



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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## CHILD NUTRITION SERVICES

### Staff Instructions for Field Trip Procedure

Schools are required to offer students the opportunity to accept or deny a bag lunch for a field trip. Teachers are not allowed to instruct students to bring a lunch from home.

- a) Three weeks prior to the field trip, the Student Field Trip Bag Lunch Request Form (CNS 101) must be sent home. This should be attached to the Field Trip Permission Slip.
- b) Upon receipt of completed Student Field Trip Bag Lunch Request Forms (CNS 101), the teacher completes Section A of CNS Field Trip Request Bag Lunch Form (102) and returns it to the CNS Assistant in your cafeteria.
- c) Order only number of lunches requested by students or your school will be **invoiced for each bag lunch not picked up by students at \$3.90.**
- d) **On the day of the field trip, each student will go to the cafeteria and receive their bag lunch by CNS Assistant in the cafeteria.**
- e) Student Field Trip Bag Lunch Request Form (CNS 101) may be ordered from the Print Shop or downloaded from intranet. To be sent home to parents to be returned to the teacher.
- f) CNS Field Trip Request Bag Lunch Form (102) must be ordered from the Print Shop as NCR form. Teacher completes class count and returns to the CNS Assistant in your cafeteria.

### Provision Schools = No Meal Cost

- Adelante I
- Adelante II @ Arbuckle
- Aptitud
- Arbuckle
- Cassell
- Chavez
- Cureton
- Dorsa
- Fischer
- George
- Hubbard
- Linda Vista
- L.U.C.H.A.
- Lyndale
- Mathson
- McCollam
- Meyer
- Ocala
- Painter
- Renaissance at Mathson
- Renaissance at Fischer
- Russo/McEntee
- Ryan
- San Antonio
- Sheppard
- DCP at Ocala
- KIPP Heartwood
- KIPP Prize as of October 3rd