# ATTENDANCE & MEAL COUNT REVIEW

CACFP

Area Mangers Training October 3, 2019 Data Compliance

# THE PARENT SIGN-SHEETS

For parent to sign in and out their child from the center

- ChildPlus Report 2316
  - Prepared and print out each week
  - 5 copies per week
  - Located in the front of the classroom

ChildPlus							
Services To	-Do List Entry Exp	oress Managemen	t Dashboard	Reports	Setup	Enter Report # 🔻	
Select a Report	2316 - Daily Sign-In & Sig	n-Out Worksheet 🗙					
General Custor	n Filters I <u>n</u> dividuals						
Program Term	HS 2019 - 2020	•	Show bar codes f	or attendance	scanning		
Program Option	<all></all>	•			y		
Group	< All Groups >	•					
	Group By Agency 🔻						
Agency	Ninos, Inc. Head Start	•					
Site	Beacon Bay HS-PA23	•					
Classroom	< All Classrooms >	-					
Responsible Staff	Don't filter by r 🔹	•					
		Advanced Setup					
Status All New Vaitlisted Accepted Status Status Dropped Drop/Wait Drop/Wait Completed Abandoned	Grouping None Site Classroom	Report Type Detail Summary Worksheet Individual					

10/03/19 Please sign below each time you drop off and pick up your child Parent Sign-In Sheet Date Drop Off Pick Up Drop Off Signature Time In Pick Up Signature Time Out Comments Nicholas Guajardo 7:45 Nicholas Guajardo 4:00 Andrade, Camacho, Contreras, Feliciano, I If a child is did not show up Gonzalez, (count them as excused only) Guerrero, Gutierrez, Excused Hernandez, Limon, Martinez, Martinez, Morgado, Nava, Ramirez, Salazar, New Child Torres, Villarreal, Guajardo, Nick

Use blank line above for a new child

Ninos, Inc. Head Start - Beacon Bay HS-PA23 - 1.PA23-3.F - 17 - participants

# MEAL COUNT WORKSHEET

For teachers to record attendance and meals daily

- ChildPlus Report 2315
  - Prepared and print out each week
  - 1 copies per week classroom (unless)
  - Located in classroom

Services To	-Do List Entry Exp	oress Management	Dashboard	Reports	Setup	Enter Report # 🝷			
Select a Report	2315 - Daily Attendance a	nd Meals Worksheet 🗙							
General Custor	m Filters I <u>n</u> dividuals								
Program Term	EHS 2019 - 2020	•	☑ Include space for	r recording at	tendance				
Program Option	<all></all>	-	🗹 Show attenda	ance codes					
Group	< All Groups >	•	Include space	e for follow-up	)				
	Group By Agency 🔹		☑ Include space	e for notes					
Agency	Ninos, Inc. Head Start	•							
Site	Rancho Del Cielo EHS	-E05 •	-						
Classroom	< All Classrooms >	•	✓ Include space for recording meals						
Responsible Staff	Don't filter by r 🔹	-	🗹 Include spac		ticipant mea	als			
		Advanced Setup	Group by CA	CFP status					
			🗹 Show meal c	odes					
Status	Grouping	Report Type	🗹 Show partici	pant birthday					
	○ None	🔾 Detail							
New New	🔾 Site	O Summary							
Waitlisted	Classroom	Worksheet							
☐ Accepted ✓ Enrolled		Individual							
Dropped									

- Dropped
   Drop/Wait
- Drop/Accept Completed
- Abandoned

#### Ninos, Inc. Head Start

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2315 - Daily Attendance and Meals Worksheet

Program Term: HS 2019 - 2020, Site: Beacon Bay HS-PA23, Enrollment Status: Enrolled

Attendance Codes: P = Present A = Absent E = Excused

Meal Codes: B = Breakfast L = Lunch P = PM Snack

			Ivieal Co	odes: B = Breakfast L = Lu	Inch F = FIVI Shack		
Non-Part Non-CACFP		BLP	BLP	B L P	B L P	B L	ATES
Non-Part CACFP		BLP	BLP	B L P	B L P	BL	P
Beacon Bay HS-F	PA23 -	1.PA23-3.F		A	ttendance for	10/01/19	10/04/19
		Mon	Tue	Wed	Thu	Fri	Totals
Andrade,	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
		B L P	BLP	B L P	BLP	BLP	B L P
Note							
Camacho,	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
		B L P	BLP	BLP	BLP	B L P	B P
Note							
Contreras,	HS	PAE	PAE	PAE	PAE	PAE	P E
5/26/1 Note		BLP	BLP	BLP	BLP	BLP	B L P
Feliciano,	HS	PAE	PAE	PAE	PAE	PAE	PAE
Note	es	BLP	BLP	BLP	B L P	B L P	B L P
Gonzalez,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	BLP	BLP	BLP	PAE BLP
Note	es						
Guerrero,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	B L P	BLP	BLP	PAE BLP
Note	es						
Gutierrez,	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
1		B L P	B L P	B L P	BLP	B L P	B L P
Note	es						
Hernandez,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	BLP	BLP	B L P	B L P
Note							
Limon,	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
		BLP	BLP	BLP	BLP	BLP	B L P
Note	es						



10/2/2019 4:06 PM			2315 - Program Term: HS 20 Atten	Page	ent Stat	us: Enrolled	Page 2 of 2 N2238
Beacon Bay HS-F	PA23 - :	1.PA23-3.F	Mea	0	Attendance for	10/01/19	_ 10/04/19
		Mon	Tue	Wed	Thu	Fri	Totals
Martinez,	HS	P A E BLP	P A E B L P	P A E BLP	P A E BLP	P A E BLP	PAE BLP
Martinez,	HS	P A E B L P	P A E B L P	P A E B L P	P A E B L P	P A E B L P	PAE BLP
Morgado,	HS	P A E B L P	P A E B L P	P A E B L P	P A E BLP	P A E B L P	PAE BLP
Nava, /	HS	P A E B L P	P A E B L P	P A E BLP	P A E B L P	P A E B L P	PAE BLP
Ramirez, Note	HS es	P A E B L P	P A E B L P	P A E BLP	P A E B L P	P A E BLP	PAE BLP
Salazar, Note	HS es	P A E B L P	P A E B L P	P A E BLP	P A E B L P	P A E BLP	PAE BLP
Torres	HS es	P A E B L P	P A E B L P	P A E BLP	P A E B L P	P A E BLP	PAE BLP
Villarreal, Note	HS	P A E B L P	P A E B L P	P A E BLP	P A E B L P	P A E BLP	PAE BLP
Classroom Totals Participants: 17		P A E	P A E	P A E	P A E	P A E	P A E
		B L P	B L P	B L P	B L P	B L P	B L P

NG

# **Recording Meals**

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			0			
Non-Part Non-CACFP	B L P	B L P	B L P	BLP	B L P	B L P
Non-Part CACFP	B L P	B L P	B L P	B L P	B L P	B L P
 Beacon Bay HS-PA23	- 1.PA23-3.F		At	tendance for	10/01/19	10/04/19
	Mon	Tue	Wed	Thu	Fri	Totals
						rotars
Andrade, L HS	PAE	I A E	If child was	present all d	av	Ē
	B L P	1//		present and	ay	·
Notes		<u> </u>				
Camacho, HS	PAE	PAZ				E
	B L P	B L P	If child did	not show up	(record after	·
Notes			spack as a			
Contreras, HS	PAE	PA	snack as ex	(cused offig)		E
	BLP	BLP	BLP	BLP	BLP	B L P
Notes						
Feliciano. HS	PAE	AE	PAE	PAE	PAE	P A E
,	BLP	P L P	BLP	BLP	BLP	B L P
Notes		LE				
Gonzalez, HS	PAE	AE	If child Left	Early		E
	BLP	J L P	BLF		DLP	PP
Notes		Left Early				
Guerrero, HS	PAE					
suerrero, ha	BLP		If obild Late			
Notes	BLP	B//	If child Late			
		Late				
Gutierrez, HS	PAE	PAE	PAE	PAE	PAE	PAE
	B L P	BLP	B L P	BLP	BLP	B P
Notes		-				
Hernandez, HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
	BLP	BLP	BLP	BLP	BLP	B L P
Notes						
Limon, HS	PAE	PAE	PAE	PAE	PAE	PAE
	BLP	BLP	BLP	BLP	BLP	BP
Notes						



# CHILD ABSENT FOR THE DAY

If a child is absent for the day and did not show up to class. You would record that child as excused only.

You will not count a child as absent from this point forward the meal counts of ChildPlus.

Effective October 3, 2019

# MORNING REPORTING

### Daily by 10:00AM

Record only attendance

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					Meal	Codes: B = B	sreakfast L =	Lunch $P = PI$	VI Snack						
Non-Part Non-CACFP	1	3 L	Р	В	LP	В	L P		B L P		В	L P		В	LP
Non-Part CACFP	1	3 L	Р	2	L P	В	L P		BLP		В	L P		В	LP
Beacon Bay HS-PA2	3 - 1.PA2	3-3.F	-			· · ·		Attendanc	ce for	10	)/01/	19	-	10	/04/19
		Mo	n		ue		Wed		Thu			Fri		٦	Fotals
Andrade, H	IS	ΡΑ			A E	F	AE		PAE		P	A E	P	_ A E	_
		BLF	<b>b</b>		LP		BLP		BLP			BLP	B	_ L P	_
Notes															
Camacho, H	IS	ΡA	E		ΑE	F	P A E		PAE		P	ΑE	P	AE	_
		BLF	<b>)</b>	<i>F</i>	LP		BLP		BLP		-	BLP	B	_ L P	_
Notes															
Contreras,	IS	ΡA	E	P	A E	F	P A E		PAE		P	A E	P	A E	_
		BLF	<b>b</b>	B	LP		BLP		BLP		1	BLP	B	_ L P	_
Notes															
Feliciano, H	HS	ΡA	E	P	A E	F	A E		PAE		Р	A E	P	AE LP	_
		BLF	0	B	LP		BLP		BLP			BLP	B	_ L P	_
Notes															
Gonzalez, H	HS	ΡA	E	P	A E	F	A E		PAE		Р	AE	P	_ A E	_
		BLF	0	B	LP		BLP		BLP		1	BLP	B	AE LP	_
Notes															
Guerrero,	IS	ΡA	E		A E L P	F	AE		PAE		Р	ΑE	P	_ A E	_
		BLF	2		LP		BLP		BLP		1	BLP	B	AE LP	_
Notes															
Gutierrez,	IS	ΡA	E	/	A E	F	AE		PAE		P	AE	P	AE_	_
		BLF	2	5	LP		BLP		BLP		1	BLP	B	AE LP	_
Notes															
Hernandez,	IS	ΡA	E	P	A E	F	AE		PAE		Р	ΑE	P	_ A E	_
		BLF	0	В	LP		BLP		BLP		1	BLP	B	AE LP	_
Notes															
Limon, H	IS	ΡA	E	1	A E	P	AE		PAE		P	A E	P	_ A E	_
		BLP	<b>b</b>		LP		BLP		BLP			BLP	В	_ L P	_
Notes															

