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Ministry of Women and Child Affairs

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Date	2025.01.

Circular No: 03/2024

To: All District Secretaries  
All Divisional Secretaries

### **Programme for Providing Morning Meal to Children in Early Childhood Development Centres/Pre-schools**

Approval has been received for the Cabinet Memorandum No. CP/24/2179/819/001 dated 18.12.2024 titled “Programme for Providing Morning Meal to Children in Early Childhood Development Centres/Pre-schools by increasing the daily amount provided for one child’s meal to Rs. 100.00 and implementing the program more effectively.”

Accordingly, the circular No. 01/2023 dated 06. 05.2023 titled “Programme for Providing Morning Meal to Children in Early Childhood Development Centres/Pre-schools” is hereby canceled and this circular is issued.

#### **02. Implementation of the Programme and Selection of Beneficiaries**

- 02.1 The “Programme for Providing Morning Meal to Children in Early Childhood Development Centers/Pre-schools ” should be implemented from 16.01.2025 onwards according to the provisions mentioned in this circular.
- 02.2 An amount of Rs. 100.00 is allocated per day for a meal of one child.
- 02.3 In collaboration with the Offices of Medical Officer of Health, action should be taken to select Early Childhood Development Centers/Preschools with a high percentage of underweight children within the Divisional Secretariat Division. Based on the number of underweight children, Early Childhood Development Centers/Preschools should be prioritized and the beneficiary preschools should be determined in accordance with the beneficiary quota of the Divisional Secretariat Division.
- 02.4 The maximum number of beneficiaries that can be involved in this program from each district is shown in Annexure 03. Even though there is no division in the maximum as estate and non-estate for the convenience of implementing this program, all estate pre-schools should be included in the prioritization of Early Childhood Development Centers/Pre-schools based on the number of underweight children as indicated in Annexure 02. The maximum number of beneficiaries (district quota) has been

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05 වන මහළ, II අදියර, සෙන්සීරිපාය, බත්තරමුල්ල. 05 Mk; khb> fl;lk; II, nrj;rpwpgha> gj;juKy;iy. 05 <sup>th</sup> Floor, Stage II, Sethsiripaya, Battaramulla						

computed based on the data on underweight children aged 2 to 5 years provided by the Family Health Bureau of the Ministry of Health, as presented in Annexure 02. Based on that data, the quota at the Divisional Secretariat Divisional level should be determined and reported to the National Secretariat for Early Childhood Development by the District Secretariat before 15<sup>th</sup> January.

- 02.5 Based on the number of children studying and with the consent of the parents, an application prepared as per Annexure 04 should be submitted for the approval of the Divisional Secretary by the Head-mistress of the early childhood development center / pre-school.
- 02.6 All children of the selected Early Childhood Development Center / Pre-School are beneficiaries. This benefit should also be provided to the new children added monthly and the number of those new children added should be submitted to the Divisional Secretary and approved as per Annexure 04. If the beneficiary quota of the Divisional Secretariat Division is exceeded due to the admission of new children to pre-schools, the District Secretary should be informed and steps should be taken to manage the beneficiary quota within the district. If the district quota is further exceeded after doing so, it should be submitted for approval of the Secretary to the Ministry.

### **03. Monitoring and follow-up of Programme**

- 03.1 In relation to this program, the coordination, regulation and supervision of the program at the district level is assigned to the district secretary and the coordination, regulation and supervision of the program at the divisional secretariat division level is assigned to the divisional secretary. Coordination of this program at the district level should be done by the Early Childhood Development Assistant/Early Childhood Development Officer (District Coordinator) under the supervision of the District Secretary.
- 03.2 The responsibility of implementing the program should be assigned to the Early Childhood Development Assistant/Officer attached to the divisional secretariats by this Ministry, and in the divisional secretariats where that officer is not available, that responsibility will be assigned to one of the other officers attached by the Ministry (Child Rights Promotion Officer, Women Development Officer, Development Assistant / Development Officers/Relief Sister) at the discretion of the Divisional Secretary.
- 03.3 Since it is essential to maintain the quality of this program while implementing it, the officer implementing the program should also visit Early Childhood Development Centers/Pre-schools and monitor the provision of meals. Since it is not practical to monitor all the Early Childhood Development Centers/Pre-schools in the division at the same time, it is appropriate to conduct random field inspections and use a method of obtaining photos and videos via WhatsApp on a daily basis.
- 03.4 Provisions for Stationery are made for the Programme for Providing Morning Meal to Children in Early Childhood Development Centres/Pre-schools

#### **04. Providing meals and relevant financial provisions**

04.1 Annexure 01 sets out 10 menus of nutritious food items and instructions thereto recommended by the Family Health Bureau, and the meal shall be provided in accordance with those recommended menus. Such menus may be adjusted slightly upon supply and requirement of the area, and such amendments shall be informed to the National Secretariat for Early Childhood Development by the District Secretary.

