



## Field Trip Procedure

### Ordering Meals from Food Services

**FIVE DAYS ADVANCE NOTICE REQUIRED TO ORDER FIELD TRIP MEALS.**

Please follow these steps to place an order:

**1. Teacher to print TWO rosters of class from Powerschool.**

Circle names of students requesting lunch/breakfast from Food Service. Free, Reduced AND Full Paid students may order meal (Full Paid billed lunch at \$3.00 for Elementary/\$3.25 for Secondary, breakfast billed at \$2.00 for both Elementary and Secondary).

**2. Teacher turns one completed roster to site secretary**

Student names circled of those requesting field trip meal. Teacher keeps second copy of roster to use when serving lunches.

**3. Site Secretary calls or emails count to Central Kitchen**

Contact: Central Kitchen at LAMS 805-596-4066 or shcox@slcusd.org

**4. Meals will be delivered in cooler bag on day before field trip is scheduled**

Meals are stored in refrigerator at school site cafeteria (*Teacher may need to add plastic ice sheets to cooler bag which would be in freezer, not refrigerator*). Food Service Worker at site will make sure refrigerator is unlocked so cooler bag can be retrieved and leave a note or email teachers and office staff the location to find cooler bag.

**5. Teachers pick up lunches from cafeteria day of field trip.**

**6. Teachers hand student lunch and then check their name off from roster.**

If meal is ordered and student does not take or is absent, do NOT circle name. DO NOT CIRCLE NAMES UNTIL LUNCH IS ACTUALLY HANDED TO CORRECT STUDENT.

**7. Completed rosters and cooler bag returned to cafeteria once class returns from field trip.**

**8. Food Service Staff enters student names and numbers from completed roster.**

Food Safety is critical so please make sure lunches are kept in a cool, shaded area.

All meals meet USDA guidelines. NO nuts are used for any meals.

Two types of milk must be offered with meals.

**If cancelled:** *Meals can still be served to the students. Please follow procedure #6 above. Please note that if meals will not be used, the price of the meals delivered will be charged to the school site.*

**Potable water is to be available for students to drink where meal is served. Water from a nearby drinking fountain would suffice.**

***FOOD SERVICE RESERVES THE RIGHT TO REFUSE FIELD TRIP ORDERS  
RECEIVED LESS THAN FIVE DAYS IN ADVANCE.***

*Revised 8-7-19*