

Salwan Montessori School, Gurugram

Mid-Day Meal Policy & Guidelines (2025-26)

Date: 08.07.2025

A. Purpose:

At Salwan Montessori 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.

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.

S.NO.	NAME	DUTY
1.	Ms. Sona Gombar (Headmistress) Ms. Mahima Sharma	<ul style="list-style-type: none">Overall In-charge of Mid-day meal program and any other food prepared in canteen on special occasions.

B. 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 Bhawna (SPSG).

C. Food Quality & Taste Supervision

1. Feedback on meal taste, portion size, and variety is done by Ms Mahima Sharma on daily basis.
2. Quality check of raw material perishable and non-perishable are conducted for all raw materials (vegetables, grains, dairy, etc.) by the team of teachers of SPS, Sector 15. 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 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.

D. 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.
5. The meals are prepared at SPS, Sector 15, where rigorous quality checks on raw materials are conducted and the taste supervision is conducted in SMS, Sector 5 along with the additional quality checks to maintain quality standards.

Classes	Short Break Timings	Long Break Timings
Montessori I to III & Class I	9:30 AM – 9:45 AM	11:00 AM – 11:30 AM

E. 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**.

Classes	Monthly Charges	Quarterly Charges
Montessori Classes	₹ 1,300/- + GST(5%)	₹ 3,800/- + GST (5%)
Class I Onwards	₹ 1,450/- + GST(5%)	₹ 4,200/- + GST(5%)
	Mid-Day Meal Single Serving for all Classes ₹ 75/- 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- meal charges after 30 days.

F. Holidays and Mid -Day Meal Adjustment Guidelines

1. If there are holidays due to government directives (other than planned holidays as per 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 to12 additional holidays	50%
13 to18 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 15 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.

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

1. For Payment & Charges: Contact the canteen vendor at kirticaterers19@gmail.com
2. For Food Quality & Hygiene: Contact the school administration at mahima.sharma@salwangurgaon.com & msggurugram@salwangurugram.com

Approved by:


Headmistress


Director