04.2 The health and safety of the program for providing morning meal should be constantly considered. It is not mandatory for the pre-school to be registered to implement the program for providing morning meal and this meal must be served before 10.00 am.

04.3 From January 2025, this program should be implemented for children in Early Childhood Development Centers/ pre-schools at a maximum value of Rs. **2200/=** per child per month for **09 ½ months** of the year. The program can be implemented for a maximum number of 22 days per month. The number of days in  $\frac{1}{2}$  months should be adjusted during the months of April, August, and December, the months which are holidays for pre-schools.

04.4 Also, since early childhood development centers/preschools where Muslim children study will be closed in July for the Ramadan holiday, the program can be implemented in April or August instead.

04.5 Children can be provided with morning meal under this program on all days that Early Childhood Development Centers/Preschools are open, except Saturdays, Sundays and public holidays during the months the program is implemented. Accordingly, the maximum number of days that the program can be implemented per month is 22. ( $\frac{1}{2}$  month is equal to 11 days.)

04.6 After confirmation by the officer implementing the program, attention should be paid to selecting only those groups that can provide the recommended diet of the proper standard in a healthy and nutritious manner, under the approval of the Divisional Secretary. The responsibility of providing meals may be assigned to one or more individuals selected by the Head-mistress of the Early Childhood Development Center/ pre-school and the parent association of the pre-school. For estate pre-schools, the Estate Housing Cooperative Society can be selected as the provider in coordination with the relevant Estate Superintendent and Plantation Human Development Trust. Their information should be submitted to the Divisional Secretary for approval as stated in Annexure 04. It is essential to obtain this approval every time the supplier changes.

04.7 The selected supplier/suppliers should provide cooked food containing between 350 - 450 kilocalories per child per day as mentioned in Annexure 01. The amount paid daily for the morning meal of one child is Rs. 100/=.

04.8 The Public Health Inspector of the area should regularly check the health and safety condition and quality of the morning meal and make recommendations to the divisional secretary.

04.9 Information about the beneficiary children and suppliers of the program should be prepared as per Annexure 05 and the approval of the Divisional Secretary should be obtained. The hard and soft copy of it should be prepared in English (Times New Roman only) in Font Size 12 and sent to the District Secretary. The District

Coordinating Officer should enter the information related to the district into the Google Sheet as mentioned in the annexure and send a hard copy of it to the National Secretariat for Early Childhood Development with the approval of the District Secretary. That Google Sheet should be updated monthly and maintained. (Preschools and suppliers who left the program should be highlighted in yellow without removing them from the Google spreadsheet. Enter information about new suppliers in the last column next to the name of relevant preschool).

04.10 The funds required to implement this program will be released for the first quarter and the future requirement of necessary funds should be calculated and submitted to the District Secretary before the funds provided to the Divisional Secretariat Division are exhausted. According to that calculation, the necessary allocations should be requested from the Ministry on a quarterly basis with the approval of the District Secretary through Annexure 06.

## **05. Making payments and reporting progress**

05.1 In order to make payment to the suppliers who provided the morning meal, the program implementing officer should submit the completed payment vouchers along with the completed formats in Annexure 07 to the Divisional Secretariat.

05.2 Copies of the relevant format and receipt (C.S.02) should be kept in the custody of the officer implementing the program and the Head-mistress of the pre-school. Accordingly, the Divisional Secretary will make payments to the suppliers. When implementing the program, it is mandatory for the Early Childhood Development Assistant/Early Childhood Development Officer (District Coordinator) to obtain the receipt books required for the district from the National Secretariat for Early Childhood Development.

05.3 The progress report of the program for providing morning meal should be prepared monthly as per Annexure 08 and sent to the District Secretary before the 6<sup>th</sup> of the following month by the Divisional Secretary. It is mandatory for the District Secretariat to prepare the report as per Annexure (09) and report it to the National Secretariat for Early Childhood Development by the 7<sup>th</sup> of the same month.

