

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: D- Health Program Services

Section: 1302.44 Child Nutrition

Subject: Field Trip Meal Counts/Temperature Logs

Policy:

All meal counts and food temperatures are to be accurate and taken at the time and point of meal service.

Procedure:

1. When children are served meals during a field trip, the cook will provide the teacher a tote for all non-food items needed for that meal service (to include cutlery, serving utensils, knife, sanitizer wipes, napkins, paper towels, disposable table covers, garbage bags, etc.) and must contain a meal count roster, a thermometer, and a temperature log.
2. Prior to meal service, document the temperature of milk, yogurt and any other potentially perishable foods taken on the field trip. Any food that has not been kept at 41^{oF} or colder must not be served to children.
3. Meal counts must be taken at the time the children are eating the meal. The designated staff person will mark the roster, showing which children are present and eating, and which are absent. Also, record the number of adults drinking milk, record them separately as Program (paid Head Start staff members) or non-Program (volunteers).
4. Upon returning from the field trip, the teacher will give the completed meal count roster and the temperature log to the cook who will transfer the information to the CCFP meal count documents. These will be maintained with and turned in with that month's USDA paperwork.
5. If the cook attends the field trip, she/he will be responsible for both taking and maintaining the temperature and the meal count records.