

## MASTER BAG LUNCH MENU

Date: March 15, 2022  
Memo To: CNP Managers  
Memo From: Child Nutrition Department  
Subject: 2022-2023 Master Bag Lunch Menu

The EBR Standardized Master Bag Lunch Menu is attached.

### **General Information:**

1. Reminder - Be sure to pull the ham needed for bag lunches from the freezer to thaw in the refrigerator in advance so it will thaw before preparing the bag lunches.
2. **Managers must get a roster from the teacher including the names of all students that will receive a bag lunch meal. Managers must check with the teacher, the morning of the field trip, to verify which students are actually receiving a bag lunch for the field trip that day. The verified roster must be attached to the "Daily Deposit Worksheet" on the day of the field trip.**
3. Bag lunches should be ordered two weeks in advance, however, every effort should be made to prepare bag lunches when they are requested unless products are not available and cannot be transferred from another school or picked up from a vendor. For field trips or field days held during the month of May, managers must be notified by the middle of April so that end-of-the-year food orders can be adjusted. Managers must notify principals and teachers of this information at the beginning of each school year and again in February before field trips begin to be heavy in March, April & May.
4. All schools are to follow the master menu as attached for bag lunches. If any changes need to be made to the standardized bag lunch menu, call your CNP Area Supervisor or the CNP Purchasing Coordinator for approval.
5. Bag lunch items must be packed on ice before the meals are sent out from the cafeteria.
  - The classroom teacher in charge of the field trip must make sure that ice and CLEAN ice chests are provided for the purpose of transporting milk and bag lunches.
  - More than one ice chest may be needed.
  - Cafeteria managers must notify the teacher several days in advance of the trip of their need to have ice and CLEAN ice chests available.
  - Cafeteria managers must not accept dirty ice chests for bag lunches.
  - Cafeteria managers must be sure to get the ice and ice chests two days before the bag lunches are needed so they will be on hand the morning that the bag lunches are prepared.
  - Store ice chests in locked cafeteria storage rooms until they are needed.
  - If the ice and ice chests are not provided two days before the bag lunches are needed, then the cafeteria manager must ask the principal for help in obtaining the ice and CLEAN ice chests so they will be available on the day that the bag lunches and milk needs to be packed.
  - If a school cafeteria has an ice machine, ice may be provided by the cafeteria.
6. If bag lunches are for a satellite site, the bag lunches are to be prepared at the preparation site, not the satellite site.

### **General Packing Details:**

1. Use all disposables to pack the bag lunches.
2. Send one brown paper bag or paper boat for each meal provided.
3. Send a napkin and a straw for each meal provided.
4. Send one clean garbage liner per class for trash.
5. Send one packet of mayonnaise and one packet of mustard for each meal provided.
6. Place the following items in small brown paper bags to organize them: napkins, mayonnaise and mustard packets.
7. Count out straws and wrap a rubber band around them.

Bag Lunch Cover Sheet Memo – Continued

8. Place and organize items such as the following in a small CLEAN cardboard box:  
paper bags or paper boats, straws, bag with napkins, mayonnaise & mustard packets, clean garbage liners.
9. After making sandwiches, place each one in individual zip top sandwich bag.
10. Wash whole apples thoroughly and place them in a clean bun pan bag and tie the top of the bag. Do not tie the bag too tightly, so the teacher cannot open it when the meals are served to the students. The EBR stock number for the bun pan bags is #071-038-5551. If a small amount of apples are needed, then place them in a zip lock bag rather than a bun pan bag.
11. Place clean fresh baby carrots into individual sandwich bags and then place wrapped carrots into a larger zip lock bag.

**Packing of Ice Chest:**

1. Layer milk and sandwiches in CLEAN ice chests in the following manner:
  - Put a layer of ice in the bottom of the ice chest.
  - Place SLIGHTLY Icy but not frozen milk on top of the ice.
  - Put a CLEAN piece of cardboard on top of the milk.
  - Place a new, CLEAN garbage liner on top of the cardboard.
  - Place individually wrapped sandwiches into the clean garbage liner and tie the top of the liner.
  - Place some ice around the bag of sandwiches, being careful not to crush the sandwiches.
  - Close the lid of the ice chest and place it in walk-in cooler if teacher is not there to pick up the meals yet. If no walk in cooler is available, then place the ice chests in a cool place until the teacher comes to pick them up.
2. Layer apples and baby carrots in CLEAN ice chests in the following manner:
  - Put a layer of ice in the bottom of the ice chest.
  - Place clean whole apples that are in a bun pan bag, on top of the ice.
  - Place zip lock bag of baby carrots on top of apples.
  - Sprinkle more ice over top of all items in chest covering them partially with ice. Do not cover carrots and apples totally with ice causing them to freeze.
  - Close the lid of the ice chest and place in walk in cooler if teacher is not there to pick up the meals yet. If no walk in cooler is available, then place the ice chests in a cool place until the teacher comes to pick them up.

