

Innsworth Preschool Meals and Enhancement Services Policy

Last Updated: June 2026

1. Purpose and Scope

1.1 Overview: This policy sets out the optional meal and enhancement services offered by Innsworth Preschool. These services are separate from government-funded entitlement hours and are designed to provide convenience, additional resources, and wider experiences for families who choose to use them.

1.2 Objective: The objective of this policy is to explain clearly what optional services are available, what charges apply, what parents must provide if they opt out, and how the setting manages safety, food hygiene, allergen control, essential care items, equipment, and operational risks.

1.3 Scope: This policy applies to all families using, considering, or opting out of the setting's optional services, including meal services, Farm Experience, Wellbeing Club, the Nappy and Wipes Service, equipment, additional resources, and other chargeable extras confirmed in writing by the setting.

2. Legal and Statutory Framework

2.1 Compliance: This policy is underpinned by and ensures compliance with:

- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- Department for Education early education and childcare statutory guidance
- Local Authority early years funding rules and provider agreements
- The Food Safety Act 1990
- Food Information Regulations 2014
- The Health and Safety at Work etc. Act 1974
- The Equality Act 2010
- The Consumer Rights Act 2015
- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018

3. Core Principles

3.1 Funded Entitlement: Government-funded entitlement hours are delivered free at the point of delivery where funding is valid, available, and accepted by the setting.

3.2 Optional Extras: Brunch, Lunch, Farm Experience, Wellbeing Club, and the Nappy and Wipes Service are optional extras and are charged separately where selected by parents or provided under this policy. These services are separate from funded entitlement hours.

3.3 No Mandatory Charge for Funded Hours: Parents are not required to purchase Brunch, Lunch, Farm Experience, Wellbeing Club, the Nappy and Wipes Service, or any other named optional service as a condition of accessing funded entitlement hours.

3.4 Parent Choice: Parents may opt out of optional services and still access funded entitlement hours, provided they supply safe and suitable alternatives where required and follow the setting's safety, hygiene, allergen, medical, clothing, equipment, and operational requirements.

3.5 Safety Standards and Agreed Arrangements: Opting out of a paid optional service does not remove the parent's responsibility to comply with essential safety, food hygiene, allergen, choking, storage, clothing, toileting, nappy, wipe, medication and operational requirements. Parents must not make unilateral or doorstep changes to food, care or safety arrangements. The setting may refuse unsafe, unsuitable, unlabelled or non-compliant food, products or items, and may require a replacement, emergency provision or collection where the risk cannot be managed safely.

3.6 Equality and Inclusion: Children who do not use optional services will still receive the EYFS curriculum and care required for their funded place. Optional services are additional to, and separate from, statutory provision.

4. Service One: Meals

4.1 Overview: The setting offers optional meal provision during the day. Government funding does not cover the cost of meals, snacks, or the Nappy and Wipes Service, so these are charged separately where parents choose to use them.

4.2 Breakfast: Breakfast is offered at no additional charge from 8:30am until 9:30am.

4.3 Brunch: Brunch is offered at 11:00am and is charged at £4.00 where selected.

4.4 Lunch: Lunch is offered at 2:30pm and is charged at £4.00 where selected.

4.5 Meal Charges: Brunch and lunch charges are separate from funded entitlement hours and private hourly session fees.

4.6 Optional Status: Parents are not required to purchase setting-provided brunch or lunch to access a funded place.

4.7 Meal Service Benefits: The meal service is designed to provide convenience, consistency, safety, and social learning. Benefits include:

- Setting-prepared food managed through the setting's food hygiene procedures
- Robust allergen management and staff oversight
- Reduced risk from external food sources
- Choking prevention through appropriate preparation
- Social mealtime routines, including table manners, cutlery use, independence, and conversation
- Reduced need for parents to prepare, pack, transport, and store food safely

4.8 Nutrition: Meals are planned to support children's health, development, energy levels, and participation in the preschool day.

5. Opting Out of Meals

5.1 Parent-Provided Food: Parents who opt out of setting-provided brunch or lunch must provide suitable food from home for the relevant session where food is required.

5.2 Parent Responsibility: Parents who provide food from home are responsible for ensuring that the food is safe, suitable, sufficient, labelled, prepared appropriately, and compliant with the setting's food safety, choking prevention, storage, hygiene, and allergen requirements.

5.3 Food Safety Standards: Parent-provided food must meet the setting's food safety standards. This includes:

- Food must be suitable for the child's age and stage
- Food must be prepared to reduce choking risk
- Food must not contain restricted allergens
- Food must be packed safely and hygienically
- Food must be provided in a compact, named, wipe-clean container, with an ice pack where needed
- Food must be suitable for storage without refrigeration unless otherwise agreed
- Food must not require heating or preparation by staff unless agreed in writing

5.4 Allergen Controls: To protect children with allergies and medical needs, parent-provided food must comply with the setting's current restricted allergen rules.

