



ABC Kidz Educare

“We nurture happiness”

Food and Beverage Policy

25 Ameshoff Street

Libridge Building, Braamfontein

Date Policy Written: January and 2020

Date of current revision: July 2022

Date of next revision: July 2023

Person responsible: Esme Olyn

Aims and Intent

The purpose of this policy is to ensure that ABC Kidz Educare provides a food environment that is safe, healthy, and conducive to learning and growth for our children.

Nutrition is the foundation of all education and development; parents have a responsibility to promote principles of good nutrition for their children at home. ABC Kidz Educare has the responsibility to provide and reinforce the principles of good nutrition in the food we provide.

At ABC Kidz Educare we have created an environment that encourages and supports healthy eating.

1. We share our Food and Beverage Policy with our parents so that they too can benefit from the knowledge contained herein.
2. The staff understand this policy well and operate accordingly in their day-to-day jobs. It about an in-depth understanding of children they are gaining when they work with them every day, thereby significantly contributing towards the provisioning of quality care at ABC Kidz Educare.
3. Our menu is well-balanced, delicious and nutritious.

Method

This policy will be implemented and updated by Esme Olyn, Principal and will be assisted by all members of staff who play a role in the feeding of children.

Key Facts

1. ABC Kidz Educare employs two cooks who prepare the meals and oversee the serving of food.
2. Our kitchen is strictly Halaal
3. We encourage the children to drink a lot of fresh water.
4. We are fully prepared to take religious eating considerations and food allergies/intolerances into account.
5. We do not force the children to eat everything and acknowledge that children have personal likes and dislikes, just as adults do. We will, however, continue to encourage them to taste and enjoy everything.
6. Food is never used as punishment or reward.
7. The following meals are provided:
 - a. Breakfast.
 - b. Mid-morning snack.
 - c. A cooked lunch.
 - d. Mid-afternoon snack.
 - e. Late-afternoon snack.
8. ABC Kidz Educare is a nut-free zone and peanut butter, or other peanut products, are not served. We do, however, serve products which are manufactured in a factory that produces nut foods.
9. Cool, fresh water is available to the children every day, in their classrooms and also on the playground.
10. ABC Kidz Educare promotes healthy eating by ensuring:
 - a. All foods used for meals and snacks are nutritious, with the exception of:
 - i. Those brought for birthday party days.
 - ii. The biscuit or two that are served in the morning.
 - b. A variety of nutritious food, from a variety of food groups, are include, with food from at least four food groups per day.
 - c. Children have 20 – 30 minutes to enjoy meals and snacks.
 - d. Snacks and meals are served in an environment where children can sit down to eat and enjoy their meal/snack together without distraction.
 - e. The children are never left to eat alone and are supervised by one or more adults at all times.
 - f. Allowing at least two hours between the end of snack time and the beginning of the next meal time.
11. Small healthy meals and healthy snacks are given at regular intervals:
 - a. To help children thrive at ABC Kidz Educare.
 - b. To improve children's growth, development and overall health.
 - c. To reduce the risk of chronic disease and stunting.
 - d. To instil good eating habits which the child takes into adulthood.
12. Before Handling or serving food all the caregivers wash and sanitise their hands.
13. The caregivers assist the children to what their hands before and after meals/snacks (as well as during the toilet routine).
14. This Food and Beverage Policy is, amongst all the other Standard Operating Procedures (SOPs) from the Department of Health, based on SOP 4 – Feeding Children Six Months to Six Years – See Appendix 4.

Feeding the Babies – Birth to 12 months

1. Special baby foods such as milk formula, Cerelac, and other brands are brought to the ECD centre by the parents. The ECD Center only provide Purity Cereal no1.
2. **No solid foods will be given to any baby before the age of six months, only expressed breast milk or formula.** If a parent instructs a member of staff to feed solids to a child younger than six months, the parent must be referred to the principal.
3. The variety of and consistence of solids are gradually increased as the baby nears twelve months.

4. When a baby joins the nursery the parent provides the teacher with a written copy of the child's daily routine, including meal times and quantities.
5. The care giver and parents keep each other informed as to the baby's intake. But at least monthly they review what the baby consumes at meal times
6. As the baby gets older his/her routine will naturally start fitting in with the class routine.
7. As soon as the child can eat the solids that are provided by ABC Kidz Educare, as prepared by our kitchen, the parent stops bringing baby food to the ECD centre. For as long as necessary, we will mash / blend/ cut the food into small pieces.
8. When the baby has been fed a meal, the care giver who fed the child fills in the Food Register detailing what meal was and how much the child ate.
9. The care givers wash their hands with soap and water, then sanitise hands before handling any food or feeding the children.
10. Children are helped to wash their hands, especially once they start holding finger foods.

Milk Handling, Storing and Feeding

Informed by Department of Health Nutrition Guidelines for ECD Centres - Standard Operating Procedures (SOP) 1:
Handling, Storing and Feeding Expressed Breastmilk (EBM) – See Appendix 1

1. The baby milks are prepared in a separate milk table where no food is produced.
2. We encourage, but do not force, the babies to learn to hold their own bottles/cups. Until they are doing so, we feed the babies their milk ourselves, i.e. we never prop feed any child as this leads to inner- and middle-ear infections.
3. Mixed feeding is breastmilk or formula mixed with very loose porridge, tea, water and so forth. *At ABC Kidz Educare.*
4. Parents bring the following, clean and sterilised feeding bottles to the baby nursery each day:
 - a. 4 x Breast milk in feeding bottles
 - b. 2 x feeding bottles – with sterilised water (only for babies over the age of six months).

Expressed Breastmilk (EBM) Information

Informed by Department of Health Nutrition Guidelines for ECD Centres - Standard Operating Procedures (SOP) 1:
Handling, Storing and Feeding Expressed Breastmilk (EBM)

1. At ABC Kidz Educare we are fully supportive and encouraging of breast feeding and we will accommodate and support mothers who are feeding for as long as she chooses to breast feed her baby.
2. Breast milk in feeding bottles or jars with lids must be provided daily and will be correctly stored.
3. The bottles must be labelled with the baby's name and the date it was expressed. We use the 'first in first out' concept and will use the EBM labelled with the oldest date and time.
4. Sufficient breast milk for the whole day is brought to ECD centre by the parents.
5. The amount of EBM that a breastfed baby needs per day can varies from baby to baby and from day to day.
6. The amount that must be given when the baby is at the centre must be discussed with the mother, as it will be influenced by how long and how frequent the baby breastfeeds at home.
7. The EBM is stored for six hours at room temperature if it was expressed that morning, or up to three days in the fridge (including the time it was stored at room temperature after it was expressed).
8. If the EBM comes out of the fridge, warm it to room temperature by standing the EBM container in a jug of warm water. Use within an hour while it is still warm.
9. The EBM is not boiled nor heated using the microwave oven as it will destroy some of the properties and may burn the infant's mouth.
10. When Breastmilk stands it will separate – we gently mix it together again before use

Formula Preparation and Feeding Information

Informed by Department of Health Nutrition Guidelines for ECD Centres - Standard Operating Procedures (SOP) 2: Preparing and Feeding Infant Formula – See Appendix 2.

