

# Standard Operating Procedures: Field Trips

---

## INTRODUCTION/BACKGROUND

CNS main objective is to ensure that each student served receives a high quality, safe, reimbursable sack meal. The need for continued safe food handling practices after the meals leave the food service area of operation must be emphasized.

Preparing sack lunches allows CNS to provide campuses meals for students at no cost to the campus. Proper record keeping is required for sack meals as with any other type of meal service. As per federal guidelines/regulations accurate meal counts taken at the point of service needs to be properly documented.

Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage. HACCP guidelines must be developed and adhered to for all meals consumed on school-sponsored, supervised field trips.

*Please note that the following procedures are to be followed ALL YEAR ROUND, including summer school.*

### I. Request for Field Trip Sack Lunches

#### A. Advance Notice Required (no exceptions)

1. Field Trip Coordinator will obtain Request Form from Cafeteria Manager or website [www.mercedschildnutrition.net](http://www.mercedschildnutrition.net).
2. Field Trip Coordinator will then submit Request Form completed in its entirety to Cafeteria Manager at least **10 instructional days** in advance prior to the scheduled field trip.
  - a. This allows ample ordering time for food supplies.
  - b. This is to guarantee availability of menu items requested.
3. Requests received after the two-week deadline **will not** be approved due to availability of menu items.
  - a. To ensure food safety as well as compliance with USDA meal pattern regulations specific menu request/modifications **may not** be considered.
4. Any request for *deviations* from the Field Trip menu *may be accommodated*, however, meals will be considered as a “catering” and campus *will be charged* accordingly.

### II. Teacher/Field Trip Coordinator Responsibility

#### A. Day before Field Trip

1. Insulated containers (cleaned) shall be provided by the teacher to the cafeteria manager by 1:30 p.m. the day before the field trip for transporting the lunches and milk.
2. A minimum of 2 insulated containers are required depending upon the number of sack lunches requested.
  - a. One is to be used for the sack lunches and one to place the milk on ice.
  - b. Sack meals will be available for pick up the morning of the field trip in the cafeteria at designated location agreed upon by Field Trip Coordinator and Cafeteria Manager.

# Standard Operating Procedures: Field Trips

---

*Note: CNS may lend ice chests (if available) but they must be returned the next business day. Failure to return them and any leftover product may cause additional meal costs to the campus.*

## III. Manager's Responsibility

### A. Day before Field Trip

1. Verify time & pick up location for the sack meals with field trip coordinator.
2. Manager will record the proper food temperature of all food being dispensed.
3. Manager will also provide training to teacher/group sponsor on counting and claiming reimbursable meals.
  - a. The teacher/group sponsor will ensure that meals are wholesome and ***eaten within four hours of leaving the cafeteria area.***
  - b. Teacher is responsible for discarding any uneaten food (student selected but did not eat) and will return the student roster and ID numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal.
    - i. *New Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption **[must be from the items student selected as part as their meal].***
  - c. All refused/leftover menu items must be returned to CNS.
  - d. Any undocumented meals or meals served that are not reimbursable will be billed to the campus at the adult/visitor rate.
  - e. USDA regulations ***require that milk be provided*** as a choice.

## IV. Compliance Procedures

### A. Day of Field Trip

1. Designated forms provided by CNS cafeteria manager are to be used to ease the process of providing reimbursable sack meals and maintaining the necessary records.
2. Use the forms to communicate directions to those responsible for transporting and serving the meal and document meals served.

### B. Reminders

1. Meals are to be ***eaten within four hours of leaving the cafeteria area.***
2. Teacher is responsible for discarding any trash/uneaten food selected by student.
3. Field Trip Coordinator is to return the student roster and ID numbers to the cafeteria manager with an accurate number of students that took a reimbursable meal.
4. New Federal regulations (effective 07/01/2014) allow students to take non-perishable food items with them for later consumption.
5. Any undocumented meals or meals served that are not reimbursable will be billed to the campus at the adult/visitor rate.
6. Counts are verified by cafeteria staff and entered into POS system that day.
7. All students must take ½ cup of fruit or vegetable.