10 AM



# 10 AM Page 2

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Beacon Bay HS-PA	423 -	1.PA23-3.F	Wiedi C	UUES. D = DredkidSt L :	Attendance for	10/01/19	- 10/04/19
		Mon	Tue	Wed	Thu	Fri	Totals
Martinez,	HS	PAE	A E	PAE	PAE	PAE	P A E
		BLP	ALP	BLP	B L P	BLP	B L P
Notes	i [						
Martinez,	HS	PAE	A E	PAE	PAE	PAE	P A E
		BLP	J L P	BLP	BLP	BLP	PAE BLP
Notes	i [						
Morgado,	HS	PAE	P A E	PAE	PAE	PAE	P A E
		BLP	Z L P	BLP	B L P	BLP	B L P
Notes							
Nava,	HS	PAE	A E	PAE	PAE	PAE	P A E
		BLP	3 L P	BLP	BLP	BLP	B L P
Notes							
Ramirez,	HS	PAE	A E	PAE	PAE	PAE	PAE BLP
		B L P	D L P	B L P	B L P	BLP	B L P
Notes							
Salazar,	HS	PAE	PAE	P A E	PAE	PAE	PAE BLP
		BLP	B L P	B L P	B L P	BLP	B L P
Notes							
Torres, I	HS	PAE	PAE	PAE	PAE	PAE	P A E
		B L P	B L P	BLP	B L P	BLP	B L P
Notes							
Villarreal,	HS	PAE	A E	PAE	PAE	PAE	P A E
_,,		BLP	A L P	BLP	BLP	BLP	B L P
Notes							
Classroom Totals Participants: 17		P A E	P A E	P A E	P A E	P A E	P A E
		B L P	в L Р 11	B L P	B L P	B L P	B L P
			<u> </u>				

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### Beacon Bay HS-PA23 - 1.PA23-3.F

		Mon	Tue
Andrade,	HS	PAE	AE
		BLP	BLP
	Notes		
Camacho	HS	PAE	A E
		BLP	S L P
	Notes		
Contreras	HS	PAE	PAE
		BLP	BLP
	Notes		
Feliciano	HS	PAE	PAE
		BLP	BLP
	Notes		
Gonzalez	HS	PAE	PAE
		BLP	BLP
	Notes		
Guerrero,	HS	PAE	AE
		BLP	D L P
	Notes		
Gutierrez	HS	PAE	AE
		BLP	PLP
	Notes		
Hernande	HS	PAE	PAE
		BLP	BLP
	Notes		
Limon, Di	HS	PAE	A E
		BLP	D L P
	Notes		

Beacon Bay HS-PA23 - 1.PA23-3.F

		Mon	Tue
Martinez	HS	PAE	AE
		BLP	5 L P
1	Votes		
Martinez	HS	PAE	A E
		BLP	LP
1	Notes		
Morgado	HS	PAE	A E
		BLP	L P
1	votes		
Nava,	HS	PAE	AE
		BLP	S L P
1	Votes		
Ramirez,	HS	PAE	A E
		BLP	LP
1	votes		
Salazar, I	HS	PAE	PAE
		BLP	BLP
1	Votes		
Torres, N	HS	PAE	PAE
		BLP	BLP
1	Votes		
Villarreal	HS	PAE	A E
		BLP	B L P
	Votes		
Classroom Totals Participants: 17		P A E	P A E
		B L P	B L P

### Tue Oct 1, 2019 - Beacon Bay HS-PA23 - 1.PA23-3.F

Classroom Status	Oper	ı	•	Classroom Notes	Non-P	articipan	t Meals		Change Al	l: Setup	Apply
17 Participants	•	Att.		Absence Reason	Break- fast	Lunch	PM Snack	Arrival Time	Departure Time	Program	CP ID
Andrade	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	26712
Camacho	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	703
Contrera	E	•		-						HS	27005
Feliciano	E	•		+						HS	5214
Gonzalez	E	•		+						HS	26671
Guerrero	F	• •			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	32985
Gutierrez	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	1289
Hernand	E	•		•						HS	9673
Limon, D	F	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	27016
Martinez	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	2830
Martinez	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	5249
Morgad	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	847
Nava, Ali	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	26680
Ramirez,	F	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	27041
Salazar,	E	•		•						HS	23773
Torres, N	E	•		+						HS	30948
Villarreal	P	•			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	734

# AFTERNOON REPORTING

Daily by 4:00PM

Record and modify meals

Record and modify attendance

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			Meal Co	des: B = Breakfast L = Lund	th P = PM Snack		
Non-Part Non-CACFP		BLP	B L P	BLP	BLP	BLP	B L P
Non-Part CACFP		BLP	<u>222</u>	BLP	B L P	B L P	B L P
Beacon Bay HS-PA	23 -	1.PA23-3.F	· ·	Att	endance for	10/01/19	10/04/19
	Γ	Mon	Tue	Wed	Thu	Fri	Totals
Andrade,	HS	PAE	A E	PAE	PAE	PAE	P A E
		BLP	- 441	BLP	B L P	BLP	PAE BLP
Notes					-		
Camacho	HS	PAE	A E	PAE	PAE	PAE	PAE BLP
		B L P		B L P	B L P	B L P	B L P
Notes							
Contreras	HS	PAE	A E	PAE	PAE	PAE	PAE
		BLP	BZP	BLP	B L P	BLP	B P
Notes			Late				
Feliciano,	HS	PAE	PAL	PAE	PAE	PAE	PAE BLP
Neter		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Gonzalez	HS	PAE	P A Z BLP	PAE	PAE	PAE	PAE BLP
Notes		BLP	BLP	BLP	BLP	BLP	<u> </u>
			<b>1</b> • -				
Guerrero,	HS	P A E B L P	A E	P A E BLP	P A E BLP	P A E B L P	PAE BLP
Notes	r  -	DLP	++1	DLP	DLP	DLP	F
Gutierrez	HS	PAE	AE	PAE	PAE	PAE	
Gutierrez		BLP	E P	BLP	BLP	BLP	PAE BLP
Notes	T H		Left Early				
Hernande	HS	PAE		PAE	PAE	PAE	P A F
		BLP	A E EL	BLP	BLP	BLP	PAE BLP
Notes			Late				
Limon,	HS	PAE	A E	PAE	PAE	PAE	PAE
5/22,20	<b> </b>  -	BLP	4//	BLP	B L P	BLP	PAE BLP
Notes							

4 PM



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		Mea		-k		
Beacon Bay HS-PA2	3 - 1.PA23-3.F	10122		Attendance for	10/01/19	- 10/04/19
	Mon	Tue	Wed	Thu	Fri	 Totals
Martinez,	HS PAE	AE	PAE	PAE	PAE	P A E
	BLP	A E	BLP	B L P	BLP	B L P
Notes						
Martinez	HS PAE	A E	P A E	PAE	PAE	P A E
1,0,10	B L P		BLP	B L P	B L P	B L P
Notes						
Morgado	HS PAE	A E	PAE	PAE	PAE	P A E
	BLP	111	BLP	B L P	B L P	B L P
Notes						
Nava, fill	HS PAE	A E	PAE	PAE	PAE	P A E
	B L P	A E	BLP	B L P	B L P	B L P
Notes						
Ramirez,	HS PAE	A E	PAE	PAE	PAE	P A E B L P
	BLP	11	BLP	B L P	B L P	B L P
Notes						
Salazar, H	HS PAE	PAP	P A E	PAE	PAE	PAE BLP
	BLP	BLP	BLP	B L P	B L P	B L P
Notes						
Forres,	HS PAE	PAR	PAE	PAE	PAE	P A E
	BLP	B L P	BLP	B L P	B L P	B L P
Notes						
Villarreal	HS PAE	A E	PAE	PAE	PAE	P A E
	BLP		B L P	B L P	BLP	B L P
Notes						
Classroom Totals Participants: 17	P A E	1304	P A E	P A E	P A E	P A E
	B L P	11 12 12	B L P	B L P	B L P	B L P

4 PM

**2315 -**Program Term: HS 20

Atten

heet ent Status: Enrolled

ised



# **RECORDING DAILY TALLIES**

Do not have staff calculate totals daily

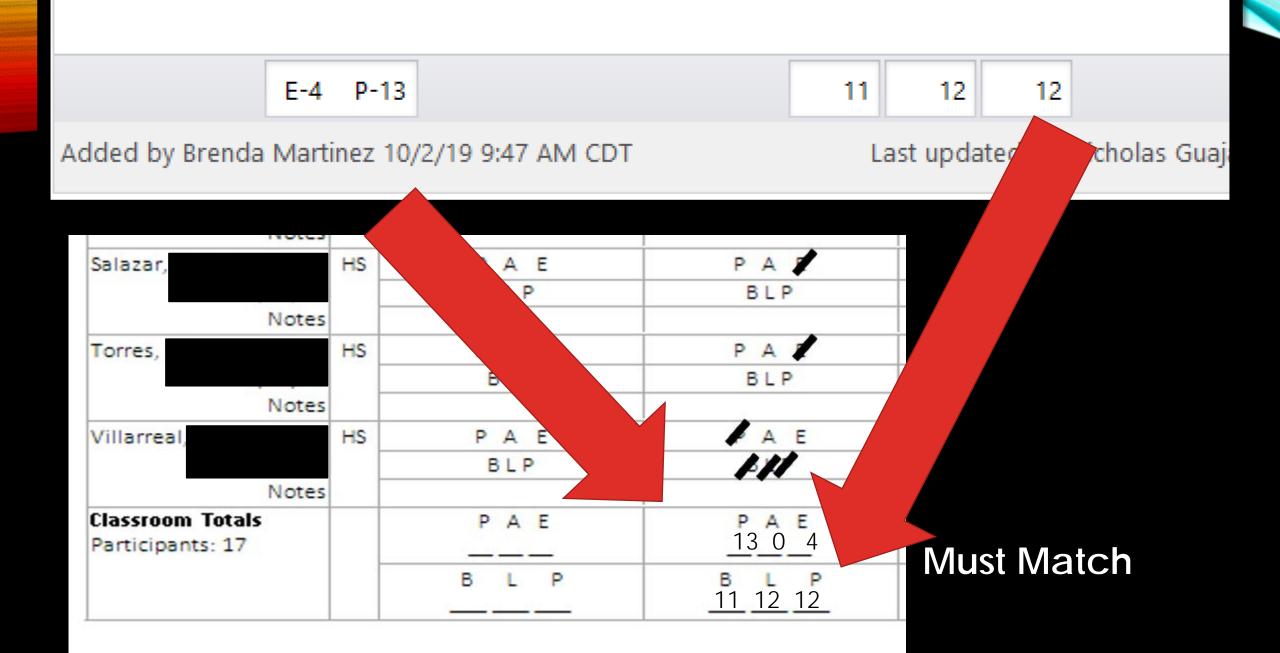
Use ChildPlus calculations to record your totals for the day on the 2315 paperwork

