



Le Fevre Kindergarten

Lunchtime Care Policy

At Le Fevre Kindergarten, a lunch time care program is offered, Monday to Thursday enabling some children to attend kindergarten for a full day. It is a service we offer to assist the needs of families of our centre – to provide assistance for working families as well as non working families. It is not part of the kindergarten's core business, nor is it a departmentally funded program.

A lunch time carer is employed and paid by the kindergarten with funds raised from the lunch time charges. Lunch time care will only be provided while there is a lunch time carer.

Lunch time care costs \$5 per lunchtime. (GST free)

There is a limit to how many children can access this service given the size of our building, our ability to meet child/staff ratios, the number of tables and chairs and there will be times when lunchtime care is full.

There is no priority of access to the service – is it available on a first in first served basis and is available to all families accessing sessional kindergarten, although we realise working families are more likely to require full day kindergarten including lunchcare than non working families who are more able to access sessional half day sessions.

A child attending a full day and having lunch at kindergarten is classed as attending for 2 sessions.

Parents who access the service will be invoiced with their kindergarten fees and payment must be made within 4 weeks of receipt of the fee invoice. The invoice will show a breakdown of scheduled fees.

If payment is not made, your lunchtime position will be forfeited as there is a waiting list for this service.

Prompt payment is required to pay the employed lunch time carer.

There will be **no refund or fee deduction due to absenteeism or Public holidays.**

Fees for using the lunchtime care facility

- \$5 per session per week
(ie if a child attends 1 lunchtime per week it is \$5 week, if they attend 2 lunchtime sessions per week it is \$10 per week)

Lunchtime fees are additional to term fees and must be paid to secure ongoing term lunchtime positions.

Lunchtime guidelines.

- Families provide lunch for their children in a **named lunch bag/container** and put in the refrigerator. **Lunchboxes and lunches are to be put in the trolley & staff will put them in the fridge.**
- **Fruit for morning and afternoon fruit times will be left in children's bags in their lockers.**
- **Healthy food for lunch is recommended (refer to Healthy Eating and Drink Policy and Right Bite information in information pack and on website), ie sandwiches, rolls, salad, fruit, cheese, vegetables, dips, yoghurt, NO JUNK FOOD, including biscuits, chocolate, chocolate bars, cakes, lollies, chips, soft drinks/cordial/fruit boxes.**
- Please supply food the children can manage independently and will eat.
- **We have a Food Awareness Policy which ensures the needs for children with food allergies are met.**
- Children are supervised and seated while they eat their lunch. The children sit at tables and their lunches are placed out ready for them.
- Water is supplied for children to drink at lunchtime.
- **Children still need to bring pieces of fruit for morning and afternoon fruit time to be kept in their bags in their lockers. (ie 2 pieces of fruit per day)**
- Children are encouraged to be independent when getting, eating, and putting away their lunch, including tidying up, ready for the next session. Lunch boxes with remaining perishable food after will be returned to the refrigerator.
- Children will have a quiet time after eating their lunch and before starting the next session. This may include lying down, reading books, listening to stories, music or quiet activities under the supervision of the lunch time carer.
- Sunscreen will be applied by the lunchtime carer in Terms 1 and 4, play days that are above the recommended UV rays, in accordance with our Sunsafe Policy.

The kindergarten does not provide lunch for children, unless it is an emergency.

Lunchtime Routine.

- Staff member checks lunch list and takes lunch boxes from fridge and places them on the table
- Cups of water are placed at each child's place.
- Children are called from the mat to wash and dry their hands
- Children sit at table with their lunchbox and drink and start eating their lunch, eating healthy food first (ie sandwich, roll, wrap, salad, etc) before eating other food.
- Staff member ensures healthy food is eaten first and children drink their water.
- When finished eating, children put scraps in the bin, pack up lunch boxes and place them on the table or put them in their lockers.
- Children find a quiet activity to do until the start of the next session.
- In Terms 1 & 4, staff apply sunscreen to children, plus days that are above the recommended UV levels.