

# Dewey Public Schools

## FIELD TRIP LUNCH ORDER INSTRUCTIONS

To keep your students nourished and energized during field trips, sack lunches may be ordered from the Cafeteria. All students going on the field trip should be asked if they will be bringing their lunch, or if they would like to order a sack lunch from the cafeteria. Dewey Public Schools participates in the National School Breakfast (SBP) and National School Lunch Program (NSLP) and a meal must be offered each school day to students. Milk must be offered, but is not required by students to take as part of their lunch.

As soon as you schedule a field trip, please notify the Child Nutrition Office of the date.

- The “Field Trip Lunch Order Request” Google form is located on our school website under staff resources.
- This form will need to be completed at least (2) weeks prior to the date of the field trip.
- Two days before the field trip, the Child Nutrition or Food Service Director will confirm the meal count with the Teacher(s).

Whether or not lunches will be needed for a field trip, the cafeteria should be notified that classes will not be eating in the Cafeteria or Student Center on the date of the event. This is to ensure that the cafeteria is aware of fewer students needing meals, and to decrease the number of meals produced by reducing waste.

If a student requires special dietary accommodations, the teacher will need to complete the Special Dietary Accommodations section on the “Field Trip Lunch Order Request” Google form. This information will be confirmed with the School Nurse as the student must have a completed medical statement on file. These meals will be labeled with the child’s name and the teacher will need to ensure that the student receives the special meal when distributing meals.

The Child Nutrition Office must have a complete roster of students participating in the field trip and receiving lunches. You may use the Meal Participant Roster if a classroom roster is not available. A designated adult must be responsible for checking off the names as students receive their meals. The roster must be returned to the cafeteria at the conclusion of the field trip. **THE TEACHER DOES NOT HAVE TO COLLECT MONEY. MEALS WILL BE CHARGED TO THEIR MEAL ACCOUNT.**

All field trip lunches must be picked up from the Cafeteria, prior to departure.

To ensure food quality and safety to prevent spoilage, all meals must be packed in an insulated container, such as a cooler. Please drop off your container with the cafeteria or request a cooler ahead of time.

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## FOOD SAFETY PROCEDURES FOR FIELD TRIP MEALS

Please observe the following procedures:

1. Store sack meals in an insulated container with the cover secured until meal service and keep the insulated container away from direct sunlight.
2. Always wash hands prior to distributing meals.
3. Encourage students to wash hands prior to meal service.
4. Serve the meal as soon as possible to prevent prolonged storage, within four (4) hours of picking up meals from the Cafeteria.
5. Do not serve food items that have been left out of insulated containers for more than two (2) hours.
6. ALL leftover food items should be returned to the Cafeteria for proper accounting and disposal.