Benefits

- Auditing paperwork daily
- Saving time from overlook mistakes

### Tue Oct 1, 2019 - Beacon Bay HS-PA23 - 1.PA23-3.F

Classroom Status	Open	•	Classroom Notes	Non-Participant Meals			Change All: Setup		Apply	
17 Participants	Att.		Absence Reason	Break- fast	Lunch	PM Snack	Arrival Time	Departure Time	Program	CP ID
Andrade,	р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	26712
Camacho	Р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	703
<u>Contrera</u>	Р 👻				$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	27005
Feliciano,	E 🔻		•						HS	5214
Gonzalez	E 🔻		•						HS	26671
Guerrero	Р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	32985
Gutierrez	Р 👻			$\checkmark$			7:30 AM	5:30 PM	HS	1289
Hernando	Р 👻				$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	9673
Limon, D	Р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	27016
Martinez	Р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	2830
Martinez	Р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	5249
Morgado	Р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	847
Nava, Ali	Р 🔻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	26680
Ramirez,	Р 🔻				$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	27041
Salazar, B	E 🔻		+						HS	23773
Torres, N	E 🔻		*						HS	30948
Villarreal	р 👻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30 PM	HS	734
	E-4 P-13			11	12	12				



# **RECORDING ADULT MEALS**

# Record adult meals served in the classroom in the 2th row for Non-part CACFP

Follow the same suite on ChildPlus the 2th Row.

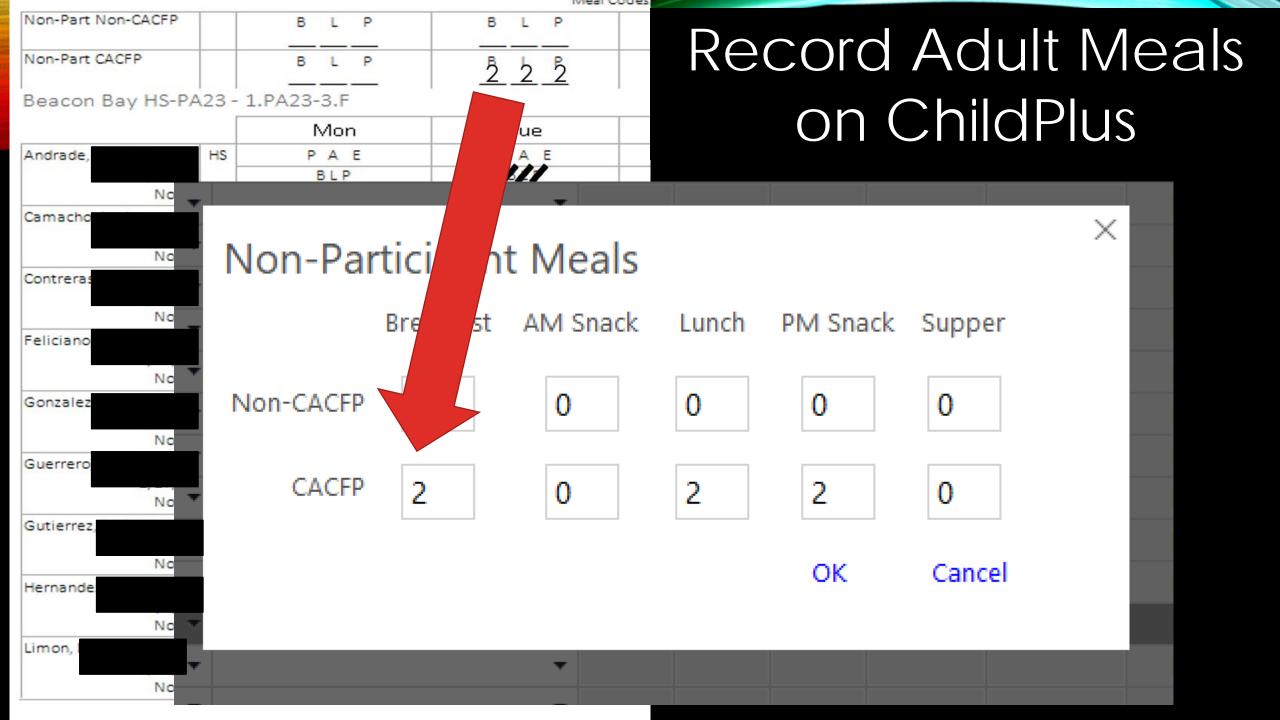
# Recording Adult Meals

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		Meal Co	odes: B = Breakfast L = Lur	nch P = PM Snack		
Non-Part Non-CACFP	B L P	B L P	BLP	B L P	B L P	B L P
Non-Part CACFP	B L P	222	<u> </u>		<u>2</u> 2 2	888
Beacon Bay HS-PA23 -	1.PA23-3.F			tendance for	10/01/19	10/04/19
	Mon	Tue	Wed	Thu	Fri	Totals
Andrade, HS	PAE	PAE	PAE	PAE	PAE	A E
	BLP	BLP	BLP	BLP	BLZ	B L P
Notes						
amacho HS	PAE	PAE	PAE			
	BLP	BLP	BLP	IOIAL	s for the we	EK (Adults Only)
Notes						-
Contreras HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
	BLP	B L P	B L P	BLP	B L P	B L P
Notes						
eliciano HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
, ,	B L P	B L P	B L P	B L P	B L P	B P
Notes						
Gonzalez HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
	BLP	B L P	BLP	BLP	B L P	B L P
Notes						
Guerrero HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
	BLP	B L P	BLP	BLP	B L P	B P
Notes						
iutierrez HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
	BLP	B L P	BLP	BLP	B L P	B P
Notes						
lernande HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
	BLP	B L P	BLP	BLP	BLP	B P
Notes						
imon, HS	PAE	PAE	PAE	PAE	PAE	P A E
	BLP	B L P	BLP	BLP	BLP	B P
Notes						



