Field Trip Policy

Effective October 28, 2026

As part of the CACFP, centers must notify CBS Food Program when field trips are planned, as CBS is required to notify the State of a center's field trip, the date, and where they are going. Centers must notify CBS Food Program at a minimum of three business days before the trip date. Note: Centers should also let CBS know if someone from the center staff will be on-site on the day of the field trip to accept that day's delivery. If not, the center will receive a double delivery the day before the trip to ensure all meals are on-site and available.

Centers are also eligible to receive bagged lunches for children to bring on center-wide field trips. When notifying CBS Food Program about your field trip day, centers should also confirm if they would like bagged lunches to be provided. If yes, the bagged lunches will be delivered the day before the field trip, per the normal delivery schedule.

Please note: centers who are taking CBS lunches on a field trip will need to bring a cooler with ice to carry and keep cold the ½ gallons of milk that are required to be served at lunch. Centers must also ensure they complete Point of Service (POS) meal counts, either through KidKare on a teacher's mobile device or completed on a paper Emergency POS Meal Count Form.

To get this paper form, Centers can reach out to CBS Food Program via phone (215-938-0201) or email info@cbsfoodproram.com and CBS can send a blank copy to be completed. Centers are also able to download the form from KidKare. Centers should login to KidKare and click "Reports" on the left-hand side of the screen. The first toggle option should be "Regular," then use the toggle of the 2nd option to click "Meals & Attendance." A third toggle will appear, and staff should select "Daily Attendance + Meal Count Report." Then choose the date range for the single day in which the center is completing meal counts for (example- 9/2/2026 to 9/2/2026 would be the correct dates to input for the form to read the full day of 9/2/2026). Click the green "Run" button and the Emergency POS Meal Count Form will automatically download to the center's computer. The center should print out the report, complete the meal counts (B for Breakfast, L for Lunch, and P for Snack), complete the attendance (in the column marked Att), ensure the date of service is correct, and sign and date the form at the bottom. Once the form is completed, the center should scan and email the form back to CBS at info@cbsfoodprogram.com. It is preferred that this form be sent on the same day of the meal service, but CBS is willing to accept Emergency Meal Count Forms up to one business day after service.