1. The amount of infant formula milk that a baby needs per day can be estimated based on their weight and age.
2. The table below indicates required formula per day. We use this table, together with information from the mother about how much formula to feed the baby whilst he/she is at the ECD centre. The amounts are revised with the mother on a monthly basis.

Age of baby	Weight	Amount of milk per day
3 months	6 kg	900 ml
4 months	7 kg	1050 ml
5 months	7.5 kg	1125 ml
6 months	8 kg	1200 ml
7 – 8 months	8.5 kg	1275 ml
9 months on	The amount of formula must be gradually decreased as the amount of complementary food is increased, reaching about 600 ml per day.	

3. The formula must not be pre-mixed:
 - a. Every day the parents provide measured formula power for each feed in a sterilised container. Do not bring the whole tin of formula to the ECD centre.
 - b. The sterilised containers must be labelled with the name of the baby.
 - c. 4 x sterilised feeding bottles must be provided by the parents each day labelled with the baby's name. The bottles must have the required amount of sterilised water for each formula feed.
4. The caregiver will prepare the formula freshly for each feed. After one hour the left-over formula will be thrown away.
5. It is not the policy, even by parent request, for ABC Kidz Educare to re-use that formula as a host of unhealthy bacteria quickly grow in unused, mixed formula.

Cup Feeding Information

Informed by Department of Health Nutrition Guidelines for ECD Centres - Standard Operating Procedures (SOP) 3: Cup Feeding – See Appendix 3

1. The required amount of formula/breastmilk is use per feed, as instructed by the parents.
2. An additional 5ml is allowed for spillage.
3. The caregiver holds the baby sitting upright or semi-upright on her lap in a position that is both comfortable for the baby and the caregiver.
4. The caregiver supports the infant's back, head and neck.
5. The rim of the cup is placed on the baby's lower lip and the corners of his/her mouth. No pressure is applied.
6. The cup is tilted gently so that the milk just reaches the infant's lips.
7. Follow the baby's pace – DO NOT POUR milk into the baby's mouth – just hold the cup and let the baby drink by him/herself.
8. When the baby will close his/her lips to indicate that he/she has had enough to drink.
9. If the baby is taking too little, offer more frequent feeds.

10. The baby's intake must be measured by both the ECD centre staff member and the mother, over a 24 hour period – not just one feed.

Responsive Feeding

Responsive feeding is a term to describe the recommended way to feed babies and children by interacting with them. This includes:

1. Looking into the children's eyes and smiling.
2. Using gestures and sounds to encourage them to interact with the person who is feeding them.
3. Active encouragement and assistance given to a young child to encourage them to eat such as praising, talking to the child, helping the child put food on the spoon, feeding the child and making up games and songs about food and eating.

(Ref: Nutrition Guidelines For ECD Centres – Department of Health (South Africa))

The staff at ABC Kidz Educare use responsive feeding techniques as described in the Department of Health's Nutrition Guidelines for ECD Centres. See Appendix 6 – Responsive Feeding.

Meals and Snacks

Breakfast

A varied breakfast is provided every morning (Monday to Friday) from 7h30 to 9h00am in the classrooms.

1. When the children have finished eating breakfast, they will be moved to the different play areas in the classroom under supervision.

Snacks

The following snacks are prepared Monday to Friday:

1. **Morning snack at 10h00 a.m.**, served in the classroom – As per the menu below with fresh water
2. **Mid-afternoon snack at 15h00 p.m.**, served in the classroom – a piece of fruit, with water.
 - a. Before afternoon snack the children participate in a toilet routine when they also wash their hands and faces.
 - b. The children take their seats at the table/in a circle in the playground and a non-denominational prayer of thanks of offered.
 - c. Snack is served by the practitioners in the class.
 - d. When they have finished eating their snack the children are serve with water
 - e. Playtime resumes.
3. **Late afternoon snack at 16h00 p.m.**, served in the classroom – banana muffin, quiche, savoury muffin, scone, popcorn
 - a. By this time the children are back inside and expecting their parents to arrive at any minute.
 - b. Before late-afternoon snack the children participate in a toilet routine when they also wash their hands and faces.
 - c. The children take their seats at the table/in a circle in the classroom and a non-denominational prayer of thanks of offered.

Lunch

1. Lunch is provided every day (Monday to Friday) between 12h00 p.m. to 13h00 p.m. and served in the classrooms.
2. Before lunch the children participate in a toilet routine when they also wash their hands and faces.
3. The children take their seats at the table and a non-denominational prayer of thanks of offered.

4. Lunch is served by the practitioners
5. When they have finished eating lunch the children put their plates, cups and cutlery in the middle of the table and the practitioner will collect it from there.
6. The children are each handed a wet cloth to clean their hands and faces with.
7. Those who want to go to the toilet again are given an opportunity to do so.

ABC KIDZ EDUCARE MENU

DOLPHIN CLASS

0 to 12 months

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
Porridge/cereal	Purity cereal no 1	Purity cereal no 1	Purity cereal no 1	Purity cereal no 1	Purity cereal no 1
MORNING BOTTLE	Milk	Milk	Milk	Milk	Milk
LUNCH					
Starch (Energy foods)	Mash potatoes	Sweet potatoes	Mash potatoes	Sweet potatoes	Mash potatoes
Veg - Yellow (Protective foods)	Butternut	Pumpkin	Carrots	Gem squash	Butternut
Veg – Green (Protective foods)	Peas	Baby marrow	Peas	Baby marrow	Green beans
MID DAY BOTTLE	Milk	Milk	Milk	Milk	Milk
AFTERNOON FRUIT	Apple	Pear	Mix fruit	Apple	Pear
AFTERNOON BOTTLE	Milk	Milk	Milk	Milk	Milk