			14	near codes							
Non-Part Non-CACFP		B L F	P B L P		D	ecord	$\Lambda \square$	L 1]+			
Non-Part CACFP		B L F	222				AU	un		zar	)
Beacon Bay HS-PA	423 -	1.PA23-3.F									
	[	Mon	Tue			on C		QP	IUS		
Andrade,	HS	PAE	A E								
		BLP									
Notes			AE								
Camacho	HS	P A E BLP	411								
Notes	;	521									
Contreras,	HS	PAE	A E								
		BLP	B P								
Notes											
Feliciano,	HS	P A -	T 0 1 1 0	040	-				4		0
Notes	5	527	Tue Oct 1, 2	019	- Reg	acon Bay F	12-6	A23	- 1.	2A23.	-3.
Gonzalez,	HS	PA				· · · · · ·					
		BLP									
Notes			Classroom Status Op	en	•	Classroom Notes	Non-P	articipan	t Meals		Ch
Guerrero,	HS	P A BLP									
Notes	5		17 Participants	Att.		Absence	Break-	Lunch	PM	Arrival	Dep
Gutierrez,	HS	PA	•			Reason	fast		Snack	Time	1
		BLP		_					-1		
Notes			Andrade, Lindsay	P 🔻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30
Hernandez	HS	P A BLP	Camacho, Lucia	P 🔻			$\checkmark$	$\checkmark$	$\checkmark$	7:30 AM	5:30
Notes		527	Contreras, Ethan Jaciel	P ₹				$\checkmark$	$\checkmark$	7:30 AM	5:30
Limon,	HS	PA						<b>T</b>	<b>T</b>	ADV AN	5.50
		BLP	Feliciano, Ariadna	E 🔻		•					
Notes	5		Gonzalez, Genevieve	E 🔻		-					



# NEW CHILD IN CLASS

Write the child name on the bottom of 2315 for the week along with the attendance and meal codes

- Full Name (Last, First)
- DOB
- Attendance Codes (P A E)
- Meal Codes (B L P)

### IF YOU HAVE A NEW CHILD NOT ON WORKSHEET

#### 10/2/2019 4:06 PM

#### Ninos, Inc. Head Start

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2315 - Daily Attendance and Meals Worksheet

Program Term: HS 2019 - 2020, Site: Beacon Bay HS-PA23, Enrollment Status: Enrolled

Attendance Codes: P = Present A = Absent E = Excused

Meal Codes: B = Breakfast L = Lunch P = PM Snack

Beacon Bay HS-PA23 - 1.PA23-3.F

#### Attendance for

/							
		Mon	Tue	Wed	Thu	Fri	Totals
Martinez,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	BLP	BLP	BLP	B L P
Not	es						
Martinez,	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
		BLP	B L P	BLP	BLP	BLP	B L P
Not	es						
Morgado,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	B L P	BLP	B L P	BLP	B L P
Not	es						
Nava, /	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
		BLP	BLP	BLP	BLP	BLP	B L P
Not	es						
Ramirez, S HS	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	B L P	BLP	B L P	BLP	PAE BLP
Not	es						
Salazar,	HS	PAE	PAE	PAE	PAE	PAE	PAE BLP
		BLP	B L P	BLP	B L P	BLP	B L P
Not							
Torres,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	B L P	BLP	B L P	BLP	B L P
Not	es						
Villarreal,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	B L P	BLP	BLP	BLP	B P
Not	es						
Classroom Totals Participants: 17		P A E	P A E	P A E	P A E	P A E	P A E
		B L P	B L P	B L P	B L P	B L P	B L P
		AF				ΡΑΕ	
Guajardo, N	NICK	P A E	ΡΑΕ	ΡΑΕ	ΡΑΕ	P A L	
-				BIP	ΒLΡ	ΒLΡ	
1/13/90		<b>V</b> Y	ΒLΡ	ΒLΡ	ΒLΡ	DLT	

# **DROPPED CHILDREN**

Record them Present or Excused up to their official last day in the classroom

• Document the child DROPPED the following day of their official last day in the classroom

### IF A CHILD DROPS

10/2/2019
4:06 PM

### Ninos, Inc. Head Start

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#### 2315 - Daily Attendance and Meals Worksheet

Program Term: HS 2019 - 2020, Site: Beacon Bay HS-PA23, Enrollment Status: Enrolled

