines.
- Water is the best liquid to quench thirst. Older children are able to access water independently throughout the day, while younger children are offered water frequently by staff. Children are supervised while eating (HS22)
- No child will have access to any food or liquid while in bed (HS9) (or any other sleeping or resting place).
- Parents and staff are supported to breastfeed their children.
- Just Kidz Educare provide food for all children and cater for (but not limited to) allergies, cultural requirements, vegetarians, vegans.

### Educational:

- Posters, stories and activities about children's nutrition are provided.
- Nutrition information via relevant websites is available for parents and whānau on request and through online notices.
- Weekly nutrition-based activities are included in the curriculum.
- Staff role model healthy eating habits and talk about which foods are the most nutritious.
- Meal times are treated as social occasions where children are encouraged to develop table manners and independent skills in serving food and clearing up after meals and snacks.

### Hygiene:

- Safe hygiene practices are adhered to when preparing, serving and eating food. The cook has a current food safety qualification in which they follow many safety procedures to ensure the



correct temperature of food is maintained , good hygiene is followed and that all food is safe to eat.

- Staff and children use good food hygiene practices such as washing hands before eating, preparing food and after going to the toilet.

### Events and Celebrations:

- Throughout the year, Just Kidz Educare may host a variety of special events, e.g.: centre excursions, Christmas functions etc. Just Kidz Educare may provide food that differs from the regular menu during these events.
- Healthy foods are used for celebrations and fundraising events within the centre as much as practicable.
- Just Kidz Educare can also celebrate birthdays here for children, if parents would like to provide a cake for their child, they are welcome to, however they are requested to please ensure they only bring one item as we serve this alongside fruit.

### Professional Development:

- Funds are available for resources to support nutrition education
- Funds are available for nutrition related professional development for staff, throughout the year.

### Menu:

- Just Kidz Educare has a menu that operates on a 4-weekly summer and winter cycle. This menu is available on the notice board for viewing and is reviewed every year. When possible this will be available on our online platform.
- Just Kidz Educare maintains a record of all food items served to children, including any baking/cooking that may happen within individual rooms. These records are archived for 6 months should they need to be referred to in the future.
- Children transitioning to solids will be offered the same food as at home to ensure consistency and to eliminate the risk of an allergic reaction to a food they have not yet been introduced to.

### Meal times:

- Breakfast will be served on an as required basis prior to 8.30am.
- Morning and Afternoon Tea will be served in a fashion to assist in ensuring children get the right food and to encourage conversation at the table.
- Lunch is served in a Whānau setting where all children gather together.
- A designated staff member is assigned to each meal time and required to sit with the children at all times.



### Bottles:

- Parents/whānau will provide a feeding bottle or cup to be used to provide breast milk, infant formula, or an appropriate milk alternative to their child.
- Bottles and cups will be clearly labelled with the child's name.
- If expressed breast milk is to be used, space is provided in the refrigerator for safe storage at 2-4°C.
- Staff will follow safe food practices for storage and reheating expressed breast milk. A copy of the Auckland District Health Board guidelines will be displayed in the kitchen area.
- Infant formula must be provided by parents/whānau which is clearly labelled with their child's name and the correct ratio of formula to cooled boiled water along with the measuring scoop for that particular formula.
- Breast milk or an approved infant formula are the only appropriate milk foods for children under one. No other fluids other than cooled boiled water for hydration purposes will be offered to children under the age of one.
- Formula will be prepared using cooled boiled water. Water will be boiled and kept in a covered jug in the fridge for this purpose. Fresh boiled water will be prepared daily and any unused water will be discarded at the end of the day.
- Infant formula will be prepared fresh as needed. If for any reason prepared formula is not required immediately it will be stored at 2-4°C and discarded after 4 hours.
- Infant formula will not be reheated. Any left-over feeds will be disposed of after 15 minutes.
- Feeding and preparation equipment (cups, bottles, teats and spoons) will be cleaned thoroughly using hot soapy water and a bottle brush. Once cleaned the equipment will be rinsed with hot water and sterilised. (See Cleaning and Storage of Bottles Appendix 1)
- Sterilised bottles will be assembled and stored with the bottle cover attached to prevent contamination.
- Centre staff are responsible for informing parents when supply is running short.
- Children are supervised while eating (HS22)
- No child will have access to any food or liquid while in bed (or any other sleeping or resting place). (HS9)
- Staff will hold children while bottle feeding until such time as the child is able to sit up and hold a bottle or cup for themselves.