05.4 In order to evaluate the results and the impact of the programme, "Percentage of pre-schools providing the meal", "Percentage of pre-school children receiving the meal" and "Percentage of days when meals were served out of days on which pre-schools were conducted" can be used as direct indicators, and "Percentage of increase in access to pre-schools" and "Percentage of decline in non-attendance to Pre-schools" can also be used as indirect indicators. The Head-mistress of the pre-school should be informed to keep records of necessary information for such evaluation. According to that information, the above index values should be calculated at the Divisional Secretariat division level and forwarded to the National Secretariat for Early Childhood Development by the District Secretariat every 6 months.

05.5 The prime objective of this national programme is to improve the nutrition of children in the early childhood of our country and in addition, to stimulate interest in children to attend the Early Childhood Development Center/ pre-school, increase the referral of children to the Early Childhood Development Center/pre-school education by parents,

provide economic relief to poor families, encouraging children not to compare food due to having the same diet for everyone and thereby giving people an understanding about the contribution of the public sector to increase the human capital of the country through the full development of children in early childhood are among the other objectives.

I greatly appreciate the support and dedication of you and your staff for the successful implementation of this program.

K.D.R.Olga  
Secretary

Copies:

1. Secretary to the President, Presidential Secretariat
2. Secretary, Ministry of Public Administration, Provincial Councils and Local Government
3. Secretary, Ministry of Finance and Planning
4. Secretary, Ministry of National Polices and Economic Affairs
5. Secretary, Ministry of Home Affairs
6. Secretary, Ministry of Education
7. Secretary, Ministry of Health and Mass media
8. Secretary, Ministry of Plantation and Community Infrastructure
9. Chief Secretary, all Provincial Councils
10. Provincial Health Secretaries, all Provincial Councils
11. Provincial Education Secretaries, all Provincial Councils
12. Auditor General, National Audit Office
13. Director, Family Health Bureau
14. Director General, Plantation Human Development Trust
15. Provincial Directors of Health Services
16. Provincial Units for implementation of Pre- School Charter , Pre- School Bureaus, Provincial Education Departments, Early Childhood Development Authority
17. Early Childhood Development Assistants/ Officers - FNA

FYI & FNA

Meal Plan to be provided by the Programme for Providing Morning Meal to Children in Early Childhood Development Centres/Pre-schools

Date	Food Item	Quantity	Grams
Day 1	Boiled rice	01cp	52 g
	Dhal curry	03 tbsp	30 g
	Green leaves ( <i>Mellum</i> )	03 tbsp	50 g
	fried sprats/curry mixed with onions	10 sprats	15 g
	Mango	01 Piece	100 g
Day 2	Boiled chickpeas, green gram or red peas	01cp	60 g
	If possible, fry with carrots, <i>kathurumurunga</i> /curry leaves, onions, and small pieces of coconut. 1 teaspoon each (if coconut pieces are not cut, use grated coconut)		
			20 g
	<i>Katta Sambol</i>	01tsp	5 g
Day 3	Plantains	01 (size of about 4 inches)	100 g
	Milk rice with green gram	01cp	Rice- 40 g Green gram - 15 g
	Onion mixed sprats / fried dried fish / curry	10 sprats / 01piece of dried fish	15 g
Day 4	Guava	$\frac{1}{4}$ piece (one piece of medium-sized fruit, cut into 4 pieces)	100 g
	String hoppers made with rice flour	06 (home made)	10 -12 g
	Egg curry	Curry with 01 egg	50 g
	Fried onion/ ( <i>seeni sambol</i> )	01tbsp	20 g
Day 5	Papaya	01piece (as appropriate)	100 g
	Local yams such as sweet potatoes/manioc or <i>Hingurala</i>	01cp	100 – 120 g
	<i>Katta Sambol/ Lunu Miris</i>	01tsp	5 g
	Scraped coconut	02tbsp	20 g
	Oranges (local)	$\frac{1}{2}$ fruit	100 g
Day 6	Fried rice	01cp	52 g
	Fried potatoes	03 tbsp	50 g
	Beans curry	03 tbsp	50 g