Attendance Codes: P = Present A = Absent E = Excused

Meal Codes: B = Breakfast L = Lunch P = PM Snack

Beacon Bay HS-PA23 - 1.PA23-3.F

Attendance for

\_ 10/04/19

10/01/19

	1						
		Mon	Tue	Wed	Thu	Fri	Totals
Martinez, .	HS	PAE	PAZ	PAZ	PAE	PAE	P A E
-		B L P	BLP	BLP	BLP	BLP	B P
	Notes				Dropped		
Martinez, \$	HS	6 PAE	PAE	PAE	PAE	PAE	PAE
		BLP	BLP	BLP	BLP	BLP	PAE BLP
	Notes						
Morgado,	HS	P A E	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	BLP	BLP	BLP	B L P
	Notes						
Nava,	HS	PAE	PAE	PAE	PAE	PAE	PAE
		B L P	BLP	BLP	BLP	BLP	PAE BLP
	Notes						
Ramirez,	HS	P A E	PAE	PAE	PAE	PAE	PAE
		BLP	BLP	B L P	BLP	BLP	PAE BLP
	Notes						
Salazar, I	HS	6 PAE	PAE	PAE	PAE	PAE	P A E
		B L P	B L P	B L P	BLP	B L P	B L P
	Notes						
Torres	HS	P A E	PAE	PAE	PAE	PAE	P A E
		B L P	BLP	B L P	BLP	B L P	PAE BLP
	Notes						
Villarreal,	HS	PAE	PAE	PAE	PAE	PAE	P A E
-							

### Parent Sign-In Sheet

Please sign below each time you drop off and pick up your child

10/02/19

Date

	Drop Off		Pick Up		
	Drop Off Signature	Time In	Pick Up Signature	Time Out	Comments
rade,					
nacho					
treras					
ciano,					
zalez,					
rrero					
ierrez					
nande					
on, Da					
tinez,					Excused
tinez,					
gado					
a, Alis					
irez,					
zar, E					
es, M					
rreal,					

### Parent Sign-In Sheet

Please sign below each time you drop off and pick up your child

10/03/19

Date \_\_\_\_

	Drop Off		Pick Up		
	Drop Off Signature	Time In	Pick Up Signature	Time Out	Comments
Andrade,					
Camacho					
Contreras					
eliciano,					
Gonzalez,					
Guerrero					
Gutierrez					
lernande					
imon, Da					
Aartinez,					Dropped
Aartinez,					
Aorgado					
lava, Alis					
lamirez,					
alazar, B					
orres, M					
/illarreal,					

Use blank line above for a new child

Ninos, Inc. Head Start - Beacon Bay HS-PA23 - 1.PA23-3.F - 17 - participants

### Parent Sign-In Sheet

Please sign below each time you drop off and pick up your child

10/04/19

Date

	Drop Off		Pick Up		
	Drop Off Signature	Time In	Pick Up Signature	Time Out	Comments
Andrade,					
Camacho					
Contreras					
eliciano,					
ionzalez,					
Guerrero					
Gutierrez					
ernande					
imon, Da					
lartinez,					Dropped
lartinez,					
lorgado					
ava, Alis					
amirez,					
alazar, B					
orres, M					
illarreal,					

Use blank line above for a new child

Ninos, Inc. Head Start - Beacon Bay HS-PA23 - 1.PA23-3.F - 17 - participants

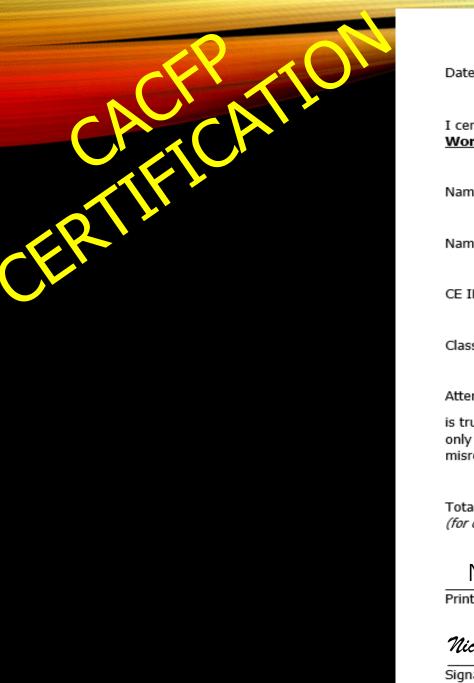
Non-Part Non-CACFP	BLP	B L P	B L P	B L P	BLP	BL P
Non-Part CACFP	B L P	B L P	B L P	B L P	B L P	B L P

Bonita Park HS-PA03 - 1.PA03-4.F

### Attendance for

		Mon	Tue	Wed	Thu	Fri	Totals
Alvarez	HS	🖍 A E	PAE	PAE	PAE	PAE	PAE
		KX1	BLP	BLP	BLP	BLP	B L P
N	otes		Transfer				
Burnias	HS	P A 🗶	P A 🗲	PAE	PAE	PAE	PAE
		BLP	BLP	BLP	BLP	B L P	BL_P
N	otes			Dropped			

# **DROPS AND TRANSFERS**



Date: 10/04/19

Month and Year Oct. 2019

I certify that the information on the <u>2315 – Daily Attendance and Meals</u> <u>Worksheet</u> form for:

Name of Contracting Entity (CE): Neighbors in Need of Services, Inc.

Name of Site: Beacon Bay

CE ID 02948

Classroom: 1.PA23-3.F

Attendance for 10/01/19 10/04/19

is true and correct to the best of my knowledge and that I will claim reimbursement only for eligible meals served to eligible Program participants. I understand that misrepresentation may result in prosecution under applicable state or federal laws.

