

School Hosted Field Trips

All students will have the option of receiving sack lunches for field trips. Children on a field trip must be offered meals that meet USDA's daily meal component requirements. WVSD is an equal opportunity provider, so please offer sack meals to all students, not just students that may receive free or reduced priced meals.

Breakfast Meals – chocolate chip muffin, apple or applesauce, graham crackers, chocolate milk*

Lunch Meals: sunbutter & jelly sandwich (peanut free alternative sandwich), rice crispy treat or chips, IW vegetable, apple or applesauce, and chocolate milk*



Sack lunches will be charged on student school lunch accounts. Students will be charged based on their meal status of free, reduced, or paid.

One Week (5 working days) Prior:

Please provide the following information to Child Nutrition ChildNutrition@WVSD208.ORG.

School, Teacher Name OR Point of Contact's Name , Date of Trip, Departure Time, Type (Breakfast and/or lunch), Number of Meals, and Name of Students

CAFETERIA FIELD TRIP INFORMATION

One Day Prior Notify Child Nutrition office of any changes.

Day of Departure

PICK UP MEALS - The point of contact will pick up the sack lunches and class roster during the designated time in the school kitchen. Contact the child nutrition staff at your building for more details.

CHECK OFF LIST - The point of contact is responsible for ensuring that each child receives the full lunch including milk. *The point of contact will check off each student on the class roster provided, as they receive their sack lunch during the trip.*

FOOD SAFETY - It is the point of contact's responsibility to ensure foods stay at safe temperatures during the field trip. Food should be served and *eaten within four hours* after it leaves the kitchen.

Return from Field Trip

Please return the *class roster to the CN office or your school kitchen immediately* after returning from the field trip. *Ensure all students that received a meal are checked off and leftover meals is recorded.* The child nutrition office will charge each students lunch account and will be charged based on their meal status.

Please *discard all leftover meals* as it may not be safe to consume.

If you received a *food storage cooler*, please return to your site kitchen.