



## Snack Policy

- All snacks are to be store bought (as per Region of Waterloo Public Health) and must follow our Nutrition Policy.
  - Except in the case where a child is unable to eat a snack scheduled to be served and an alternative snack cannot be provided by us. The child's name must be on the item and stored appropriately.
  - Volunteers in charge of shopping or preparation of food will be oriented by a staff member who holds an up to date Safe Food Handling Certificate.
  - All items bought for snack must be in their original unopened packaging.
  - The educator must be able to read the list of ingredients before the snack is served.
  - Keep a copy of all receipts of food purchased on site until it has been consumed for reference or recall purposes. For information on recalls, see:  
<http://healthycanadians.gc.ca/recall-alert-rappel-avis/index-eng.php>
- This preschool has a permanent NO NUT, DAIRY OR MEAT POLICY
  - No nuts, dairy, meat or other high risk products of any kind are to be served in any class or at any meetings held by the preschool.
  - Staff and volunteers must be sure to check all products for traces of any nut or milk or other allergen products.
- A class list of allergies/preferences will be posted in the classroom, all play spaces and in the attendance binder
  - Volunteers must adhere strictly to the list, taking great care to read labels before any store bought snack is served.
  - Teachers and volunteers must ensure no food to which a child in the class has an allergy or food preference is served to that child, and prevent exposure to that child.
- All snacks must be prepared in the kitchen after proper hand washing and surface disinfection.
- If staff or volunteers report to be or appear to be ill or experiencing any symptoms of illness,, they shall not prepare or serve food or drinks.
- Tongs will be used to serve food.
- Two spoon drop technique is used to avoid cross contamination.
- At least 1 staff onsite will have an up to date safe food handling certificate.
- Those with safe food handling certificates should be the ones serving.
- Volunteers may sit with the children, clean up, wipe noses and promote inclusion, positive interactions and focus on language development during our group snack times.
- 1-2 people will serve food while others sit at tables with the children.
- When carrots are served, they must be cut thinly. Toddlers are served cucumbers with skin removed instead.
- Staff will follow the posted menu rotation and will post any substitutions on the menu posted outside the classroom door or on seesaw.
- A permanent record will be kept in the daily journal of products served to each group of children.
- Educators will make every effort to accommodate individual needs and preferences and may adjust the items served at any given class to reduce the risk of exposure.
- The Supervisor will, on occasion, consult a nutritionist or equivalent to ensure menu options are low risk, high quality, and follow our nutrition policy.

## Snack Preparation Procedures

- Collect all items required for snack. The items are taken upstairs to the kitchen only if a lot of prep is required.
- Clean and disinfect work surfaces. Air dry to ensure proper standing time.
- Wash hands thoroughly.
- Prepare a snack and return it to the classroom. It should be covered and placed in the fridge or on the counter (if non perishable) until snack time.
- Snack tables, table cloths and counters are to be washed with soapy water, dried with paper towel, and then sprayed with bleach solution after snack. Be sure to let it stand for 10 minutes with the bleach and water solution to air dry; Hang on hooks to dry between uses.
- If necessary, use a paper towel if it is still wet before putting food on it.
- Bleach solution consists of 5 ml of bleach to 250 ml of water(1:50 ratio) (i.e., mixed at 100 ppm).
- Filtered water is served at every snack. Please refill these pitchers each morning and after snack if needed and replace water filters every 3 months. Document this filter change on daily checklist and journal..
- Unused snacks are discarded, or are put away in the original package / placed in a baggie to preserve freshness. Write the date on it and keep the label and packaging info with it.
- Occasionally, the preschoolers help serve their snack. Please follow the educators directions to help prepare the snack. ie you may be asked to pour water in a jug so they can begin pouring their own water, or asked to add more tongs so they can help serve.
- Assist the children to wash their hands before they help with baking or serving.
- Any dishes, cutting boards or utensils are to be collected in the gray bin and taken upstairs to be washed in the dishwasher
  - 'On' switch is at the back (second switch). "Down is on".
  - With the door 80% closed, fill the dishwasher by holding the fill switch until water level is to the small overflow drain in the back left corner.
  - Turn heater on, if it isn't already
  - Close the door and run the cycle as many times as needed to bring it up to temperature (140 degrees).
  - If needed to remove debris, Rinse dishes and put in trays. For the bowls, or toys put a second tray on top to prevent them from flipping.
  - Utensils go in a rack with a small mesh bottom. Be sure to bring back our knives.
  - Toys should remain in mesh bags when washing.
- Sand toys and paint supplies DO NOT go into the dishwasher – please wash in the clean up room sink (main floor, corner door). Use bleach mixture.
  - Hang toys on hooks in the clean up room to dry.

Refer to WHMIS policy information on chemicals used. Can refer to Healthy Childrens Manual from Public health. Refer to other policies such as: Implementation Monitoring Record where contraventions are addressed, Sanitary Practices, Infection Member of Staff, Universal Precaution, Individual Emergency Plans, and Serious Occurrence - i.e. should a child be fed an allergen food or a recalled item and it is life threatening.

Follow Ministry of health requirements. For example, during outbreaks there will be other enhanced requirements set out by Public Health.

*Revised: November 2023 by Tracey Marques, Patty Fallis-Robbins and BOD*

*Approved By: Sravani Tammishetti(Admin Assistant) on January 5, 2024*

*Seconded By: Matt McCarney (President) on January 8, 2024*