



MSK LUNCH PROCEDURES

LUNCH SET UP: 11.30 - 11.45 / LUNCH EATING: 12.00 – 12.30 / RELAXATION: 12.30 – 1.00

SETUP (11.30 Children help clear, clean and set tables ready with tablecloth, scrap tin with scissors glasses, water jug and vase by 11.40 for lunchboxes.)

- All children eat their lunch at tables. The tables have been set up so that it is easy to remove and replace activities.
- Count how many children are present (look at roll) and work out how many tables/chairs are needed.
- Do not use light box table or any tables on carpeted or mat areas.
- Children who have helped to tidy up can help to set up tables.
- Tables cleaned with spray and paper towel.
- Wheel lunch trolley out of kitchen and place where children setting tables have access.
- Children look at shapes on trolley to assist them to find right tablecloths for tables.
- Children add waste bin (silver pot), scissors (so that children can cut open any packaging), glasses and water jugs.
- Children may collect flowers and add to vases and place on table.
- Adults place lunch boxes on tables.
- Distribute lunch boxes onto tables, remembering there may be some children who will be having a lunch order.
- For smaller tables (home corner tables etc.) put smaller lunch boxes onto, not ones that require lots of space to use.
- If more chairs are needed these can be found in the inside adult toilet or inside storeroom. (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.
- Educator 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 write their name on it with a permanent texta.
- When staff member calls name, 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 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.
- Ensure each child has poured themselves a glass of water, assist where needed.
- Identify green/amber/red foods.

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, and finished water, make sure they have put all of their rubbish in their table pot, (eventually this will include food scrap bucket for composting), glasses on trolley, lunchboxes back in bags etc. and then they must come back and sit at their table and chat quietly to their table group or go to mat depending on instruction given.
- Educator to let children know when they are allowed to come to mat for relaxation/story time. Children who are still eating are moved to the atelier tables 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 provocations, 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.
- Tablecloths in washing machine, water jugs filled 2/3 full, glasses in dishwasher and turned on. Tablecloths are put into washing machine in laundry. When last tablecloth goes in, put washing machine on. Washing powder is located next to washing machine.
- Water jugs are also put in dishwasher on Fridays.
- Children's toilets 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.