**Food Safety and Presentation:**

Food Safety and Presentation are very important when preparing bag lunches. All effort should be taken to produce safe high quality bag lunches that teachers and students will like so they will request them for each field trip. For safe and high quality bag lunches follow the information listed:

- Follow HACCP procedures in preparing and storing bag lunches and complete the HACCP log.
- Use new refrigerated ham; do not use leftover ham for bag lunches.
- Do not heat the ham before making sandwiches.
- Shave the ham very thin for sandwiches so they are attractive.
- Do not use ends of loaves of bread to make sandwiches. Use ends of bread for breakfast toast.
- Always use fresh products to produce the bag lunch. Make sure that the bread is fresh and soft.
- Make sure that the carrots are not dried out.
- Apples should be fresh and firm.

CNP Managers and staff are the key to producing a high quality bag lunch that students and teachers will request over and over. If you have any questions, call the CNP purchasing department or an area supervisor.

Approved:

Nadine L. Mann  
Dr. Nadine Mann, Chief Financial Director  
East Baton Rouge Parish School System  
Child Nutrition Program

Date

3.25.22

**EAST BATON ROUGE PARISH CHILD NUTRITION PROGRAM  
MASTER BAG LUNCH MENU**

<b>Bag Lunch Menu</b>	<b>MENU ITEMS</b>	<b>RECIPE NUMBER</b>	<b>GRADES PK-5</b>	<b>GRADES 6-8</b>	<b>GRADES 9-12</b>
1.	Ham and Cheese Sandwich (Shave Ham very Thin)	SD7A- 1 1/2 M/MA SD7E - 2 M/MA	Ham 1 oz. M/MA Cheese 1/2 oz. M/MA	Ham 1 oz. M/MA Cheese 1 oz. M/MA	Ham 1 oz. M/MA Cheese 1 oz. M/MA
2.	Whole Grain Hamburger Bun	BG18H	1 each 2 oz. eq. WG	1 each 2 oz. eq. WG	1 each 2 oz. eq. WG
3.	Whole Apple <b>OR</b> Other Fruit Equal to 1 cup serving	FVJ32	1 whole = 1 cup (125 ct) FR	1 whole = 1 cup (125 ct) FR	1 whole = 1 cup (125 ct) FR
4.	Fresh Baby Carrots	FVJ21E	3/4 cup RO	3/4 cup RO	1 cup RO
5.	Individual Mayo & Mustard	SC2- mayo SC2A-mustard	1 pkg. of each	1 pkg. of each	1 pkg. of each
6.	<u>Choose One Below for the Menu:</u> -Whole Grain Graham Squares <b>OR</b> -Whole Grain Cheese Crackers <b>OR</b> -Whole Grain Cinnamon Graham Crackers <b>OR</b> -Whole Grain Snack Mix <b>OR</b> -Whole Grain Corn Puff Chips	BG4B <b>OR</b> SNK1 <b>OR</b> SNK7 <b>OR</b> SNK8 <b>OR</b> SNK16	1 each 1 oz. eq. WG	1 each 1 oz. eq. WG	1 each 1 oz. eq. WG
7.	Milk Choice	MILK LUN	8 fluid ounces MK	8 fluid ounces MK	8 fluid ounces MK

**Meal Component Key:** M/MA: Meat/Meat Alternate FR: Fruit DG: Dark Green Veg. MK: Milk ST: Starchy Veg. OV: Other Veg.  
oz. eq. WG: Ounce Equivalent Whole Grain RO: Red/Orange Veg. AV: Additional Veg. BP: Beans/Peas Veg.

\* This institution is an equal opportunity provider.

