

 	NA-009c	
	Bagged Lunch Policy and Procedure	
	Created	September, 2025
	Revised	
	Reviewed	

This Policy applies to any location that doesn't have a kitchen to provide lunches and/or snacks or is otherwise approved by local licensing to permit bagged lunches.

Parent and Guardian's Responsibilities

- Lunch bags must be labelled with the child's full name, with an icepack.
- Hot foods should be kept warm in a thermal container.
- All homemade food substitutions must be fully cooked and prepared ready to eat (i.e. cut to size etc. cut to avoid choking hazards, fruit peeled). (See NA-018a)
- The lunch should be nutritious and well balanced. Parents are encouraged to follow Regional Food Guides, ensuring plenty of vegetables and fruits, whole grains and protein. A healthy lunch limits processed foods and foods that are high in sodium, sugars and saturated fats. Examples include;
 - Ham and cheddar cheese sandwich on whole grain bread with lettuce and tomato, carrot and celery sticks, and an apple.
 - A whole grain tuna salad wrap with lettuce, carrot and celery sticks with hummus, yogurt and a clementine.
- Each item or container must be labelled with the child's name.
- Milk or water should be provided to drink. Sweetened beverages are not recommended.
- Parents are required to ensure the medical information on their child's enrollment form is up to date, advising if the child has allergies or food intolerances.
- **We are a peanut/tree nut sensitive environment, and parents are not permitted to bring any food, or beverages containing nuts or labelled as "may contain nuts".**

Child Care Management Responsibilities

- The CD will provide information on resources such as regional food guides to support them with preparing and providing nutritional food.
- Educators will monitor food provided to ensure it doesn't contain nuts or have a warning of "may contain nuts".
- Educators will monitor food to ensure awareness of any other allergens that may be a risk to children in the classroom.
- The CD will advise parents if there are any concerns regarding the nutritional suitability of food or if allergens are present in the food.
- Food will be stored as per local Health and Licensing guidelines.
- If a child forgets to bring their lunch, or if allergens are present, we will have extra snacks on hand to supplement the meal.
- Children will not be permitted to share their food.
- All table surfaces will be cleaned and sanitized prior to and after the children have their lunch.
- Educators will ensure that their personal lunches are in line with the above guidelines and will not share food with the children.
- Educators will ensure they wash their hands before assisting children with their lunches.
- Educators will ensure children wash their hands prior to and after eating lunch.

- The CD and Educators will ensure that the Allergy List is up to date and posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present (a copy should be carried in the emergency binder/backpack along with emergency medication).

I have read, understand and agree to abide by the Bagged Lunch Policy. I agree to provide a nutritious lunch, based on our regional Food Guidelines.

☐ I have received a copy of NA-018a Safe Food Preparation Guidelines

Child's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Copy of completed form provided to ☐ Family ☐ Child's File