**ABC KIDZ EDUCARE MENU
WEEK 1
1 to 2 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING BOTTLE	Milk	Milk	Milk	Milk	Milk
MORNING SNACK	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit
LUNCH					
Protein (building foods)	Butternut macaroni cheese	Chicken skewers	Fish fingers	Crustless cheese & Vegetable bake	Chicken stew
Starch (energy foods)		Mash	Spaghetti with gravy	Brown bread	Basmati rice
Veg – Yellow (protective foods)		Pumpkin	Carrots		Butternut
Veg – Green (protective foods)	Peas	Baby marrow	Broccoli	Baby marrow	Green beans
AFTERNOON FRUIT	Apple	Orange wedges (winter) Grapes/peaches (summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Naartjie (winter) Watermelon (summer)
AFTERNOON SNACK	Cheese sandwich	Baby quiche	Butter sandwich	Plain scone	Banana muffin
AFTERNOON BOTTLE	Apple	Pear	Mix fruit	Apple	Pear

**ABC KIDZ EDUCARE MENU
WEEK 2
1 to 2 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING BOTTLE	Milk	Milk	Milk	Milk	Milk
MORNING SNACK	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit
LUNCH SERVED WITH WATER					
Protein (building foods)	Lentil cottage pie	Macaroni & chicken dish	Hamburger pie	Tuna & corn cakes	Chicken & spaghetti spiders
Starch (energy foods)				Mash potatoes	
Veg – Yellow (protective foods)	Butternut	Sweet corn	Carrot salad		
Veg – Green (protective foods)	Colorful Cole Slaw	Peas	Creamy green beans	Creamy spinach	Mixed vegetables
AFTERNOON FRUIT (With water)	Apple	Orange wedges (winter) Grapes/peaches(summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Fruit smoothie
AFTERNOON SNACK	Cheese sandwich	Savory muffin	Butter sandwich	Plain scone	Banana muffin
AFTERNOON BOTTLE	Milk	Milk	Milk	Milk	Milk

**ABC KIDZ EDUCARE MENU
WEEK 3
1 to 2 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING BOTTLE	Milk	Milk	Milk	Milk	Milk
MORNING SNACK	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit
LUNCH SERVED WITH WATER					
Protein (building foods)	Tuna butternut macaroni	Chicken strips	Pilchard fish cakes	Lamb stroganoff	Spaghetti bolognaise
Starch (energy foods)		Mash	Potato wedges	Basmati rice	
Veg – Yellow (protective foods)		Pumpkin	Carrots	Gem squash	Butternut
Veg – Green (protective foods)	Peas	Baby marrow	Broccoli	Green beans	Peas
AFTERNOON FRUIT	Apple	Orange wedges (winter) Grapes/peaches(summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Naartjie (winter) Watermelon (summer)
AFTERNOON SNACK	Cheese sandwich	Baby quiche	Butter sandwich	Plain scone	Banana muffin
AFTERNOON BOTTLE	Milk	Milk	Milk	Milk	Milk

**ABC KIDZ EDUCARE MENU
WEEK 4
1 to 2 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING BOTTLE	Milk	Milk	Milk	Milk	Milk
MORNING SNACK	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit	Marie biscuit
LUNCH SERVED WITH WATER					
Protein (building foods)	Lamb & Lentil cottage pie	Chicken & Broccoli bake	Tuna pasta bake	Lamb casserole	Chicken stew
Starch (energy foods)		Basmati rice		Basmati rice	Mash potatoes
Veg – Yellow (protective foods)	Butternut	Sweetcorn	Carrot salad	Pumpkin	
Veg – Green (protective foods)	Colourful Cole Slow	Peas	Creamy green beans	Creamy spinach	Mixed vegetables
AFTERNOON FRUIT	Apple	Orange wedges (winter) Grapes/peaches(summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Fruit smoothie
AFTERNOON SNACK	Cheese sandwich	Savoury muffin	Butter sandwich	Plain scone	Banana muffin
AFTERNOON BOTTLE	Milk	Milk	Milk	Milk	Milk

**ABC KIDZ EDUCARE MENU
WEEK 1
2 to 4 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING SNACK	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)
LUNCH SERVED WITH WATER					
Protein (building foods)	Butternut macaroni cheese	Chicken skewers	Fish fingers	Crustless cheese & Vegetable bake	Pizza (Chicken strips, grated mozzarella cheese)
Starch (energy foods)		Mash	Potato wedges	Brown bread	
Veg – Yellow (protective foods)		Pumpkin	Carrots		Yellow peppers and pineapple
Veg – Green (protective foods)	Peas	Baby marrow	Broccoli	Green salad	Mushroom and green pepper
AFTERNOON FRUIT	Apple	Orange wedges (winter) Grapes/peaches (summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Naartjie (winter) Watermelon (summer)
AFTERNOON SNACK	Cheese sandwich	Baby quiche	Popcorn	Plain scone	Banana muffin

**ABC KIDZ EDUCARE MENU
WEEK 2
2 to 4 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING SNACK	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)
LUNCH SERVED WITH WATER					
Protein (building foods)	Lentil cottage pie	Macaroni & chicken dish	Hamburger pie	Tuna & corn cakes	Chicken & spaghetti spiders
Starch (energy foods)				Potato wedges	
Veg – Yellow (protective foods)	Butternut	Sweet corn	Carrot & Pineapple salad		
Veg – Green (protective foods)	Colorful Cole Slaw	Peas	Creamy green beans	Green salad	Mixed vegetables
AFTERNOON FRUIT (With water)	Apple	Orange wedges (winter) Grapes/peaches (summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Fruit smoothie
AFTERNOON SNACK	Cheese sandwich	Savory muffin	Popcorn	Plain scone	Banana muffin

**ABC KIDZ EDUCARE MENU
WEEK 3
2 to 4 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING SNACK	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)
LUNCH SERVED WITH WATER					
Protein (building foods)	Tuna butternut macaroni	Chicken strips	Pilchard fish cakes	Lamb stroganoff	Pitta burgers (Lamb patties)
Starch (energy foods)		Mash	Potato wedges	Basmati rice	Mini pitta pockets
Veg – Yellow (protective foods)		Pumpkin	Carrots	Butternut	
Veg – Green (protective foods)	Peas	Baby marrow	Broccoli	Green beans	Lettuce, cucumber and tomato
AFTERNOON FRUIT	Apple	Orange wedges (winter) Grapes/peaches (summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Naartjie (winter) Watermelon (summer)
AFTERNOON SNACK	Cheese sandwich	Baby quiche	Popcorn	Plain scone	Banana muffin