	Fish curry	01piece (as appropriate)	30 g
	Plantains	01 fruit(size of about 4 inches)	100 g
Day 7	Dosa ( preped by mixing Urad dhal and rice flour). Mix $\frac{1}{2}$ of an egg per Dosa, if possible.	01 Dosa 1/2 egg	20 g
	Sambar- ( prepared by mixing about 1tbsp of potatoes, carrot, beans, dhal, onion)		50 g
	Dosa sambol	01tbsp	15 g
	Plantains	01 fruit(size of about 4 inches)	
Day 8	Vegetable rice (- carrot, leeks, cabbage,beans , drumstick leaves-(Mixed with rice at least 1 tablespoon of each vegetable for each child)	01cp	52 g
	Dhal curry	03 tbsp	30 g
	Eggs	01	50 g
	Papaya	01piece (as appropriate)	100 g
Day 9	Rice	01cp	52 g
	Mixed vegetable curry - carrot, beans, cabbage, potatoes ( One tablespoon of each vegetable should be mixed for each child)	03 – 04 tbsp	50 g
	Fish curry	01piece (as appropriate)	30 g
	Guava	$\frac{1}{4}$ piece (one piece of medium-sized fruit, cut into 4 pieces)	100 g
Day 10	Roti made of kurakkan/rice flour	01(Roti of a diameter of about 9 cm )	60 -70 g
	Carrots, long beans( <i>me karal</i> ), leeks, and green leaves with scraped coconut ( One	03tbsp	30 g

	tablespoon of each vegetable should be mixed for each child )		
	Fried or curry fish/ canned fish	01piece (as appropriate)	50 g
	Plantains	01 fruit(size of about 4 inches)	100 g

- ❖ Each meal should provide 25- 30% (RDA) of energy. (Approximately 350 – 430 kilo calories)
- ❖ Cp=cup (200ml), tbsp=tablespoon (15ml), tsp=teaspoon (5ml)
- ❖ Any local or seasonally available fruit can be offered to improve nutritional value and variety.

- A cup of boiled rice = 52 grams of uncooked rice
- 3 tablespoons of dhal = 30 grams of uncooked dhal
- 1 String Hopper = 10-12 grams (Up to 80-100 String Hoppers can be cooked using 1 kg of String Hopper flour.)
- Dried fish/dried sprats= 15 g
- 1 cup of sweet potatoes = 100-120 grams
- An egg = 50 grams
- Fish/ meat = 30 grams
- 3 tablespoons of any vegetable = 50 grams
- Any fruit = 100 grams
- A cup of chickpeas = 60 grams of uncooked chick peas

**Note** These menus are designed with minimal variety to meet only the calorific value for use in social security net programs with practical limitations and limited cost.

**Application for Providing Morning Meal to Children in Non-estate Early Childhood Development Centres/Pre-Schools - 2025**

Name of Early Childhood Development Centre/Pre-School - .....

Address of Early Childhood Development Centre/Pre-School - .....

District - ..... DS Division - ..... Grama Niladhari Division - .....

Serial Number	Name of Pre-school Child	Date of Birth	Name of Mother /Father/ Guardian	Agree/Disagree on providing children with morning meal	Signature of mother/father/guardian

I request to provide ..... children whose names appear above with morning meal.

It is kindly informed that the suppliers whose names appear below have expressed their willingness to provide morning meal.

Serial No.	Name of Supplier	NIC Number	Signature

Date.....

Signature of Pre-school Head mistress(Place Official Seal)

**Certification**

(i) Recommendation of Estate Superintendent ( if Applicable)

I recommend/do not recommend the provision of morning meal to the ..... children of the Early Childhood Development Centre/Pre-school.

Date .....

.....  
Signature of Estate Superintendent (Official Seal)

(ii) Recommendation of Early Childhood Development Officer

I certify that the particulars mentioned are true and correct.

.....  
Date

.....  
Signature of Early Childhood Development Officer / Programme implementing officer

(iii) Approval of Divisional Secretary

I approve/disapprove the provision of morning meal to the ..... children of the Early Childhood Development Centre/Pre-school.

Date .....

.....  
Signature of Divisional Secretary (Place Official Seal)

## Programme for Providing Morning Meal to Children in Early Childhood Development Centres/Pre-schools- Format for making payments to suppliers

Write name and place signature of the supplier/s to the effect that the Morning Meal was provided on ..... days in .....

Write name and place signature and official seal of Head-mistress to the effect that the Morning Meal was obtained for children on ..... days in

Write names and place signatures of two parents of the Pre-school to the effect that the Morning Meal was provided to children on ..... days in

1 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

2 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Total amount to be received for the month: Rs. 100 x Number of children x Number of days = Rs. .......

N: B :-A completed copy of this format in respect of the months in which the programme for providing Morning Meal was implemented should be kept in the custody of the officer who executes the programme and the Head Mistress of the pre-school.

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