# CNP - Bag Lunch Packing Slip

{When this packing slip is complete, file it with your daily paperwork.}

Date Bag Lunches Needed: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Number of Bag lunches prepared and included: \_\_\_\_\_

**CNP Manager-Initial to show that you have received and verified the roster of all students who received a bag lunch on the morning of the field trip.** \_\_\_\_\_

**Special Diets-Any Special Diet bag lunches must have an attached "SPECIAL DIET FIELD TRIP/BAG LUNCH FORM on the front. Staple the form at the top of each bag. The bottom of the form should be taped to the bag. All Special Diets should be placed in the ice chest on top of the other bag lunches.**

**Employees packing bag lunches must check off and initial each item below as they are packed to be sent on the field trip, to be sure all items are included:**

- \_\_\_\_\_ Brown paper bags or paper boats – one for each meal provided
- \_\_\_\_\_ Napkins – one for each meal provided
- \_\_\_\_\_ Straws – one for each meal provided
- \_\_\_\_\_ Garbage liners – one per class for trash
- \_\_\_\_\_ Mayonnaise packets – one for each meal provided
- \_\_\_\_\_ Mustard packets – one for each meal provided
- \_\_\_\_\_ Sandwiches
- \_\_\_\_\_ Whole Apple or other Fruit Choice equal to 1 cup serving
- \_\_\_\_\_ Fresh Baby Carrots
- \_\_\_\_\_ Prepackaged Whole Grain: Graham Squares, Cheese Crackers, Snack Mix, Cinnamon Graham Crackers, or Corn Puff Chips
- \_\_\_\_\_ Milk – slightly icy, but not frozen milk

CNP Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Bag lunches picked up: \_\_\_\_\_ Time Bag lunches picked up: \_\_\_\_\_

Signature of persons picking up bag lunches: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One of these Pick Up Slips must be taped to each Ice Chest being sent for each teacher.

# TEACHERS - Bag Lunch Pick Up Slip

{Give this Pick Up Slip to the Person Picking up the Bag Lunches}

Date Bag Lunches Needed: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Number of Bag lunches prepared and included: \_\_\_\_\_

**TEACHERS: Items included for bag lunches:**

- \*brown paper bags or red and white cardboard boats  
(for students to put food items in)
- \*straws, one per meal requested
- \*napkins, one per meal requested
- \*garbage liners for trash, one per class
- \*mayo. and mustard packets, one each per meal requested
- \*sandwiches, one per meal requested
- \*fruit choice, one per meal requested
- \*fresh baby carrots, one serving per meal requested
- \*prepackaged cookies, one per meal requested
- \*milk, one per meal requested

**Special Diet Bag Lunches Included:**

Write Student Names	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**Teacher - Suggested Meal Service Set Up While on Field Trip**

-Line up items in the order given below and have students pick up items in the order they are placed.

Students will put the items in their paper bag or cardboard boat as they pick them up.

**-IMPORTANT: Hand out all Special Diet bag lunches first. These bag lunches will have a completed "SPECIAL DIET FIELD TRIP/BAG LUNCH FORM attached. The form will be stapled at the top & taped at the bottom.**

-Paper Bags or		Mayonnaise	Mustard	Baby	Packed
Cardboard Boats	Napkins	Straws	Packets	Fruit	Carrots
				Sandwich	Cookies
					Milk

**Note:**

**-DO NOT RETURN ANY ITEMS LEFTOVER TO THE CAFETERIA.**

**Cut on line below, fold & staple and return to Child Nutrition Program Sherwood Office**

**How's our Service?**

***EBRPSS Child Nutrition Program - Bag Lunch Evaluation***

The EBR Child Nutrition Program strives to provide a high quality bag lunch for all students. We hope the bag lunches you received today were acceptable and that you did not have any problems. Please let us know if the bag lunches you received for your students were acceptable or how we can improve our service concerning bag lunch meals. Please complete the brief evaluation below. We value your comments.

**School:** \_\_\_\_\_ **Date Bag Lunches Received:** \_\_\_\_\_

Please let us know if the bag lunches you received for your students were acceptable or how we can improve our service concerning bag lunch meals.

