



**Umbrella Family and  
Child Centres of Hamilton**

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**4.2 NUTRITION AND SAFE FOOD PRACTICES POLICY**

<b>MANUAL</b>	<b>Child Care Centre Program Policy Manual</b>
<b>SECTION</b>	<b>4- Health and Well-Being</b>
<b>POLICY</b>	<b>4.2 Nutrition and Safe Food Practices Policy</b>
<b>LAST REVISED</b>	<b>June 19, 2024</b>

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**RATIONALE**

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UFCC is committed to the well-being of children in our care through healthy nutrition and safe food practices. Our procedures are compliant with the Child Care and Early Years Act and Hamilton Public Health.

**RESPONSIBILITY**

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All staff and summer camp staff.

**PROCEDURE**

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**Nutrition**

- UFCC staff members will be responsible for planning, preparing and serving nutritious morning and afternoon snacks. In centres where a Cook is employed, a mid-day meal will be served to children attending the full-day program.
- Milk and fresh fruit will be provided by the program and served by UFCC staff members during the lunch routine, unless children are on a field trip/excursion. Supervisors/Cooks or Satellite Program Leaders will be responsible for recording the type of fresh fruit served each day.
- UFCC centres will comply with provincial legislation relating to nutrition including the “Healthy Food for Healthy Schools Act” (Bill 8), and other pertinent documents, including the Healthy Eating Indicators Tool.
- Food will not be used as an individual reward or incentive for good behaviour, achievement or participation in classrooms.
- Snacks and mid-day meals will be planned based on Canada’s Food Guide, in accordance with the School Nutrition Policy.
- Twice per year, UFCC cooks will meet to develop a 4-week rotation of seasonal menus (i.e., spring/summer and fall/winter), and refer to the Healthy Eating Indicators Tool to ensure we engage in best practice.
- Once menus have been confirmed, they will be copied and displayed on the Parent Board in each program.
- Should it be necessary to change a menu item, the Supervisor/Cook or Satellite Program Leader will record the change on the menu and in the Daily Journal.

All policies and procedures are reviewed regularly to reflect Umbrella’s most current practice.



- Menus will be stored for 30 days on site.

### Safe Food Handling

- All staff members regularly responsible for the preparation of food for children will hold a valid Food Handlers Certificate.
- The Supervisor will be responsible for ensuring that proper supplies for personal cleanliness are available to staff at all times (i.e., hairnets, rubber gloves, liquid soap, etc.).
- The kitchen will be cleaned and disinfected regularly, according to a schedule arranged jointly by the cook and Supervisor, based on Public Health regulations and the UFCC kitchen cleaning schedule.
- Refrigerators will be maintained at a temperature of 1 to 4 degrees Celsius.
- Staff members will ensure that foods are served to children using clean serving utensils and engage in practices which reduce the risk of contamination.
- All uneaten food from children's dishes will be scraped into a container and taken to the kitchen so that it can be discarded properly.
- All food items will be stored in a clean, dry place, in closed containers. Staff members will conduct a monthly inspection for signs of rodent or insect infestations.
- Any noted infestation will be addressed immediately with the school caretaker and (when necessary) a Pest Control company will be contacted.
- All eating tables will be wiped down and disinfected before and after each meal.
- All pertinent Public Health Department food handling and sanitary requirements will be met.

### Safe Food Practices Off-Site

Opportunities for children to eat outdoors and to have picnics in natural surroundings are valuable and enjoyable experiences. It is important that safe practices are followed to promote safety and prevent food related illnesses.

- Staff will identify a safe area (preferably picnic tables) where children can sit to eat snacks and lunch. Each child will eat directly from their own lunch container(s).
- Allergy lists will be available where food is served, either posted or included in attendance book. Staff at each table will check allergy lists prior to food being served.
- Drinking water will be available to each child on a trip or camp excursion.
- Disposable utensils, cutlery and dishes are used when food is provided off-site unless approved washing facilities are available. Posted sanitary procedures for washing using a sink will be followed for all reusable utensils and serving dishes.
- Ready to serve snacks provided by the program are maintained at the recommended temperature until ready to serve. Coolers and ice packs will be used where a fridge/freezer is not available (e.g., on a field trip).



### Lunch Time Routines

In centres serving infant, toddler and preschool age children, a midday meal is prepared by the centre cook and served to children attending the full-day program by staff members. Kindergarten and school age children eat their individual bagged lunches in a group setting. The lunch routine provides an excellent opportunity to encourage positive social behaviour and foster self-help skills, while encouraging children to taste foods that may be new and different to them.

- During the lunch routine, all lights should remain on in the classroom(s) and window coverings should be open to provide as much light as possible.
- Before sitting down at the lunch table, all staff members and children wash their hands.
- With the exception of water, staff members will not bring any food or drink into the classroom at any time but are welcome to taste the same foods the children are being served. Staff members are provided with a lunch break during which they may eat their preferred lunch.
- Only food appearing on the menu will be present on the table unless it is planned substitution (e.g., an individual dietary need). Should a child have a special dietary need, this will be identified at the time of registration and shared with staff members so the necessary arrangements can be made to accommodate the child.
- It is important that staff demonstrate respect to all children and their beliefs and values; consequently, no prayer or poem is said prior to serving food.
- Children may begin eating as soon as they receive food.
- Staff members will place 1-2 tablespoons of each food item on each child's plate, unless the child is allergic to a food item or has a special dietary need and will distribute plates to children as quickly as possible, to avoid waiting. Children will have an opportunity to serve themselves once each child has received their plate.
- Children are encouraged, but not required, to taste each food item.
- Milk and/or water is available in small jugs so that children can serve themselves. This reduces waste and supports independence.
- When a child is finished eating their lunch, they are encouraged to scrape their plate/bowl and put their plate and utensils into a designated bin located in an area where staff members can supervise this task.

**Policy Attachments:** N/A