



Group snack bar procedure

- It is the practitioner's responsibility to check on the sheet provided by the Manager for any allergies or dietary needs. If there are any, then the practitioner will follow individual procedures.
- Practitioner and helpers to wash hands using soap and warm water.
- The fruit/vegetables are washed and prepared for snack time.
- Apples are segmented by the staff member using the apple slicer and then placed in bowl of water until needed.
- Where possible the children are to assist in cutting their own fruit, buttering bread etc...
- Whilst the preparation is taking place the practitioner should know if there is specific learning that needs to take place from observing the planning, this could be anything from counting, naming, sorting, or just sharing news with each other.
- Once the fruit is prepared the children are encouraged to go and wipe down the snack bar tables in the main hall. Children then help to put cloths and plates on the tables.
- Practitioner to call snack bar is open and all to wash hands.
- Practitioner then places trays of prepared fruit onto tables for children to help themselves. 6 children at a time as a maximum. If more children indicate they want snack then a second table is to be set up.
- Practitioner and children to wash hands using soap and warm water.
- Practitioner is to encourage the children;
 - To wash and dry their hands.
 - To remove their names from the self-registration board and place in the name tin.
 - To pour themselves a drink and place this on the table.
 - To sit nicely at the table and enjoy the time with their peers.
- When the children have finished their snack the practitioner should encourage the children to clear the table by placing their cup and plate in the bowls next to the snack bar table.
- At the end of snack time the practitioner encourages another child to wipe down the tables after every one has finished.
- Practitioner will stack the dishwasher.
- Blue tissue roll and disinfectant are used for cleaning any spillages.
- At the start of each academic year these independent skills will be built towards. The older Oak children will be encouraged to support the younger children with serving their snack and pouring their milk. Oak children may be used to serve snack to the younger children.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: