

Preston Public Schools
Procedure for Field Trips

Preston Public Schools will offer reimbursable lunches to all students on out of district field trips. Children will be required to pre- order their lunch the school day before the trip. A bagged lunch will be prepared for each student who pre orders the field trip meal. Meals will include all 5 components of the reimbursable meal (whole grain, milk, meat/ meat alt, fruit and vegetable).

Bags will be assembled the morning of the trip and held in insulated coolers with ice packs and a thermometer to ensure that the temperature remains at 40 F or below. Each bagged lunch will be marked with the student's name, based on the pre order list. A designated staff member will obtain a roster of all the students on the trip and check the name off as the student receives their meal. That same staff member will record the temperatures of the cooler to ensure it is 40 F or below every 2 hours and record the time and temperatures prior to the meals being served.

All leftover or unclaimed meals will be discarded. When the rosters are returned to the kitchen staff after the field trip. The meals will be entered in the student meal software using individualized student pin numbers to record their eligibility.