



# LUNCH PROCEDURES

**(LUNCH: 12.00 – 12.30 / RELAXATION: 12.30 – 1.00)**

## **SETUP (11.40-12.00 while teacher has them on mat for group time.)**

- All children eat their lunch at tables. The tables have been set up so that it is easy to remove and replace activities (table top activities set up on trays etc.)
- Count how many children are present (look at roll) and work out how many tables/chairs are needed.
- Try to avoid using light box table and tables near carpets.
- Distribute lunch boxes onto tables, remembering there may be some children who will be having a lunch order.
- Picnic tables need a plastic tablecloth on them to avoid build up of food etc. Plastic tablecloths are kept in the kitchen with the lunch silver pots and lunch scissors.
- For smaller tables (picnic tables, home corner tables etc.) put smaller lunch boxes onto, not ones that require lots of space to use.
- Each table should also have a silver pot placed onto it to be used as a bin and a pair of scissors so that children can cut open any packaging.
- If more chairs are needed these can be found in the inside storeroom or ottomans can be borrowed from the atelier. (These must be put back in their original places after use.)

## **START OF LUNCH PROCESS (12.00)**

- All children sitting quietly on mat and listening to hear their names.
- Teacher/ECW calls each child's name by looking at lunch boxes starting from the tables located at the back of the room (closet to the office). If a lunchbox is un-named then note it and after children are seated then write their name on it with a permanent texta).
- When staff member calls name, all children repeat it once (to keep them from chatting and to help the children hear their names) and that child gets up, walks through the entrance doors onto the verandah, through to the children's bathroom, goes to the toilet (if needed), washes hands, gets drink bottle out of bag and goes and sits down at the table with their lunch box and waits quietly.
- Children not allowed to start eating until everyone is seated at their table and they have said hello to each other.
- Encourage children to push their chairs in and use their lunchboxes as bowls so that they do not spill food all over floor etc.
- Children not allowed to leave seats.
- Children raise hands to ask for help/toilet/say their finished etc.
- If a child does not have a drink bottle he/she can get a drink of water from the drink fountains on the verandah (not a cup from staff due to spillage and also to promote to children that they have access to water at Kindy at all times).

## **WHEN CHILDREN HAVE FINISHED THEIR LUNCH**

- Children raise hands to say when they have finished eating. Staff to check their lunch boxes to ensure they have eaten enough, make sure they have put all of their rubbish in their table pot, (eventually this will include food scrap bucket for composting), lunchboxes back in bags etc. and then they must come back and sit at their table and chat quietly to their table group.
- Teacher to let children know when they are allowed to come to mat for relaxation/story time. Children who are still eating are moved to table closer to the back of the room (near office) so that they focus on eating and not on what is happening on the mat.
- Staff to then supervise children on mat / clean tables / reset table activities etc.
- Floors must be swept and ensure all food scraps spilt are swept up and put in the bin. All tables need to be cleaned.
- Lunch staff are to negotiate who is doing what. We are a "hands on" staff team - teachers and ECWs all help with cleaning duties.