

SALWAN PUBIC SCHOOL, GURUGRAM
Mid Day Meal Policy & Guidelines (2026-27)

Office Order No. 17

Dated : 29 / 07/2026

A. Purpose:

At Salwan Public School, Gurugram, we recognize the critical importance of providing nutritious, hygienic, and well-balanced meals to support the health and development of our students. Introducing the Mid-Day Meal as a mandatory component in the foundational years reflects our broader vision to use nutrition as a foundation for building a healthier, more educated, and equitable society.

In line with this commitment, the management has appointed Kirti Caterers as canteen vendor for the session 2026-27 to implement the Mid-Day Meal Program effectively and responsibly at school.

This policy has been developed to outline the key roles, responsibilities, and operational guidelines that the vendor will strictly adhere to, ensuring the high standards of food quality, hygiene, and meal service. The school fully supports the formalization of these measures and works closely with the vendor to monitor and uphold them.

B. Role of the Food Committee in the Mid-Day Meal Program

The Food Committee plays a crucial role in monitoring and maintaining the quality, hygiene, and nutritional value of meals provided to students.

Food Committee 2026-27

S.NO.	NAME	DUTY
1.	Ms. Neetu Katyal (Headmistress) Dr. Sadhna Singh (HOD, Food Production) Ms. Shivani Arora (Coordinator, Foundational years)	• Overall In-charge of Mid-day meal program and any other food prepared in canteen on special occasions.
2.	Ms. Asha Yadav and Ms. Mansi Bansal	• Checking the quality of raw materials (on daily basis) • Checking preparation for next day (on daily basis)

		• Maintenance of register to ensure timely preparation and distribution of mid-day meals as per menu given (on daily basis)
3.	Ms. Shivani Arora and Ms. Prachi Dhamija	• Mid-day meal tasting (on daily basis)
4.	Dr. Vinay (School Doctor)	• Checking cleanliness of canteen (fortnightly) • Checking personal hygiene of canteen staff (fortnightly)
5.	Mr. Manoj Bisht (Accounts Officer) Mr. Dharambir (Admin Officer)	• Overseeing all the administrative and financial functions of the canteen (on monthly basis)

C. Meal Planning

Meal plans are designed to be both nutritionally balanced and appealing to children by a committee comprising mid-day meal in-charges of SPS, Sector 15 and SMS, Sector 5 and Mr. Ajay Malhotra (Canteen Vendor) in Consultation with Headmistress of both the branches, Vice Principal, Principal, Director and PTA – Ms Saloni Gupta (SPSG).

D. Food Quality & Taste Supervision

1. Feedback on meal taste, portion size, and variety is done by Ms Shivani Arora and Ms Prachi Dhamija on daily basis.
2. Quality checks of raw material perishable and non-perishable are conducted for all raw materials (vegetables, grains, dairy, etc.) by the team of teachers that include Ms Jyoti Chadha and Ms. Vidhi Bharadwaj. The team also checks the proper storage conditions and regular cleanliness of cooking surfaces, cooking area, utensils and equipment to ensure that strict cleanliness and hygiene practices are followed by the kitchen staff.
3. A daily canteen feedback register is maintained by the above-mentioned team members to ensure the meal served by the vendor is as per the meal planned for the day which is further reviewed by the School leadership team to include HM, VP, Principal and Director.

E. Regular Inspection by School Doctor

1. The school doctor, Dr Vinay Bala maintains a logbook and conducts fortnightly hygiene inspections in the canteen. This logbook is perused by the Principal fortnightly, and the observations (if required) are shared with the canteen vendor through mail.
2. Wearing gloves, caps and food while handling the food distribution is mandatory for the staff handling food.
3. The doctor ensures that cleanliness, food safety, and sanitary conditions are maintained.
4. All canteen staff undergoes a mandatory annual medical check-up at the beginning of the session and monthly general check-up to rule-out possibilities of communicable diseases. The details are documented with the school doctor.

F. Regular Inspection by Civil Engineer, Accounts and Administration Officer:

1. The Admin Officer, Mr. Dharambir, checks administrative operations of the school canteen and conducts safety inspections with reference to prevention and firefighting measures.
2. Accounts Officer, Mr. Manoj Bisht oversees canteen financial records, implementation of mid-day meal policy and statutory compliances.
3. Civil Engineer ensures that all the appliances provided by the school (coolers, fridge,) are maintained properly and are repaired as and when required.

G. Meal Preparation & Distribution:

The mid-day meal in-charges ensure that...

1. Food is cooked and served hot and fresh.
2. Meals are distributed in a timely manner to avoid delays.
3. Repeat serving is provided to the students availing mid -day meal.
4. There is no deviation from the prescribed menu of the mid-day meal and the break timings shared with the canteen vendor.

Classes	Short Break Timings	Long Break Timings
Montessori Classes	8:30 AM – 8:15 AM	10:00 AM – 10:30 AM
Classes I to V	9:15 AM - 9:30 AM	11:55 AM - 12:20 PM
Classes VI to XII	-	11:20 AM - 11:45 AM

H. Mid-Day Meal Charges & Payment Policy

1. The canteen vendor has introduced a dedicated and secure payment gateway to facilitate the efficient collection of Mid-Day Meal charges.
2. The payment gateway complies with data protection regulations and maintains the confidentiality of all user information.
3. The mid-day meal charges as negotiated with the vendor by the school, including a member of the PTA, are calculated based on **the total number of working days** in an academic year and accordingly **divided into 10.5 months**.

<u>Classes</u>	<u>Monthly Charges 2026-27</u>	<u>Quarterly Charges 2026-27</u>
Montessori Classes	₹ 1500/- + GST (5%)	₹ 4375/- + GST (5%)
Class I Onwards	₹ 1650/- + GST (5%)	₹ 4825/- + GST (5%)
	Mid-Day Meal Single Serving for all Classes ₹ 80/- Inclusive GST	

4. Discounted quarterly rate as above is applicable only, if the full amount is paid in the first month of the quarter. Otherwise, standard monthly charges will apply.
5. New Enrolment: Parents must complete a meal subscription form and submit payment before the start of the month.
6. Parents are required to make the quarterly/monthly payment for the mid-day meal in advance before the new quarter /month starts, directly to the canteen vendor.
7. If payments remain overdue for 15+days, after that, a late fee charges of Rs 5/- + GST per day will be applicable.
8. The meal services may also be suspended on account of non-payment of mid-day meal charges after 07 days of the following month.

I. Holidays and Mid-Day Meal Adjustment Guidelines

1. If there are holidays due to **government directives** (other than planned holidays as mentioned in school Almanac) or due to unforeseen circumstances, the **CONCESSION** in monthly mid-day meal charges will be as under: -

Upto 4 additional holidays	Nil
5 to 8 additional holidays	25%
9 to 12 additional holidays	50%
13 to 18 additional holidays	75%
Above 18 additional holidays	Per day charges will be applicable

2. **Discontinuation:** Parents must submit a written application or file opt-out form at least **07 days** in advance to the canteen vendor.
3. **Refund Policy:** No refunds will be issued for mid-month cancellations or absenteeism. Charges as per Point 1 will be levied for vacations or short-term school closures.

J. Contact Points: - For any queries or concerns related to the Mid-Day Meal Program, following can be contacted: -

- i. For Payment & Charges: Contact the canteen vendor at kirticaterers19@gmail.com
- ii. For Food Quality & Hygiene: Contact the school administration at canteen@salwangurgaon.com

Approved by:

Offg. Principal

Director