**ABC KIDZ EDUCARE MENU
WEEK 4
2 to 4 Years**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST SERVED WITH WATER					
Porridge	Jungle oats	Kreamy meal porridge	Maltabella porridge	Jungle Oats	Kreamy meal porridge
MORNING SNACK	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)	Marie biscuit (With Water)
LUNCH SERVED WITH WATER					
Protein (building foods)	Lamb & Lentil cottage pie	Chicken & Broccoli bake	Tuna pasta bake	Lamb casserole	Chicken pot pie
Starch (energy foods)		Basmati rice		Basmati rice	Puff pastry
Veg – Yellow (protective foods)	Butternut	Sweetcorn	Carrot & Pineapple salad	Pumpkin	
Veg – Green (protective foods)	Colourful Cole Slow	Peas	Creamy green beans	Creamy spinach	Mixed vegetables
AFTERNOON FRUIT	Apple	Orange wedges (winter) Grapes/peaches (summer)	Sliced pear with Cheese wedges	Banana with plain yoghurt	Fruit smoothie
AFTERNOON SNACK	Cheese sandwich	Savoury muffin	Popcorn	Plain scone	Banana muffin

Guide to Serving Sizes for Children Aged Six Months to 4 Years Old

The Babies (Six to Twelve Months)

1. Breastmilk or formula are fed to the babies at the required times, plus food from the tables below when the infant is ready for solids.
2. At ABC Kidz Educare we believe that infants are ready for solids when:
 - a. The baby's oral motor control is developed enough for him/her to:
 - b. Move food with his/her tongue, from the front of the mouth to the back, and swallow.
 - c. For the baby to be able to close his/her mouth around a teaspoon.
 - d. When the baby's neck is strong enough to hold his/her head up and the infant can sit upright in a feeding chair.
 - e. When the baby has doubled in birth weight.
3. The serving sizes listed below are guidelines we use in the meals and snacks we provide at ABC Kidz Educare.

Starchy Foods	
<ul style="list-style-type: none"> • Cereal (iron-fortified) • Include other starchy foods such as sweet potato, carrots, and so on 	6 – 8 months: <ul style="list-style-type: none"> • Begin with 1 teaspoon cereal, twice per day. <ul style="list-style-type: none"> ○ Mix 1 teaspoon cereal with 4 to 5 teaspoons of breastmilk or cereal. It must be very runny. • Increase to 1 tablespoon, twice per day. • Gradually thicken the consistency of the cereal by using less milk. • According to the child's needs, gradually increase to 3 to 9 tablespoons cereal in 2 or 3 feedings.
	8 – 12 months: ½ to ¼ cup cereal over 1 or 2 feedings.
Legumes, Vegetables and Fruits	
Pureed or strained: <ul style="list-style-type: none"> • Fruit: banana, pears, applesauce, peaches, avocado • Vegetables: well-cooked carrots, squash, sweet potato • Legumes: tofu, black beans, chickpeas, endamame, fava beans, black-eyed peas, lentils, kidney beans 	6 to 8 months: <ul style="list-style-type: none"> • Start with ½ tablespoon. • Increase to 1 tablespoon, twice per day. Gradually increase to 3 to 4 tablespoons over 3 or 4 feedings.
Mashed fruit and vegetables. Expand the variety on the list above	8 – 12 months: <ul style="list-style-type: none"> • ¾ to 1 cup fruit over 2 or 3 feedings. • ¾ to 1 cup vegetables over 2 or 3 feedings.
Milk, Maas Yoghurt	
Breastmilk / formula	Birth to 6 months: As required for the child's age and needs. 6 to 12 months: As required for the child's age and needs, plus solids as per the serving sizes in these tables.

Maas, unsweetened yogurt	6 – 12 months: ¼ to 1/3 cup over 2 or 3 feeds
Custard (homemade – minimal sugar)	6 – 12 months: 5 to 7 tablespoons
Cheese (soft pasteurized, cottage, grated)	6 – 12 months: 2 to 4 tablespoons
Fish, Chicken, Lean Meat and Eggs	
<ul style="list-style-type: none"> • Pureed or strained chicken, lamb, pork or beef • From 8 – 12 months add softly cooked mincemeat and boneless fish 	<p>6 to 12 months:</p> <ul style="list-style-type: none"> • Start with ½ tablespoon. • Increase to 1 tablespoon, twice per day. • Gradually increase to 3 to 4 tablespoons over 3 or 4 feedings. <p>8 to 12 months: Increase to possibly 5 tablespoons over 3 or 4 feedings</p>
Eggs, fried, poached, boiled, omelette	½ to 1 egg
Eggs, scrambled	2 to 4 tablespoons
Mince meat	2 to 5 tablespoons
Fish, fresh fillet	1 to 3 tablespoons
Fish, tinned	½ to 1½ tablespoons
Soup with pulses, meat or fish	90 – 125 ml (1 small bowl)

The Toddlers (Twelve Months to Two Years)

1. Cow's milk, breast milk or formula is given to the children 3 x per day at ABC Kidz Educare.
2. The amount of milk that is provided will be somewhat reduced as the child will be on solids. Even so, the milk table in this policy still prevails and the child must have the required daily intake – some of it given to the child during the day at the ECD centre and the balance given by the parents at home.
3. The parents provide the milk for their own child.
4. Children from the age of 12 months eat from the ECD centre kitchen as per the daily menu.
5. Their food is blended, mashed or cut into tiny pieces for as long as necessary.
6. We do not force children to eat and will make special mention in the notebook and on the Food and Beverage Register when a child has shown a poor appetite that day.
7. Our staff is trained to be patient and gentle when working with children who still need to be fed so as to encourage a healthy appetite in our children and continued enjoyment of food and mealtimes.
8. We pay attention to introducing new tastes and textures to the children.
9. The serving sizes listed below are guidelines we use in the meals and snacks we provide at ABC Kidz Educare.

Starchy Foods	
<ul style="list-style-type: none"> • Cereals (iron-fortified): oats, barley, wheat, mixed cereals, mielie meal, maltabella) • Other grains: whole wheat bread, pasta, rice • Other carbohydrates: Potatoes, carrots, sweet potato, pumpkin, etc. 	<ul style="list-style-type: none"> • Cereals: 250 ml (1 cup) at 1 meal • Other grains: 125ml pasta or rice, 1 slice bread. At least 50% of the serving is whole grain • Other carbohydrates: 125 ml
Legumes, Vegetables and Fruits	
<p>Cut into cubes or finger-food wedges (when the child is old enough:</p> <ul style="list-style-type: none"> • Fruit: banana, pears, apples, peaches, avocado, melon, papaya/pawpaw, apricot, oranges, etc.) • Vegetables: well-cooked carrots, squash, sweet potato, baby marrows, all the squashes, marrows, pumpkins, butternut, cauliflower and broccoli "trees" cooked until soft • Legumes: tofu, well-cooked black beans, chickpeas, edamame, fava beans, black-eyed peas, lentils, kidney beans 	<p>250 ml (1 cup) of each over 2 or 3 feedings</p>
Milk, Maas Yoghurt	
Breastmilk / formula / whole milk	As required for the child's age and needs.
Maas, unsweetened yogurt	250 ml (1 cup) of each over 2 or 3 feedings
Cheese (soft pasteurized, cottage, grated)	125 ml over 2 or 3 feedings
Fish, Chicken, Lean Meat and Eggs	
Finely cut or minced chicken, lamb or mutton	2 to 5 tablespoons per meal
Eggs, fried, poached, boiled, omelette	1 egg per meal
Eggs, scrambled	2 to 4 tablespoons per meal
Fish	1 to 3 tablespoons per meal
Soup with pulses, meat or fish	90 – 125 ml (1 small bowl) per meal

The Pre-schoolers (Three Years to Four Years)

1. All meals are still accompanied by fresh water.
2. The caregivers wash their hands before handling or eating food and guide the children to wash their hands before and after meals and snacks.
3. The serving sizes listed below are guidelines we use in the meals and snacks we provide at ABC KIDZ EDUCARE.

