



Parent Helper Procedure

Please arrive by 9:00

Refer to the list displayed on the wall in the hall near the kitchen hatch for details of any food allergies of children currently attending the group.

At 09.30am would you please start to prepare the snack fruit and drinks in the kitchen so that a platter of fruit is **ready for 10:00am** when the snack bar opens. The two storage boxes on the work surface belong to Teddies and contain most things that you will need.

Please prepare a selection of chopped fruits and place on a large platter, cutting any grapes or cherry tomatoes in half, the skin can be left on apples and pears. The platter will need topping up with fruit throughout the period that the snack bar is open.

Two small jugs will need to be filled, one with water, one with milk, and placed on a long thin tray. Please place this at the hatch and the staff will take it to the snack table when it is time. Also please fill a large jug with water and leave it and some milk near the hatch for staff to top the small jugs up with throughout the morning.

How the snack bar operates:

Children are told when the snack bar is open and they are free to have snack when they choose to between 10:00am and 11:00am. First they must wash their hands before coming to the table, they then find their name card on the ainer and put it in the pot underneath the names so that staff are aware of who has had snack - this also helps with name recognition and reading skills.

They then collect a cup and a bowl from the table and find a space at the snack table. The children pour their own drinks from the small jugs and help themselves to fruit from the platter, sharing and taking turns is encouraged throughout. Snack time is a good opportunity for relaxed time out for the children and their social skills are developed well through sharing and conversing with other children and adults at the table.

When they have had enough snack they put their used bowls and cups on the kitchen work surface through the hatch for you to wash when you are ready to. All children are encouraged to have some snack but if they choose not to they still need to put their name card in the pot so we know that they have had the opportunity to have some. We do however insist that they have a drink. A member of staff is at the table at all times.

The staff usually have a drink while the children are having a story read to them at around 11:00am and appreciate it if you could make this for them, the coloured mugs in the box are for staff use. Please ensure that the hot drinks are kept away from the front of the work surface out of reach of the children.

There is a list detailing the drinks that the staff prefer

When you are not occupied in the kitchen please feel free to play with the children and join in any activities with both your own and other children.

Parent helpers are not permitted to take any children to the toilet area without a member of staff being present.

After snack could you please wash up any remaining cups and Bowls from snack time and any paint pots or other craft supplies that may need to be washed. If there is a food activity there will be additional washing up to help with please.

Thank You Very Much!

The use of mobile phones or devices are permitted

This Policy was adopted at a meeting of Thorpe End pre-school (Teddies)

Held On;

Signed on behalf of the committee;

Role of Signatory;