## Standard Operating Procedures: Field Trips

8. Milk must be offered to students but they do not have to take it.

### C. USDA Meal Patterns

Nutrition Standards in the National School Lunch Program (NSLP) and School Breakfast Program (SBP)– Meal Pattern Chart (Amount of Food <sup>b</sup> Per Week (Minimum Per Day))						
Meal Pattern	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 <sup>a</sup>	Grades 6-8 <sup>a</sup>	Grades 9-12 <sup>a</sup>	Grades K-5	Grades 6-8	Grades 9-12
Fruits (cups) <sup>c, d</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>c, d</sup>	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark Green <sup>f</sup>	0	0	0	½	½	½
Red/Orange <sup>f</sup>	0	0	0	¾	¾	1 ¼
Beans/Peas (Legumes) <sup>f</sup>	0	0	0	½	½	½
Starchy <sup>f</sup>	0	0	0	½	½	½
Other <sup>f, g</sup>	0	0	0	½	½	¾
Additional Vegetable to Reach Total <sup>h</sup>	0	0	0	1	1	1½
Grains (oz. eq.) <sup>i</sup>	7–10 (1) <sup>j</sup>	8–10 (1) <sup>j</sup>	9–10 (1) <sup>j</sup>	8–9 (1)	8–10 (1)	10–12 (2)
Meat/Meat Alternates (oz. eq.)	0 <sup>k</sup>	0 <sup>k</sup>	0 <sup>k</sup>	8–10 (1)	9–10 (1)	10–12 (2)
Fluid Milk (cups) <sup>l</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Nutrient Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-Max Calories (kcal) <sup>m, n, o</sup>	350–500	400–550	450–600	550–650	600–700	750–850
Saturated Fat (% of total calories) <sup>n, o</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>n, p</sup>	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans Fat <sup>n, o</sup>	Nutrition label/manufacturer specification must indicate 0 grams of <u>trans</u> fat per serving.					

*Note: To ensure field trip meals are compliant CNS Manager Bundle items to ensure each selection meets federal regulations.*

### V. REQUEST FOR BREAKFAST & LUNCH

#### A. Any request for BOTH breakfast & lunch meals for field trips will be denied.

1. If field trip is scheduled to leave before 6:30 am CNS will only accommodate for Breakfast Meal.

#### B. Exception to the Rule

1. If field trip is scheduled to leave at 6:30 am or after CNS will accommodate since meals will be consumed within the 4 hour window (as per time & temperature regulation).
  - a. In this situation it is advised that children are fed no later than 8:00 am, Breakfast; and fed their lunch no later than 10:30am.

#### C. Serving Sack Lunches after 2:00 pm.

1. CNS will not provide sack lunches or meal service to children after 2:00 pm as per USDA regulations.

#### D. Alternative/Option

1. CNS may offer a combination of Breakfast & Lunch items for the field trip.

## Standard Operating Procedures: Field Trips

---

2. It may include 1 Peanut Butter Sandwich, Graham Crackers, Milk, Juice, and fresh fruit.
  - a. Please notify Cafeteria Manager immediately if this is the option that best suits your field trip.

### VI. FOOD PRODUCTION RECORDS

#### A. Nutrikids

1. FPRs are located in the Menu Planning Module (the Heart) May 5-9, 2012.
2. Input the planned numbers
3. Print FPR:
  - a. Select Menu (Breakfast or Lunch)
  - b. Select School Site
  - c. Fill out FPR like a regular FPR.
  - d. Draw a line through the date and write in pencil the actual date.

#### B. Ordering for Field Trip

1. For Elementary and Junior high school field trips CNS must offer 1 cup of Vegetables, 1 cup of Fruit, 1 Grain, 1 Meat, and 8 oz milk.
  - a. Select the 2 Veggies you are going to offer
  - b. Celery & Baby Carrots count as only 1 Vegetable Serving
  - c. Best Practice is to bundle fruit with Entrée to ensure a reimbursable meal is selected.
  - d. Best Practice is not to order/pack too many servings of Fresh Fruit or Vegetables since historical data tells us that students do not select these items very often.
  - e. Reminder: only *2 different types of milk* need to be offered; skim milk can be excluded as long as there are 2 other types of milk.