Starchy Foods	
<ul style="list-style-type: none"> • Cereals (iron-fortified): oats, creamy meal and maltabella) • Other grains: whole wheat bread, pasta, rice • Other carbohydrates: Potatoes, carrots, sweet potato, pumpkin, etc. 	<ul style="list-style-type: none"> • Cereals: 250 ml (1 cup) at 1 meal • Other grains: 125ml pasta or rice, 1 slice bread. At least 50% of the serving is whole grain • Other carbohydrates: 125 ml
Legumes, Vegetables and Fruits	
<p>Cut into cubes or finger-food wedges (when the child is old enough:</p> <ul style="list-style-type: none"> • Fruit: banana, pears, apples, peaches, avocado, melon, papaya/pawpaw, apricot, oranges, etc.) • Vegetables: well-cooked carrots, squash, sweet potato, baby marrows, all the squashes, marrows, pumpkins, butternut, cauliflower, and broccoli “trees” cooked until soft • Legumes: tofu, well-cooked black beans, chickpeas, edamame, fava beans, black-eyed peas, lentils, kidney beans 	<p>250 ml (1 cup) of each over 2 or 3 feedings</p>
Milk, Maas Yoghurt	
Breastmilk / formula / whole milk	As required for the child’s age and needs.
Maas, unsweetened yogurt	250 ml (1 cup) of each over 2 or 3 feedings
Cheese (soft pasteurized, cottage, grated)	125 ml over 2 or 3 feedings
Fish, Chicken, Lean Meat and Eggs	
Finely cut or minced chicken, lamb, mutton	2 to 5 tablespoons per meal
Eggs, fried, poached, boiled, omelette	1 egg per meal
Eggs, scrambled	2 to 4 tablespoons per meal
Fish	1 to 3 tablespoons per meal
Soup with pulses, meat or fish	90 – 125 ml (1 small bowl) per meal

Guide To Required Daily (Food Group) Requirements (“RDA”)

Starchy Foods - RDA	
2 to 3 years old	3 servings
4 to 5 years old	4 – 5 servings
Starchy Foods – Serving Sizes	
Bran muffin	1 to 1½ muffins
Bread	1 slice
Dry flaked cereal	250 ml (1 cup) per meal
Cooked porridge, soft	250 ml (1 cup) per meal
Noodles/pasta	125 ml (½ cup) per meal
Potatoes	<ul style="list-style-type: none"> • Boiled/baked - ¼ to ½ medium potato • Mashed - 1 to 4 tablespoons
Rice	125 ml (½ cup) per meal
Legumes, Vegetables and Fruit - RDA	
2 to 3 years old	1 fruit serving
4 to 5 years old -	1 to 1½ servings
Legumes, Vegetables and Fruit – Serving Sizes	
Apple	½ to 1 medium apple
Avocado	½ to 2 tablespoons
Banana	½ to 1 medium banana
Beetroot	½ to 2 tablespoons
Beans, fresh, peas, broccoli/cauliflower, carrots, squash, sweet potato, baby marrows, all the squashes, marrows, pumpkins, butternut, cooked spinach, etc.	¼ cup (75,2 ml) per vegetable and two veggies are offered per meal, therefore, 125 ml (½ cup) per meal
Celery, cucumber	2 to 8 small sticks/slices
Cherry tomatoes	1 to 4 cherry tomatoes
Citrus	½ or 1 fruit
Grapes/berries	3 to 10 berries or grapes cut into quarters
Sweet corn	½ to 2 tablespoons
Vegetable soup	½ to 1 small bowl (60 ml to 125 ml)
Milk, Maas, Yoghurt and Cheese - RDA	

3 to 4 years old	3 – 5 servings
Milk, Maas, Yoghurt and Cheese – Serving Sizes	
Cow's milk	100 to 120 ml
Yoghurt	1 tub (125 ml)
Custard (homemade)	5 to 7 tablespoons
Grated cheese	2 to 4 tablespoons
Fish, Chicken, Lean Meat and Fish - RDA	
2 to 3 years old	2 servings
4 to 5 year old	3 – 4 servings
Fish, Chicken, Lean Meat and Fish – Serving Sizes	
Beef, lamb and pork, roast	½ to 1 slice
Chicken	2 small breast meat, or 1 drumstick, 3 to 4 nuggets
Eggs, fried, poached, boiled, omelette	½ to 1 egg
Eggs, scrambled	2 to 4 tablespoons
Mince meat	2 to 5 tablespoons
Fish, fresh fillet	1 to 3 tablespoons
Fish, tinned	½ to 1½ tablespoons
Soup with pulses, meat or fish	90 – 125 ml (1 small bowl)

Policy on Starchy Food, Dairy and Sugar

In the body certain foods contain prebiotics (carbs) and others contain probiotics (dairy). Both pre- and probiotics needed by children for optimal digestion and energy

1. Starchy foods are included in the meals. The reasons for this are good:
 - a. Children grow fast and need all the food groups for optimal growth.
 - b. Starchy foods turn into energy and children use a lot of that.
2. Cow's milk is a necessary part of a young child's daily food requirement, and this responsibility is primarily the parents. We admit children who have allergies and adjust the preparation of their meals to exclude the allergy causing ingredient.
3. Minimal sugar is served at ABC Kidz Educare.

Dealing with Allergies

1. Allergies, food intolerances and special dietary requirements will be a shared responsibility between the child, the child's family, and ABC Kidz Educare.
2. Upon enrolment a child with an allergy/eating restriction is placed on the Allergy/Dietary Restrictions List which is distributed to:
 - a. The kitchen
 - b. The office
 - c. The sickroom / ECD centre nursing sister.
 - d. Every classroom/teacher in the ECD centre
3. If a child's allergy is life-threatening a management plan has been put in place to ensure all teachers know and understand emergency protocols.
4. Children with chronic allergies have their own anti-histamine pen at ECD centre which is supplied by the parents. The pen is kept under lock and key in a medicine cabinet in the sick room.
5. Only the Principal have keys to the medicine cabinet.
6. ABC Kidz Educare is a nut-free zone, and all nut and nut-related products are prohibited.

