

WINDSOR LOCKS PUBLIC SCHOOLS- SCHOOL LUNCH PROGRAM

Standard Operating Procedure for Field Trip Meals

To ensure compliance with food safety standards and regulatory requirements, teachers and/or field trip planners should follow the following procedures for student field trip meals.

1. Pre-Trip when lunchtime will be included as part of the trip:

- **2 days prior to the trip by 10 am:** Provide a complete roster to the Food Service kitchen staff that includes student names, IDs, and notations of any **allergies or dietary restrictions** for any student requesting a food service prepared meal for the day of the trip.
- **The morning of the trip:** Send the student(s) to the cafeteria to pick up their lunch. Each student must pick up their own lunch.

2. The Provided Lunch will be a Reimbursable Sunbutter Meal.

"Offer vs Serve" is not implemented on field trips. Students will be served all five components of the reimbursable meal. The meal will contain only shelf-stable components that do not require refrigeration. The meal will be served in a brown paper bag.

The standard meal provided is the **Sunbutter and Jelly Sandwich**, which consists of:

K-12:	PROVIDES:	PRE-K:	PROVIDES:
Main Entrée-Sunbutter & Jelly Sandwich – 1 each	2 M/MA and 2 Grain	Main Entrée-Sunbutter & Jelly Sandwich – 1 each	2 M/MA and 2 Grain
Vegetable-Baby Carrots	1 Cup of Vegetables	Vegetables-Baby Carrots	1/2 Cup Vegetables
Fruit- Fresh Whole	1 Cup of Fruit	Fruit-Fresh Whole	½ Cup Fruit
Milk – Shelf Stable	8 oz - FF Chocolate, 1% White (shelf stable)	Milk-Shelf Stable	8 oz – 1% White Only (Shelf Stable)

3. Meal Pickup and Accountability

- **POS Tracking:** Students must come to the cafeteria at the agreed-upon time to pick up their meals and **enter their ID number into the POS**, so the meal is correctly claimed for reimbursement.
- **Temperature Verification:** Foodservice staff will document the **time and temperature** of the meals (which must be at or below 41°F) at the time of pickup.
- **Food Service Staff** will include the field trip meals on their production records.

4. Safe Food Handling and Service

- **Hygiene:** Students should be encouraged to **wash their hands thoroughly** before handling their food.
- **Strict Service Window:**
 - Lunch time must be **between 10:00 AM and 2:00 PM**.
 - Although shelf-stable, all meals should be consumed within **4 hours of pickup** to ensure freshness.

5. Training

- All program staff will be trained on this Field Trip SOP yearly at the opening meeting.
- All non-program staff will be given a copy of this Field Trip SOP upon receipt of a Field Trip order. They will also be informed of the location of the Field Trip SOP on the Food and Nutrition section of the district website for easy reference.