### Cleaning and Storage of Bottles

- Empty and rinse out bottles as soon as possible after use.
- Wash hands thoroughly with soap and water and dry them using a single-use paper towel.
- Wash the bottles, teats and lids thoroughly in hot soapy water. Use the bottle brush to scrub the inside and outside of bottles and teats to ensure all remaining feed is removed.
- Put the bottles, teats and caps into the steriliser with 1 cup of water. Microwave on high power for 5 minutes.
- Before removing the bottles from the steriliser wash hands thoroughly with soap and water, and dry them using a single-use paper towel.



- Remove the bottles from the steriliser and assemble fully with the cap on to prevent contamination before storing.

**CAUTION - Take care when removing the steriliser from the microwave and when removing the lid- IT IS HOT**

**Criterion: HS9, HS19, HS20, HS21, HS22, HS23, PF16, PF17**

### BREASTFEEDING POLICY

***Breastfeeding is a valuable contributor to children’s on-going health and development benefiting both mother and child. The Ministry of Health recommends exclusive breastfeeding until babies reach 6 months of age. At Just Kidz Educare we support breastfeeding mothers within the centre.***

#### Procedure:

- Breastfeeding parents and staff members are encouraged to feed their children at our Centre.
- A quiet and comfortable space is provided for breastfeeding and for expressing milk.
- Space is available in the refrigerator to store expressed breast milk for children.
- Staff will follow safe food practices in storing and reheating expressed milk.
- Resources with information and support on breastfeeding are available for families online at [www.lalecheleague.org.nz](http://www.lalecheleague.org.nz) and in booklet form at the centre.
- As part of the on-going education programme, children develop awareness of connections around breastfeeding and the wider world through activities such as books, pretend play and discussions.

**Criterion: HS19, HS20, HS22, HS23, PF16,**

### MEAL AND DRINK RECORD

***At Just Kidz records of the types of food and drink that are provided will be kept for the purposes of referring to if there is a complaint or should a child have any reaction to a food given.***

#### Procedure:

1. A diary will be kept in the kitchen, which is called “Meal Record” and will contain data which records the date, the time of the meal and a description of the type of food and drink that was provided.
2. The diary will be written in daily by the person who prepared/was responsible for the making of the meal. They will ensure that the record is accurate, complete, and up-to-date.
3. The record will be kept for a minimum of 12 months.
4. The Director/Manager/Supervisor will ensure that the diary can be viewed at reasonable times by staff, parents, or officials on request.
5. The diary must be readable and available for inspection.
6. A menu is displayed indicating the food for the week.

**Criterion: HS9, HS22**

**LUNCH BOX GUIDELINES**

***At Just Kidz we promote healthy eating, and while we supply all meals we understand that some parents wish to pack their child’s lunch each day or have special requirements for their child that they wish to meet. On these occasions we have set guidelines for parents to adhere to, to continue to support the healthy food message that we set for the centre.***

**Procedure:**

- Spending the day learning and playing requires the right sort of fuel. Good nutrition can lead to better concentration and improved learning as well as healthy growth and development. It is important to load children’s lunch boxes with tasty food that is both healthy and appealing.
- Water is the best drink for children and we have this freely available throughout the day. We ask parents to refrain from bringing in any other drinks. We also ask parents and caregivers to exclude treats/occasional food from the children’s lunches. This includes lollies, chippies, chocolate etc.
- As we are a nut free centre, all nut products will be sent home unopened It is important to be aware of hidden nuts such as pine nuts in pesto, nuts in chocolate Nutella spread or nuts in muesli bars and bliss balls.
- With guidance from the National Heart Foundation we recommend that you choose at least one item from each of the four food groups:
  - ❖ Breads and cereals
  - ❖ Vegetables and Fruits
  - ❖ Milk and Milk products
  - ❖ Lean Meats, chicken, seafood, eggs, peas, lentils and dried beans