Birthday Parties

Birthday parties may be held at ABC Kidz Educare.

1. The date of the party can be organised with the child's teacher directly.
2. The party will take the place of the mid-morning snack in that class.
3. Parents are requested to limit the party goodies to a handful of marshmallows/other soft or gummy sweet, some crisps, and a small slice of cake.
4. No balloons are allowed. Balloons are very dangerous and are only used at ECD centre, under heavy supervision, if they are necessary for an educational activity.
5. No hard, boiled sweeties are allowed.
6. ABC Kidz Educare is only able to accommodate birthday parties that take place at mid-morning snack time. Any other time will interfere with the children's normal daily nutrient intake as any closer to lunch time will affect the children's appetites.
7. All food that is brought to the party by the parents is to be entered into the Food Register which is located in the ECD centre office.
8. ABC Kidz Educare's nut-free zone policy must be adhered to, and no nut or nut-related products will be served at the party.
9. The practitioners are mandated to check every edible item at the party and will return any nutty/peanut butter items.
10. Parents only need to bring sufficient goodies for the number of children and staff in the class.
11. If the parents also supply a jumping castle or clown, all the age-appropriate children who are able to participate will also enjoy the activity. Otherwise it causes tears.

Food Register

1. The Menus that are posted up in the kitchen together our recipe book is our Food Register as we do not normally deviate from the recipes or the plan.
2. If ABC Kidz Educare does have to deviate from the daily menu, it will be noted in the Food Register.
3. When a birthday party is held at ECD centre, the Food Register is filled in by the parents giving the party. The Register is located in the office.
4. The Babies in the nursery have their own special Food Register which is located on the notice board in their classroom.

The Kitchen, Scullery and Pantry

The kitchen at ABC Kidz Educare was designed to be efficient and easily cleaned.

1. Children are not allowed in the kitchen.
2. All food preparation, takes place in the kitchen.
3. ABC Kidz Educare cooks supervise the cooking for the ECD centre meals, snack production, cleanliness in the kitchen, food ordering and proper storage.
4. At ABC Kidz Educare we do not store large amounts of food which can become stale.
 - a. Dry goods, pantry staples and fresh fruit and veg are ordered weekly.
 - b. Frozen foods are ordered monthly.
 - c. Bread are bought daily.
 - d. At ABC Kidz Educare there is no opportunity for food to spoil as we place our orders daily, weekly, and monthly. Even so, before any ingredient is used the expiry date is checked.

Basic food rules that we follow

1. Perishables are refrigerated or frozen straight away without delay.
2. When food is delivered to ECD centre:
 - a. The order is checked against the "Food Ordering List" which is checked against the official invoice from the supplier.
 - b. The checked "Food Ordering List" and official suppliers invoice are handed in at the office on delivery day.
 - c. Dry goods and pantry staples are packed in their correct places in the pantry immediately after they have been delivered.
3. All food is stored according to the storage directions on labels.

4. Other than fruit and certain vegetables which are served raw, no under-done food is served at ABC Kidz Educare.

5. Before any food is handled:

- a. Hands are washed.
- b. Surfaces are cleaned.
- c. Any pre-cooked foods are handled separately from raw food.
- d. Fish, chicken and meat are handled on a separate work surface to other foods.
- e. Fruit and vegetables are washed in a separate sink that is used only for this purpose. Dishes are not washed in this sink.

6. Fridge and freezer;

- a. The freezer is kept at a temperature of at least -18° C.
- b. The fridge is kept at a temperature of at most 4° C.
- c. The fridge and freezer are cleaned once a week, inside and out, and spills are wiped up immediately.
- d. The outside surfaces of the fridges and freezers are cleaned every day.
- e. All food stored in the fridges are in covered, airtight containers or sealed storage bags.
- f. Improperly stored food that has “freezer burn” is not served at ABC Kidz Educare. The staff member responsible for the improper storage will be given a warning.
- g. Eggs are stored in their containers in the fridge.
- h. All foods are prepared in accordance with the manufacturer’s instructions.

Controlling Contamination

Safe Food

At ABC Kidz Educare we use the principles from the WHO’s Five Keys to Safer Foods – See Appendix 5. The keys are:

Key 1: Keep clean.

Key 2: Separate cooked and uncooked.

Key 3: Cook thoroughly.

Key 4: Keep food at safe temperatures.

Key 5: Use safe water and raw materials.

Listeriosis

Unlike most other foodborne pathogens, *Listeria monocytogenes* can grow in refrigerated foods that are contaminated. To prevent this, it is recommended to have fridge temperatures below 4 o C; and freezer temperatures below -18° C.

1. All the above Basic Food Rules prevent the *Listeria* pathogen from growing in our storage facilities and infecting our children.

2. In addition:

- a. We use only pasteurised dairy products.
- b. We thoroughly cook raw foods from animal sources, such as lamb, mutton fish or poultry.
- c. Before the proteins are cooked, they are washed.
- d. Strict washing of hands is enforced.
- e. Kitchen surfaces and utensils are regularly disinfected.
- f. Raw fruit and vegetables are washed thoroughly before serving.

Six Steps to Prevent Listeria Contamination

1. Good preparation storage practices have been implemented, particularly relating to quality and food safety.
2. Personal hygiene in Practitioners and everybody else who comes in contact with food should be stressed, particularly handwashing.
3. Thorough cleaning of premises is vital to eliminate potential bacteria.
4. Use of proper cleaning products that contain the right ingredients to effect proper cleaning
5. Use of good quality, clean utensils, eating bowls, mugs and serving bowls is essential, to prevent contamination of the food once cooked and served to the children.
6. We observe the cold chain very strictly – frozen products must not be allowed to thaw and refreeze.

Load Shedding Procedure

1. At ABC Kidz Educare we do not have problems with load shedding in the building because Liberty has a generator that kicks in whenever load shedding occur.

Food Purchasing Procedure

1. Frozen vegetables and pastry are purchased once a month.
2. Dry goods, pantry staples, sauces and condiments are purchased weekly.
3. Fresh fruit and vegetables are purchased weekly.
4. Meat, fish and chicken are purchased weekly.
5. Cleaning materials are purchased monthly.
6. Bread and milk are purchased weekly.
7. Additional orders are placed where necessary.
8. Pantry, fridge and freezer stock take is conducted once a week.
9. The completed Food Stock Take form used and an order is made up. Both documents are handed in at the office and the food orders are placed.
10. The office notifies the kitchen of when deliveries are expected.
11. When the food has been delivered the Kitchen Supervisor:
 - a. Ticks the actual goods ordered off against the Order Sheet and the invoice from the food supplier.
 - b. These documents are handed in at the office who files them ready for month-end/daily payments.
 - c. The food is packed away immediately and is stored as per the procedures for the pantry, cupboard, freezer or fridge.