5.5 Restricted Allergen Controls: Food brought from home must not contain, or be labelled as "may contain", any allergen restricted by the setting. Standing restricted allergens include nuts, peanuts, and sesame. Additional restrictions may apply where a child has an allergy, allergy plan, medical need, or adrenaline auto-injector requirement, including but not limited to fish and egg where these are restricted by the setting. Allergen restrictions will be reviewed when the cohort changes, when medical information changes, or when an allergy plan is updated.

5.6 Dynamic Allergen Restrictions: Where the cohort includes a child or staff member with a clinically significant allergy or severe risk, the setting may introduce additional temporary or ongoing restrictions on specific allergens. Any such restriction will be based on risk assessment and communicated to parents.

5.7 Choking Prevention: Parents must prepare food safely before arrival. Foods that present a choking risk, including grapes, cherry tomatoes, blueberries, olives, sausages, and similar round or firm foods, must be cut lengthways and into small pieces. Whole round foods are not permitted.

5.8 Staff Modification of Food: Staff are not expected to routinely cut, modify, or repair non-compliant packed food. Where staff need to act immediately to protect a child's welfare, this will be treated as an emergency or safeguarding measure and recorded where appropriate.

5.9 Storage: Parent-provided food must be supplied in line with the setting's storage arrangements. The setting does not provide individual refrigeration for packed lunches unless expressly agreed. Parents must use a compact, named, wipe-clean container, with an ice pack where needed, so food can be safely stored, checked, and handed over each day.

5.10 Bags and Fire Safety: Large bags, backpacks, loose food bags, or items that cannot be stored safely may be refused. Storage arrangements must not compromise hygiene, allergen control, supervision, or fire safety.

5.11 Food Checks: Staff may check parent-provided food at drop-off or before serving to assess safety, suitability, allergen risk, choking risk, temperature control, labelling, and compliance with this policy.

5.12 Unsafe or Non-Compliant Food: If parent-provided food is missing, unsafe, unsuitable, non-compliant, contains a restricted allergen, presents a choking risk, is not stored safely, or cannot be verified as safe, the setting may refuse to serve it.

5.13 Replacement Food: Where food is refused or unavailable, the parent may be contacted to provide a compliant replacement.

5.14 Emergency Meal: If a compliant replacement cannot be provided in time and the child requires food during the session, the setting may provide an emergency meal where safe to do so.

5.15 Emergency Meal Charge: Where the setting has to provide an emergency replacement meal because a parent has not provided suitable food or has not

opted into the meals service, a £6 emergency meal charge may apply, subject to funding rules and any applicable legal requirements. This reflects the additional inconvenience, food cost, staff time, and disruption caused by arranging food at short notice. This is a welfare measure and must not be relied upon as a regular arrangement.

5.16 Repeated Non-Compliance: Repeated failure to provide safe, suitable, or compliant food may lead to a formal review of the arrangement and may be managed under the relevant safety, conduct, or suspension and termination procedures.

6. Service Two: Farm Experience, Wellbeing Club, and Other Named Optional Services

6.1 Overview: Farm Experience, Wellbeing Club, and other named optional services provide clearly additional enhanced items, consumables, convenience services, take-home items or non-essential extras beyond the funded EYFS entitlement. Charges do not apply to resources, equipment or materials necessary for the effective delivery of funded childcare.

6.2 Separation from Funded Entitlement: Children who do not use named optional services will still receive the core EYFS care, curriculum and learning opportunities required for their funded place, including appropriate outdoor, growing, gardening, nature-based and practical learning. Optional services are additional to, and separate from, the funded entitlement and are not a condition of accessing funded hours.

6.3 Farm Experience: Farm Experience refers to farming-themed, nature-based and practical learning activities such as planting, growing, gardening, flowers, food preparation, cooking, seasonal produce, outdoor learning and related activities. It does not involve animal care unless a separate risk assessment and written parent information confirm otherwise. The optional charge applies only to additional enhanced items, consumables, take-home produce, convenience services or optional extras outside the funded entitlement.

6.4 Learning Concepts: Core learning concepts, such as life cycles, nature, growth, plants, seasonal food, weather, physical development, communication, and

understanding the world, are delivered through the EYFS curriculum for all children.

6.5 Additional Materials and Take-Home Items: Where selected, optional services may provide access to additional materials or take-home items such as:

- Seasonal produce bags
- Flowers or planting projects
- Preserved or prepared items from supervised activities
- Cooking or food-preparation items where available and safe to provide
- Nature-based crafts or resources
- Other take-home materials linked to optional activities

6.6 Optional Convenience Items: Where selected, optional services may include additional convenience or loan items outside the core funded provision, provided, stored, cleaned or managed by the setting, such as:

- Waterproof outdoor clothing
- Protective gloves
- Sun hats
- Water bottles
- Other activity-related equipment

6.7 Hygiene and Maintenance: Setting-provided equipment is stored and maintained in line with hygiene, infection control, and safety procedures.

