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Food and Nutrition Services 2018-2019

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(Attach to Field Trip Consent Form)



FIELD TRIP PROCEDURES

To ensure that we are in compliance with USDA State and Federal Rules and Regulations and in an effort to minimize the work load on days when there will be field trips, Food and Nutrition Services (FNS) has established the following procedures:

- **Food Safety is our #1 priority! It is the responsibility of the teacher to ensure that all field trip lunches are kept in coolers at 40 degrees F or below.**
- Teachers must notify the cafeteria manager at least two weeks in advance of the field trip so they can preplan.
- Cafeteria Managers will provide to the teacher a memo "*Helping Us...Help You*" to be sent to the parent along with the "*Field Trip Consent*" form which allows the parent to select the lunch menu for that particular day.
- Homeroom teachers should provide the lunch count for meals needed for the field trip one week prior to the scheduled date. The lunch count should indicate the number of each of the sandwich and milk choices needed. (see the Field Trip Menu).
- Elementary Schools: The manager will print a "*Customer Roster Report*" by selecting the individual grade and then the respective homeroom(s). Secondary Schools: If unable to use the Customer Roster Report by grade/homeroom, then the manager should create an "*Off Site Feeding Form*" listing all students attending the field trip
- Lunches will be prepackaged, labeled (by type of sandwich) and stored in a cooler based upon the lunch totals requested by the homeroom teacher.
- At the time of the meal service, the student will state their first and last name to the teacher. Using the roster or the off-site feeding form provided, the teacher will check off the student name as the meal is given to the each student. The teacher must sign the roster/off-site feeding form, date (with time), indicate the type of meal served (i.e. Lunch) and return the roster/off-site feeding form to the Cafeteria Manager the following day for audit accountability. ***NOTE: Any meals not consumed by students MUST be returned to the cafeteria.***
- Upon return of the "*Customer Roster Report*" or "*Off Site Feeding Form*", the Cafeteria Manager will then place a check mark by the respective student's name as it is entered into the POS system based on the completed Roster/Off-Site Feeding Form. Cafeteria Manager will verify that the students have been correctly entered into the POS by printing the "*Daily Journal*" and comparing it to the "*Customer Roster Report*" or "*Off-Site Feeding Form*".
- The manager will include all menu Field Trip items on the daily production report.

FIELD TRIP MENU – Pre-K

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich (ENT-48) w/String Cheese & Goldfish Crackers or Baked Cheez It

or

- Ham & Cheese Sandwich w/*All Natural Ham* (ENT-52)

Also included with the above sandwich

- Fresh Fruit or Commodity Fruit Cup (sealed)
- Fresh Vegetable (1/4 cup carrots w/ranch dressing) (SR-3D)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
- Fat Free white milk
- Soy milk

FIELD TRIP MENU – K thru 8th grades

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich (ENT-48) w/String Cheese & Goldfish Cracker or Baked Cheez-It

or

- Ham & Cheese Sandwich w/*All Natural Ham* (ENT-52)

Also included with the above sandwich

- Fresh Fruit or Dried Fruit (Craisins, Raisels)
- Fresh Vegetable (3/4 cup carrots w/ranch dressing) (SR-3B) or (3/4 celery sticks w/ranch dressing) (SO-3C)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
- Fat Free white milk
- Fat Free chocolate milk
- Soy milk

FIELD TRIP MENU – 9th thru 12th grades

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich (ENT-48) w/String Cheese & Goldfish Cracker or Baked Cheez-It

or

- Ham & Cheese Sandwich (ENT-52) w/*All Natural Ham*

Also included with the above sandwich

- Fresh Fruit and Dried Fruit (Craisins, Raisels)
- Fresh Vegetable (1 cup carrots w/ranch dressing) (SR-3C) or (1 cup celery sticks w/ranch dressing) (SO-3D)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
- Fat Free white milk
- Fat Free chocolate milk
- Soy Milk

NOTE: Document Field Trip lunches on daily production records.

Helping Us.....Help You!

Your child will be going on a field trip _____.

Date

For your convenience, the school cafeteria can provide a lunch for their field trip. The lunch menu for the day will consist of the menu items listed below. Students may select choice between two sandwiches and a choice of low fat white or fat free white milk.

Students who qualify for free and reduced-price meals and students with prepaid money in their accounts may use their Student ID number to purchase their lunch. If your child does not have money on their meal account, please send cash for the lunch. The price for Pre-K students is \$1.80.

In an effort to prepare the correct number of lunches, we would appreciate your help in having your child select the sandwich and milk of his/her choice for the day of the field trip. Please check the box for your child's selection, print the student's name and the teacher's name, and return to your child's homeroom teacher.