This policy was adopted on 06 January 2020. At Braamfontein and is in full force and effect at ABC Kidz Educare. Where necessary all the parents have been informed of this policy. All our employees have a good understanding of the contents of this policy and if at any time any of the clauses in this policy are contravened, normal disciplinary sanctions, as per the Basic Conditions of Employment Act, will be taken.

Name and Signature 1:

Name and Signature 2:

Name and Signature 3:

References:

- With special thanks to Carol Browne for her input
- [Food Based Dietary Guidelines for South Africa](#) – Adasa.org
- [Portion Sizes Table](#) - Infantandtoddlerforum.org
- [Nutrition Guidelines for ECD Centres](#) – Department of Health (South Africa)
- [Listeria Information For Parents, Teachers and ECD Centres](#) – Foodfocus.com
- [Five Keys To Safer Food Manual](#) - World Health Organisation
- [Age By Age Guide To Feeding Your Baby](#) – Babycentre.com

Appendix 1 – Sop 1: Handling, Storing and Feeding Expressed Breastmilk (EBM)

Standard Operating Procedure (SOP) 1: Handling, storing and feeding expressed breastmilk (EBM) at ECD centres

The amount of EBM that a breastfed baby needs per day can varies from baby to baby and from day to day. The amount that must be given when the baby is at the centre must be discussed with the mother, as it will be influenced by how long and how frequent the baby breastfeeds at home. This must be revised monthly.

Purpose: To guide ECD practitioners and caregivers on handling, storing and feeding EBM in ECD centres.

Procedure:

- i. Encourage mothers who are breastfeeding to continue to do so, and to bring expressed breastmilk to the ECD centre for feeding their baby during the day.
- ii. The mother should place the expressed breastmilk in a sterilised glass jar or hard plastic jar (labelled BPA free) with lid, which is labelled with the **baby's name** and **the date it was expressed**.
- iii. Use EBM labelled with oldest date first (first in first out).
- iv. Store the EBM for 6 hours at room temperature if it was expressed that morning or up to three days in the fridge (including the time in the fridge after it was expressed).
- v. Warm the EBM at room temperature by standing the EBM container in a jug of warm water. Use within an hour while it is still warm.
- vi. Do not boil EBM or heat using the microwave oven as it will destroy some of the properties and may burn the infant's mouth.
- vii. Breastmilk will separate as it stands – mix gently before use.
- viii. Pour the correct amount of milk into the baby's cup and feed the baby. If milk is left over and the baby is satisfied the excess milk in the cup must be discarded.

Appendix 2 – SOP 2: Preparing and Using Infant Formula

SOP 2: Preparing and using infant formula

The amount of infant formula milk that a baby needs per day can be estimated based on their weight and age. The amount that must be given when the baby is at the centre must be discussed with the mother, as it will be influenced by the amount the baby gets at home. This must be revised monthly.

Purpose: To guide on appropriate and safe preparation and feeding of infant formula for babies that are not breastfed.

Procedure:

- i. The mother must deliver the measured formula powder for each feed in a sterilised container. This must have the name of the baby written on it and indicate how much water must be added.
- ii. The caregiver must prepare the formula freshly for each feed.
- iii. The formula should be prepared in a dedicated area. The person preparing should clean the surface and all equipment that is to be used, and must thoroughly wash their hands. Bleach can be added to the water that is used to wipe the surfaces and rinse the equipment. Refer to Annexure B for processes to follow for sterilising feeding bottles and cups.
- iv. Boil the water and leave to boil for three minutes (rolling boil). It should be left to cool for a about 10min minutes, but used when it is still hot (above 70 °C).
- v. Place the pre-measured formula in a sterilised measuring jug, and add water to make up the desired volume. The level of water in the jug must be checked at eye level. Stir the mixture.
- vi. Pour the formula into the baby's cup, and give to the baby as soon as it is cool enough.
- vii. Throw away any left-over formula after an hour.
- viii. Use table 1 as a guide on the amount of infant formula needed per day. This should be given in 8 – 12 feeds over 24 hours. Always read the tin for the number of scoops of formula to be added according to volume/amount of water.

Table 2: Amount of infant formula needed per day

Age of baby	Weight	Amount of milk per day
3 months	6 kg	900 ml
4 months	7 kg	1050 ml
5 months	7.5 kg	1125 ml
6 months	8 kg	1200 ml
7 – 8 months	8.5 kg	1275 ml
9 months on	The amount of formula must be gradually decreased as the amount of complementary food is increased, reaching about 600 ml per day.	

Appendix 3 – SOP 3: Cup Feeding

SOP 3: Cup Feeding

Purpose: To guide ECD practitioners and caregivers on appropriate cup feeding practice

Procedures:

- i. Use the required volume of EBM or formula as indicated on SOP 2, table 1. and an additional 5 ml to allow for spillage???? how much formula???
- ii. The caregiver should hold the baby sitting upright or semi-upright on her lap in a position that is comfortable for both caregiver and baby.
- iii. Support the infant's back, head and neck.
- iv. Place the rim of the cup on the baby's lower lip and the corners of his mouth. Do not apply pressure on the baby's lower lip
- v. Tilt the cup gently so that the milk just reaches the infant's lips.
- vi. Follow baby's pace – DO NOT POUR milk into baby's mouth, hold the cup and let the baby drink by himself/herself.
- vii. When the baby has had enough, he/she will close his/her mouth and not take any more.
- viii. Measure feeds over 24 hours, not just at one feed. If baby is taking too little, offer more frequent feeds.



Appendix 4 – SOP 4: Feeding Children Six Months To Six Years

SOP 4:

Feeding children 6 months to 6 years

Purpose: To guide ECD practitioners and caregiver on how to feed complementary foods to children 6 months to 6 years in ECD centres.

Procedure:

From 6-8 months:

- i. It is important that the first foods the baby eats are high in iron.
- ii. Start by introducing two to three spoons of soft food per meal twice a day.

