

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: FIELD TRIPS

For Action By: PRINCIPAL, FOOD SERVICE MANAGER AND SATELLITE ASSISTANT

Refer Questions to: FOOD SERVICE ADMINISTRATORS
DEPARTMENT OF FOOD AND NUTRITION

According to the Code of Federal Regulations, lunch periods shall occur between 10:00 a.m. and 2:00 p.m. unless a waiver has been approved. Additionally, meals must be accounted for at the time of service.

Notification

The Food Service Manager or Satellite Assistant must be notified in advance of any field trips so that food planning and ordering may be adjusted.

1. A copy of the completed Field Trip Permission Request Form [FM-2431](#) (Attachment A) must be given to the Manager/Satellite Assistant by school personnel **whether or not** packed lunches are needed for participants.
2. **All students must be offered the choice of requesting a packed lunch from the cafeteria regardless of their meal eligibility (free, reduced or paid)** in order to ensure Civil Rights Compliance.
3. Each teacher must provide the Manager/Satellite Assistant with a follow-up of the **anticipated number** of requested packed lunches needed for their group **no later than Tuesday three weeks prior to the scheduled field trip date.**
4. The teacher(s) must provide a confirmation of the **exact count** of meals and types of milk required along with a list of anticipated students the **day before the field trip.** Milk must be offered to students in a minimum of two fat contents.

Accountability of Meals Served to Students on Field Trips:

The day before or the morning of the field trip, the Food Service Manager or Satellite Assistant must run a Classroom Worksheet (roster) of the homeroom section(s) going on the field trip. If a Classroom Worksheet is not feasible, a Food Service Meal Request form [FM-3106](#) (Attachment B) may be used as the roster. A roster is necessary to keep accurate records of all meals served and amounts due for reduced and full price meals. Rosters and attendance bulletins must be kept on file with daily records.

A. Field Trips Leaving School Before 10:00 a.m.

1. Students must be identified by name and designated school personnel must check off the student's name on the roster as each one receives their meal. The roster must be signed and dated by school personnel and returned to the Food Service Manager or Satellite Assistant at the end of the field trip.
2. Monies due from paying students should be collected and returned in an envelope along with the checked-off roster to the Food Service Manager/Satellite Assistant.

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3. If the roster is received by the Food Service Manager/Satellite Assistant before End of Day procedure:
 - a. The Food Service Manager or designee must verify the names checked off on the roster against the attendance bulletin. If a student appears as absent and is checked off as having received a meal, contact the attendance clerk to confirm that they were absent and not tardy. Make a notation on the roster indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.
 - b. Cashier enters itemized information into POS system under each individual student's account.
 - c. Food Service Manager or designee must verify that information input by cashier is accurate. **Roster and Meal Report ([Attachment C](#)) printed from POS Report Center must be compared. If any discrepancies are found, adjustments must be made to the individual student's account before the End of Day procedure.**
4. If the roster will be received by the Food Service Manager/Satellite Assistant after End of Day procedure:
 - a. The Food Service Manager or designee must verify the names on the anticipated student list against the attendance bulletin. If a student appears as absent but had requested a meal, contact the attendance clerk to confirm that they were absent and not tardy. Make a notation on the anticipated student list indicating the information obtained and adjust accordingly. Obtain a revised attendance bulletin, if applicable.
 - b. Cashier enters itemized information into the POS system under each individual student's account using the adjusted list of students that requested the field trip meal.
 - c. Food Service Manager or designee must verify that information input by cashier is accurate. **Roster and Meal Report ([Attachment C](#)) printed from POS Report Center must be compared. If any discrepancies are found, adjustments must be made to the individual student's account before the End of Day procedure.**
 - d. **When the checked-off roster is received, those names must be verified against the Meal Report and attendance bulletin.** If discrepancies are found, adjustments must be made to the individual student's account balance as needed. In addition, corrections to the total number of free, reduced or paid meals must be entered in the POS system as an electronic CRCR.

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B. Field Trips Leaving School After 10:00 a.m.

1. The meals may be rung up at the POS register following standard accountability procedures.
2. A roster must accompany the field trip group. Students must be identified by name and designated school personnel must check off the student's name on the roster as each one receives their meal. The roster must be signed and dated by school personnel and returned to the Food Service Manager/Satellite Assistant at the end of the field trip.
3. If the roster is received by the Food Service Manager/Satellite Assistant before End of Day procedure, follow steps 3.a. and 3.c. above.
4. If the roster will be received by the Food Service Manager/Satellite Assistant after End of Day procedure, follow step 4.d. above.

Menu

Packed lunches must meet the requirements of a reimbursable meal. Menu items used in bag lunches should be carefully chosen since it is often difficult to maintain food items at a constant temperature of 41°F or below. The meal will consist of all five components and will not be offer vs. serve.

Choices for "Lunch to Go" bag lunches:

#1 PB &J

Uncrustable Peanut Butter & Jelly Sandwich (item #5384)

Goldfish Crackers (1 pkg)

Fresh Fruit

Fruit Blend Juice

Milk

#2 Field Trip Fun Pack

Baked Tortilla Chips and Cheese Cup

Fresh Fruit

Fruit Blend Juice

Honey Wheat Donut

Milk

Note: Milk must be transported in coolers

Leftover Meals

Leftover meals must be indicated as discarded on the classroom worksheet list. Leftover meals may be returned to the Food Service Manager or Satellite Assistant for disposal. The Food Service Manager/Satellite Assistant will account for these meals the same as a spilled meal.