6.8 Photography or Additional Keepsakes: Where included as part of an optional package, photographs or keepsakes will be managed in line with consent, safeguarding, and data protection requirements.

6.9 Availability: Named optional services are subject to availability, staffing, weather, risk assessment, cohort needs, seasonal conditions, and operational capacity.

7. Opting Out of Named Optional Services

7.1 Parent Choice: Parents may opt out of optional services and still access funded entitlement hours.

7.2 Parent-Provided Alternatives: Where parents opt out, they may need to provide safe and suitable alternatives where these are necessary for hygiene, safety, comfort, outdoor access, or participation.

7.3 Equipment: Parents opting out may be required to provide suitable equipment, such as waterproof clothing, gloves, sun hats, spare clothes, water bottles, a compact named wipe-clean food container, or other items needed for safe participation.

7.4 Essential Care Items: Parents of children in nappies or toilet training must provide sufficient suitable nappies, wipes, creams, nappy sacks, and changing items in a small named bag or pouch, unless they opt into the Nappy and Wipes Service.

7.5 Safety Standards: Parent-provided alternatives must meet the setting's safety, hygiene, allergen, storage, labelling, suitability, and operational requirements.

7.6 Unsuitable Items: The setting may refuse to use parent-provided items where they are unsafe, unsuitable, unlabelled, contaminated, expired, allergen-risk, not fit for purpose, or cannot be stored or used safely.

7.7 Missing Items: If a child arrives without essential items needed for hygiene, dignity, safety, or participation, the setting may take reasonable action to meet the child's immediate welfare needs. This may include using setting stock or contacting the parent to provide the item.

7.8 Emergency Replacement Charge: If parents fail to provide enough suitable nappies, wipes, creams, nappy sacks, changing items, or other essential care items, they will be asked to bring them in as soon as possible. If the setting has to provide these items because parents have not provided enough suitable items, a reasonable charge may apply in line with the Fees, Funding and Charges Policy.

7.9 No Take-Home Extras: Children who do not use Farm Experience or another named optional service will still access the core EYFS curriculum, but will not receive specific optional take-home goods, equipment, additional materials, or keepsakes linked to that service.

8. Nappy and Wipes Service and Essential Care Items

8.1 Nappy and Wipes Service: The setting offers a Nappy and Wipes Service at £2 per day. This service covers nappies, wipes, and creams for parents who choose not to provide them, or where parents fail to provide enough suitable items and the setting has to cover them.

8.2 Parent Responsibility: Parents who do not opt into the Nappy and Wipes Service must provide sufficient suitable nappies, wipes, creams, nappy sacks, and changing items each day where these are needed for their child.

8.3 Labelling and Storage: Parent-provided nappies, wipes, creams, nappy sacks, and changing items must be clearly labelled where required and must be suitable for safe storage and use in the setting.

8.4 Allergy and Skin Safety: Parent-provided creams, wipes, sun cream, or care products must not contain restricted allergens and must be suitable for the child and setting. The setting may require original packaging, ingredient information, or medical confirmation where needed.

8.5 Refusal to Use Items: The setting may refuse to use a parent-provided item if it creates an allergy, hygiene, storage, safety, or safeguarding concern.

8.6 Emergency Use: If a child requires a care item and none has been provided, the setting may use setting stock where necessary to protect the child's dignity, welfare, or hygiene.

8.7 Repeated Missing Essential Care Items: Repeated failure to provide required nappies, wipes, creams, nappy sacks, changing items, or other essential care items may lead to a formal review because the setting must be able to meet hygiene, dignity, and care needs safely.

9. Charges and Invoicing

9.1 Itemised Charges: Optional services and chargeable extras will be itemised separately on invoices where applicable.

9.2 Funded Hours: Funded entitlement hours will be shown as £0.00 where applicable.

9.3 Separate Charges: Meals, the Nappy and Wipes Service, additional services, additional hours, emergency replacement items, and other optional extras confirmed in writing by the setting are charged separately from funded entitlement hours.

9.4 Price Changes: Package prices and individual charges are reviewed periodically and may be reviewed annually in April or at another appropriate time.

9.5 Notice of Changes: Parents will normally be given advance written notice of price changes. Where a parent does not wish to accept a price change, they may opt out of the optional service from the effective date of the change, provided the alternative safety requirements can be met.

9.6 Published Charges: Charges will be made available to parents through invoices, enrolment documents, fee schedules, website information, or written communication.