\_\_\_\_\_ Meals were Acceptable

\_\_\_\_\_ Improvement is needed – How can we improve? What problems did you have? Other

Signature of Teacher completing survey (Optional): \_\_\_\_\_

**Return Survey to the Child Nutrition Office – Purchasing Coordinator by using one method below:**

- Return Option #1: Return to the school cafeteria manager who will send it to the CNP Office – Purchasing Coordinator OR
  - Return Option #2: Return in EBR PONY MAIL TO CHILD NUTRITION OFFICE – SHERWOOD FOREST DRIVE, OR
  - Return Option #3: Return by U. S. Mail to EBRP Child Nutrition Program, 3000 North Sherwood Forest Drive, Baton Rouge, La. 70814
- ATTENTION: CNP Purchasing Coordinator

**EAST BATON ROUGE PARISH SCHOOLS  
Child Nutrition Program**

**Today's Date: \_\_\_\_\_ Form to Request Bag Lunches**

- 1.) A two (2) week advance notice is required to obtain bag lunches so food can be ordered to prepare the meals.
- 2.) Requests for bag lunches needed during the month of May should be submitted by the 1<sup>st</sup> day of the third week of April.
- 3.) The classroom teacher or person in charge of the field trip must supply and make sure that ICE and CLEAN ICE CHESTS are provided to the cafeteria no later than two days in advance of the field trip. In most cases, more than one ice chest will be needed.
- 4.) Each teacher should request bag lunches on separate bag lunch request forms.
- 5.) The bag lunch request form should be filled out including student names listing students who will need a bag lunch for the field trip/event.
- 6.) When bag lunches are picked up on the day of the event, the teacher in charge must verify the list of students going on the field trip and sign that the meals were received. This allows student meal accounts to be debited and provides for federal program accountability.**

Teacher's Name: \_\_\_\_\_ Time Lunches Needed: \_\_\_\_\_

Date Lunches Needed: \_\_\_\_\_ Number of Lunches Needed: \_\_\_\_\_

Write below the Number of Each Type of Milk Needed:

\_\_\_\_\_ Skim Chocolate \_\_\_\_\_ Skim Strawberry \_\_\_\_\_ Low Fat White Milk \_\_\_\_\_ Skim Milk

**Write names of Students needing bag lunches for field trip/event:**

Student's Name	Student's Name
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

To meet federal accountability for meals served, I verify that \_\_\_\_\_ meals were picked up and the list of students  
(Number of meals)

above is accurate listing the names of only the students who are receiving a bag lunch. Any other students listed above that are not receiving a bag lunch should be marked out. For example, if 20 bag lunches are received, then there should be only 20 student names on the list above.

Person Picking up Meals: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Person Picking up Meals: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **QUICK REMINDERS for TEACHERS**

- \*\*\*Take ICE and CLEAN ICE CHEST to the cafeteria no later than two days in advance of the field trip.**
- \*\*\*The day before the trip, remember to confirm the number of bag lunches needed with the Cafeteria Manager.**
- \*\*\*Take the list of students receiving bag lunches to the cafeteria when bag lunches are picked up.**
- \*\*\* SPECIAL DIET LUNCHES  
IMPORTANT-Bag lunches for students with dietary restrictions should be handed out first. Special diet lunches will have an attached "SPECIAL DIET BAG LUNCH FORM" stapled at the top of each bag. It is each teachers responsibility to be sure that students who have special diet restrictions are given the correct bag lunch on field trips.**





# **CNP MANAGERS REMINDERS**

- 1. Attach a Special Diet Field Trip/Bag Lunch form to the front of each Special Diet bag lunch. Staple the form at the top of the bag. Tape the bottom of the form to the bag.**
- 2. All SPECIAL DIET bag lunches should be put in the ice chest on top of the other bag lunches.**
- 3. Remind teachers to hand out Special Diet bag lunches first.**

STAPLE TO THE BAG HERE



EAST BATON ROUGE  
PARISH SCHOOL SYSTEM

# SPECIAL DIET BAG LUNCH

## SPECIAL DIET FIELD TRIP/BAG LUNCH FORM

(ONE OF THESE FORMS MUST BE ATTACHED TO THE FRONT OF EACH  
SPECIAL DIET BAG LUNCH)

School: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's  
Name: \_\_\_\_\_

THIS IS A SPECIAL DIET BAG LUNCH  
FOR  
STUDENT'S NAME: \_\_\_\_\_

TAPE TO THE BAG HERE

STAPLE TO THE BAG HERE



EAST BATON ROUGE  
PARISH SCHOOL SYSTEM

# SPECIAL DIET BAG LUNCH

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(ONE OF THESE FORMS MUST BE ATTACHED TO THE FRONT OF EACH  
SPECIAL DIET BAG LUNCH)

School: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's  
Name: \_\_\_\_\_

THIS IS A SPECIAL DIET BAG LUNCH  
FOR  
STUDENT'S NAME: \_\_\_\_\_

TAPE TO THE BAG HERE