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich w/String Cheese & Goldfish Crackers or Cheez It

or

- Ham & Cheese Sandwich w/*All Natural Ham*

Also included with the above sandwich

- Fresh Fruit or Fruit Cup
- Fresh Vegetable (1/4 cup carrots w/ranch dressing) (SR-3D)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
- Fat Free white milk
- Soy Milk

Food Allergies: If your child has a food allergy, please contact your cafeteria manager so that we can provide a meal that is safe for them to consume.

Student's Name

Teacher's Name

Helping Us.....Help You!

Your child will be going on a field trip _____.
Date

For your convenience, the school cafeteria can provide a lunch for their field trip. The lunch menu for the day will consist of the menu items listed below. Students may select choice between two sandwiches and a choice of low fat white, fat free white or chocolate milk.

Students who qualify for free and reduced-price meals and students with prepaid money in their accounts may use their Student ID number to purchase their lunch. If your child does not have money on their meal account, please send cash for the lunch. The price for K-6th grades is \$1.80.

In an effort to prepare the correct number of lunches, we would appreciate your help in having your child select the sandwich and milk of his/her choice for the day of the field trip. Please check the box for your child's selection, print the student's name and the teacher's name, and return to your child's homeroom teacher.

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich w/String Cheese & Goldfish Cracker or Baked Cheez-Its

or

- Ham & Cheese Sandwich w/*All Natural Ham*

Also included with the above sandwich

- Fresh Fruit or Dried Fruit (Craisins, Raisels)
- Fresh Vegetable (3/4 cup carrots w/ranch dressing or 3/4 cup celery sticks w/ranch dressing)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
 Fat Free white milk
 Fat Free chocolate milk
 Soy milk

Food Allergies: If your child has a food allergy, please contact your cafeteria manager so that we can provide a meal that is safe for them to consume.

Student's Name

Teacher's Name

Helping Us.....Help You!

Your child will be going on a field trip _____.

Date

For your convenience, the school cafeteria can provide a lunch for their field trip. The lunch menu for the day will consist of the menu items listed below. Students may select choice between two sandwiches and a choice of low fat white, fat free white or chocolate milk.

Students who qualify for free and reduced-price meals and students with prepaid money in their accounts may use their Student ID number to purchase their lunch. If your child does not have money on their meal account, please send cash for the lunch. The price for 7-8th grades is \$1.90.

In an effort to prepare the correct number of lunches, we would appreciate your help in having your child select the sandwich and milk of his/her choice for the day of the field trip. Please check the box for your child's selection, print the student's name and the teacher's name, and return to your child's homeroom teacher.

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich w/String Cheese & Goldfish Cracker or Baked Cheez-Its

or

- Ham & Cheese Sandwich w/*All Natural Ham*

Also included with the above sandwich

- Fresh Fruit or Dried Fruit (Craisins, Raisels)
- Fresh Vegetable (3/4 cup carrots w/ranch dressing or 3/4 cup celery sticks w/ranch dressing)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
- Fat Free white milk
- Fat Free chocolate milk
- Soy milk
-

Food Allergies: If your child has a food allergy, please contact your cafeteria manager so that we can provide a meal that is safe for them to consume.

Student's Name

Teacher's Name

Helping Us.....Help You!

Your child will be going on a field trip _____.
Date

For your convenience, the school cafeteria can provide a lunch for their field trip. The lunch menu for the day will consist of the menu items listed below. Students may select choice between two sandwiches and a choice of low fat white, fat free white or chocolate milk.

Students who qualify for free and reduced-price meals and students with prepaid money in their accounts may use their Student ID number to purchase their lunch. If your child does not have money on their meal account, please send cash for the lunch. The price for 9th – 12th grades is \$1.90.

In an effort to prepare the correct number of lunches, we would appreciate your help in having your child select the sandwich and milk of his/her choice for the day of the field trip. Please check the box for your child's selection, print the student's name and the teacher's name, and return to your child's teacher.

Students Choose One Sandwich:

- Peanut Butter & Jelly Jamwich w/String Cheese and Goldfish Cracker or Baked Cheez-Its

or

- Ham & Cheese Sandwich w/*All Natural Ham*

Also included with the above sandwich

- Fresh Fruit and Dried Fruit (Craisins, Raisels)
- Fresh Vegetable (1 cup carrots w/ranch dressing or 1 cup celery sticks w/ranch dressing)
- Cookie (Whole Grain)

Choice of milk:

- Low Fat white milk
- Fat Free white milk
- Fat Free chocolate milk
- Soy milk

Food Allergies: If your child has a food allergy, please contact your cafeteria manager so that we can provide a meal that is safe for them to consume.

Student's Name

Teacher's Name