9.7 Changing or Cancelling Optional Services: Brunch, Lunch, Farm Experience, Wellbeing Club, the Nappy and Wipes Service, and other named optional services are planned, staffed, ordered, and costed on a termly basis. Where a parent has opted into an optional service, any request to cancel or opt out will normally take effect from the start of the next term.

9.8 Mid-Term Changes: Mid-term cancellation is not normally available because food, resources, staffing, equipment, and service capacity are arranged in advance. The Manager may consider a mid-term change only in exceptional circumstances and where this is operationally and financially reasonable for the setting.

9.9 Funded Entitlement: This does not affect the child's access to funded entitlement hours. It only applies to the optional chargeable service that the parent has selected.

9.10 Regular Bookings and Absence: When a funded place is accepted, selected meals and optional extras are planned, staffed, ordered, and reserved using the child's regular booking pattern for the school year. Charges are not normally removed or refunded because a child is absent, arrives late, leaves early, or does not use the selected service on a particular day.

9.11 Management Discretion and Goodwill: Any exception is entirely at the discretion of the management team. The preschool may occasionally make a goodwill gesture in exceptional circumstances, but this does not change the usual rules or create an entitlement to future refunds, credits, removals, or alternative services.

9.12 Emergency Closure or Reduced Operation: Where the setting closes, reduces hours, restricts attendance, or is unable to provide booked care due to emergency, safety, staffing, weather, premises, public health, safeguarding, or operational reasons, any fee, charge, credit, refund, or adjustment will be considered in line with the Parent-Provider Agreement, the Fees, Funding and Charges Policy, current local authority funding rules, consumer law, the reason for the closure, costs already incurred, services already provided or reserved, and the circumstances of the case.

The setting may retain or charge reasonable sums where this is lawful, fair, clearly explained, and linked to costs, losses, booked provision, services already arranged, or the circumstances of the disruption. The setting will not rely on a blanket no-refund position where this would be unfair or inconsistent with statutory rights. Funded entitlement hours remain separate and will be managed under current local authority funding rules.

10. Reasonable Alternatives and Funded Access

10.1 Access to Funded Hours: Innsworth Preschool is committed to ensuring that funded entitlement hours remain accessible in line with funding rules.

10.2 Opting Out: Parents may opt out of Brunch, Lunch, Farm Experience, Wellbeing Club, the Nappy and Wipes Service, or other named optional services and still access funded entitlement hours.

10.3 Alternative Requirements: Where parents opt out, they must provide reasonable, safe, suitable, and compliant alternatives where needed.

10.4 Practical Limits: Alternatives must be workable within the setting's staffing, space, storage, hygiene, allergen, fire safety, supervision, and operational arrangements.

10.5 Immediate Remedy: Where an alternative cannot be met safely, the setting may require immediate remedy. This may include asking the parent to provide a replacement item, collect the child, agree an alternative arrangement, or permit the setting to provide an emergency replacement where safe and available.

10.6 Repeated Breaches: Repeated failure to meet alternative safety requirements may lead to a formal review of the arrangement or the child's place because the setting must maintain safe provision for all children and staff.

11. Equality and Adjustments

11.1 Equal Access: The setting will apply this policy fairly and will not unlawfully discriminate against any child or family.

11.2 Disability and Medical Needs: Where a child has a disability, allergy, medical need, sensory need, dietary requirement, or SEND, we will consider reasonable adjustments.

11.3 Safety Limit: Adjustments must be safe, practical, and manageable within the setting's staffing, premises, resources, and legal duties.

11.4 Dietary Adjustments: Dietary adjustments are considered in line with food safety, allergen management, medical evidence where needed, and the setting's ability to prepare or manage the food safely.

11.5 Parent-Provided Adjustments: Where a parent provides specialist food, medical products, or essential care items, these must comply with labelling, storage, safety, allergen, and medical requirements.

12. Decision-Making and Record Keeping

12.1 Records: The setting may keep records of optional service selections, opt-out arrangements, parent-provided alternatives, emergency meals, emergency replacement items, food refusals, safety breaches, and charges.

12.2 Decision Records: Decisions to refuse food, refuse products, restrict an item, provide an emergency replacement, or review an arrangement will be recorded where appropriate.

12.3 Evidence: The setting may rely on enrolment forms, invoices, opt-out forms, food checks, photographs where appropriate and lawful, staff records, incident records, and parent communication as evidence.

12.4 Confidentiality: Records are stored securely and handled in line with data protection requirements.

13. Monitoring and Review

13.1 Monitoring: Optional services, charges, opt-out arrangements, food safety, allergen controls, consumable use, and repeated non-compliance are monitored by the Manager and leadership team.

13.2 Review: This policy is reviewed annually, or earlier where there are changes in legislation, statutory guidance, Local Authority funding rules, food safety requirements, operational practice, charges, or the needs of the setting.