From 6-8 months (1-2weeks):

- Give boiled egg yolk and mix with soft porridge, adding breast milk to make a smooth paste
- Include one serving of chicken liver cooked until soft, mashed and sieved,
- Give dry beans (soaked in hot water until the skin is soft and peeled), mashed,

From 6-8 months (3 weeks):

- Introduce at least one vegetable or fruit rich in vitamin A such as orange fleshed vegetables (pumpkin, butternut) and soft fruit. Use mashed or pureed foods.
- iii. The baby may need time to get used to eating foods. You can stir some breast/formula milk into the rest foods to encourage him or her to eat them.
 - iv. Use a separate bowl for the baby's food so you can know how much food he or she has eaten.
 - v. Talk to the child during feeding and feed the child with patience.
 - vi. Continue feeding EBM or infant formula.
 - vii. From 8 months give five small meals per day, about ¼cup of food per meal.

From 9 -11 months:

- i. Feed the baby small, mixed meals five times a day.
- ii. Increase the amount gradually until the baby is having half a cup of food at each meal.
- iii. Include finely chopped foods such as chicken, mince, liver, stiff porridge, soft cooked vegetables and soft.
- iv. Include foods that babies can pick up.

2. From 12 months to 6 years

- i. Feed the child five times a day.
- ii. Include a greater variety of foods from all **food groups**. **Include at least one** serving of food from each of the four key food groups each day:
 - Include one serving of liver, fish, chicken, meat or eggs every day
 - Use at least one vegetable or fruit rich in vitamin A such as dark green leafy vegetables, orange fleshed vegetables and fruit
 - Use dry beans, split peas or lentils as an ingredient in meals or as a side dish
- iii. Continue feeding EBM up to 2 years and beyond. If the child was formula fed, pasteurised cow's milk can be introduced at 12 months (WHO recommends use of pasteurised cow's milk from 6 months)
- iv. Increase amount up to three-quarters to one cup of food at each meal
- v. Offer food cut in small pieces, finger foods and sliced foods for the child to feed him/herself
- vi. Offer the child clean, safe water to drink from a cup
- vii. Do not include food/snacks that do not provide good nutrition (e.g. sweets, potato chips, maize snacks etc.)
- viii. Teach children social cues and appropriate behaviour at meal times.
- ix. Teach them to sit and eat, and to focus on their food and eating at meal times.
- x. Do not use food as a reward or withhold it as punishment.
- xi. Serve meals at regular times, and in a regular place.

Appendix 5 – Five Keys to Safer Food

Five keys to safer food

Keep clean

- ✓ Wash your hands before handling food and often during food preparation
- ✓ Wash your hands after going to the toilet
- ✓ Wash and sanitize all surfaces and equipment used for food preparation
- ✓ Protect kitchen areas and food from insects, pests and other animals

Why?

While eating organisms or disease-causing germs (microorganisms) are widely found in soil, water, animals and people. These microorganisms are carried on things, wiping cloths and utensils, especially cutting boards and the slightest contact can transfer them to food and cause food-borne illness.

Separate raw and cooked

- ✓ Separate raw meat, poultry and seafood from other foods
- ✓ Use separate equipment and utensils such as knives and cutting boards for handling raw foods
- ✓ Store food in containers to avoid contact between raw and prepared foods

Why?

Raw food, especially meat, poultry and seafood, and their juices can contain germs or microorganisms which may be transferred into other foods during food preparation or storage.

Cook thoroughly

- ✓ Cook food thoroughly, especially meat, poultry, eggs and seafood
- ✓ Bring foods like soups and stews to boiling to make sure that they have reached 70°C. For meat and poultry, make sure that juices are clear, not pink. Ideally, use a thermometer
- ✓ Reheat cooked food thoroughly

Why?

Proper cooking kills most germs and microorganisms. Just be sure when that cooking time to temperature of 70°C is reached ensure it is safe for consumption. Foods that require special attention include meats, especially dark meats, joints of meat and whole poultry.

Keep food at safe temperatures

- ✓ Do not leave cooked food at room temperature for more than 2 hours
- ✓ Refrigerate promptly all cooked and perishable food (preferably below 5°C)
- ✓ Keep cooked food piping hot (more than 60°C) prior to serving
- ✓ Do not store food too long even in the refrigerator
- ✓ Do not thaw frozen food at room temperature

Why?

Microorganisms can multiply very quickly if food is stored at room temperature. By holding at temperatures below 5°C or above 60°C, the growth of microorganisms is slowed down or stopped. Some germs and microorganisms still grow below 5°C.

Use safe water and raw materials

- ✓ Use safe water or treat it to make it safe
- ✓ Select fresh and wholesome foods
- ✓ Choose foods processed for safety, such as pasteurized milk
- ✓ Wash fruits and vegetables, especially if eaten raw
- ✓ Do not use food beyond its expiry date

Why?

Raw materials, including water and ice, may be contaminated with germs and microorganisms and chemicals. Toxic chemicals may be formed from damaged or mouldy foods. Careful selection of raw materials and simple measures such as washing and peeling may reduce the risk.

Food Safety
World Health Organization

Knowledge = Prevention

WHO/FAO/WHO/UNEP
2013
© World Health Organization

Credit: WHO International

Appendix 6 – Responsive Feeding

The progression of feeding behaviour and responsiveness for young children and caregivers

Age	The caregiver's proactive preparation	The child's skills and signals	Hunger cues	Safety cues	Caregiver responsibility	What the child learns
Birth to 6 months	Prepares to feed when the infant signals hunger.	Signals hunger and satiety through voice, facial expressions and actions, and the rooting and sucking reflex.	Wakes and tosses. Sucks on fist. Cries or fusses. Opens mouth while feeding. Smiles and gazes at the caregiver.	Seals lips. Turns head away. Slows or stops sucking. Spits out the nipple or falls asleep. Turns the head away. Is distracted.	Responds to infant's signals by feeding him or her when he or she is hungry, and stopping when he or she has reached satiety.	The caregiver will respond to and meet his or her needs.
6-12 months	Ensures that the child is comfortably positioned. Establishes family mealtimes and a routine.	Sits, chews and swallows semi-solid foods. Self-feeds by hand.	Reaches for the spoon or food. Points to food. Gets excited when food is presented. Expresses a desire for specific food with words or sounds.	Shakes head to indicate that no more is desired.	Responds to the child's signals, using increased variety, texture and tastes. Responds positively to the child's attempts to self-feed.	To begin to self-feed. To experience new tastes and textures. That eating and mealtimes are fun.
12-24 months	Offers three to four healthy meal choices. Offers two to three healthy snacks each day. Offers food that can be picked up, chewed and swallowed.	Self-feeds using many different foods. Uses baby-safe utensils. Uses words to signal requests.	As above. Increased vocabulary in relation to food requests.	As above. Increased vocabulary when refusing food.	Responds to the child's signals of hunger and satiety. Responds positively to the child's attempts to self-feed.	To try new foods. To do things for him- or herself. To ask for help. To trust that the caregiver will respond to his or her requests.

Credit: Food and Beverage Guidelines for South Africa