Total Worksheet Pages 2 (for certification purposes the site representative will initial each page of the of the worksheet)

### Nicholas Guajardo

Print Name - Site Representative

Nicholas Guajardo

Signature - Site Representative

#### Ninos, Inc. Head Start

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2315 - Daily Attendance and Meals Worksheet

Program Term: HS 2019 - 2020, Site: Beacon Bay HS-PA23, Enrollment Status: Enrolled

Attendance Codes: P = Present A = Absent E = Excused

Meal Codes: B = Breakfast L = Lunch P = PM Snack

			Mear C	odes: B = Breakfast L = Lu	Inch F = FIVI Shack		
Non-Part Non-CACFP		B L P	BLP	BLP	B L P	B L P	B L P
Non-Part CACFP		B L P	B L P	B L P	B L P	B L P	B L P
Beacon Bay HS-PA	23 -	1.PA23-3.F		A	ttendance for	10/01/19	10/04/19
		Mon	Tue	Wed	Thu	Fri	Totals
Andrade,	HS	PAE	PAE	PAE	PAE	PAE	PAE
Notes		BLP	BLP	BLP	B L P	BLP	B P
	HS	D A 5		D A 5		D A 5	
Camacho	пэ	P A E BLP	P A E BLP	P A E B L P	P A E BLP	P A E B L P	PAE BLP
Notes		027	027	027	DEF		
Contrera:	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	B L P	BLP	B L P	B P
Notes							
Feliciano	HS	PAE	P A E	PAE	PAE	PAE	P A E
		BLP	BLP	BLP	BLP	B L P	B L P
Notes							
Gonzalez	HS	PAE	PAE	PAE	PAE	PAE	P A E B L P
Neter		BLP	BLP	BLP	BLP	B L P	B L P
Notes							
Guerrero	HS	P A E BLP	P A E BLP	P A E B L P	P A E BLP	P A E B L P	PAE BLP
Notes		DLP	DLP	DLP	BLP	BLP	P P
Gutierre:	HS	PAE	PAE	PAE	PAE	PAE	
Gutienes	113	BLP	BLP	BLP	BLP	BLP	PAE BLP
Notes							
Hernande	HS	PAE	PAE	PAE	PAE	PAE	PAE
		BLP	BLP	BLP	BLP	BLP	BP
Notes							
Limon,	HS	PAE	PAE	PAE	PAE	PAE	P A E
		BLP	BLP	BLP	BLP	B L P	B L P
Notes							



### **END OF WEEK AUDIT** ChildPlus report 2315 • Run at end of the week

- Ensure all totals match up with on ChildPlus
- If all matches up you may sign your CACFP Certification and scan documents to Dropbox
- Do not sign or scan without completing a Audit

Services To	-Do List Entry Expre	ess Management	Dashboard	Reports	Setup	Enter Report # 🔻
Select a Report	2310 - Daily Attendance by (	Classroom ×		-		
General Custor	n Filters I <u>n</u> dividuals					
Program Term Program Option Group	HS 2019 - 2020 <all> &lt; All Groups &gt;</all>			14/19 📼 30/19 📼 rticipant Meals		
Agency Site Classroom Responsible Staff	Group By Agency <ul> <li>Ninos, Inc. Head Start</li> <li>Beacon Bay HS-PA23</li> </ul> 1.PA23-3.F Don't filter by r •	- - - -	Show Particip Show Attenda Show Follow- Show Follow	nce Notes up Dates w-up Notes		
Status ✓ All ✓ Enrolled ✓ Dropped ✓ Drop/Wait ✓ Drop/Accept ✓ Completed	Grouping None Site Classroom	Advanced Setup Report Type Detail Summary Worksheet Individual	<ul> <li>Show Check in</li> <li>Include Week</li> <li>Show Summa</li> <li>Summary E</li> <li>Summary E</li> </ul>	ends ries By Class By Week	natures	
			🗹 Group Meal S	Summaries by C	ACFP Status	5

Γ	Beacon Bay HS-PA23 - 1.PA23-3.F								
	Week of 9/2/19	Prog	Mon 9/2	Tue 9/3	Wed 9/4	Thu 9/5	Fri 9/6		
Andrade,		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Camacho		HS20	Holiday	P BLP F	P BLP F	P BL_ F	P BLP F		
Contrerat		HS20	Holiday	E	P BLP F	P BL_ F	E		
Feliciano		HS20	Holiday	P B F	E	P BLP F	E		
Gonzalez		HS20	Holiday	P BLP F	E	P BLP F	P BLP F		
Gutierrez		HS20	Holiday	P BLP F	P BLP F	P BLP F	E		
Hernand		HS20	Holiday	E	E	E	E		
Hernand		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Limon, Da		HS20	Holiday	P BLP F	E	P BL_ F	E		
Martinez,		HS20	Holiday	P BLP F	P BL_ F	P BLP F	E		
Martinez,		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Morgado		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Nava, Alis		HS20	Holiday	P BLP F	P BLP F	P BLP F	P_LP F		
Ramirez,		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Salazar, E		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Torres, M		HS20	Holiday	P BL_ F	P BL_ F	P BL_ F	P BL_ F		
Villarreal,		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F		
Classroor	m Summary	Total	Mon	Tue	Wed	Thu	Fri		
Attendance	Present	55	0	15	13	16	11		
	Absent	0	0	0	0	0	0		
	Excused	13	0	2	4	1	6		
	Total Present	55	0	15	13	16	11		
	Total Absent	13	0	2	4	1	6		
Participant Meals	Breakfast	54	0	15	13	16	10		
Full Reimburgement	AM Snack	0	0	0	0	0	0		
Reimbursement	Lunch	54	0	14	13	16	11		
	PM Snack	46	0	13	11	12	10		
	Supper	0	0	0	0	0	0		
Non-Participant	Breakfast	12	0	3	3	3	3		
CACFP Meals	AM Snack	0	0	0	0	0	0		
	Lunch	12	0	3	3	3	3		
	PM Snack	12	0	3	3	3	3		
	Supper	0	0	0	0	0	0		

Attenuance Date, 3/2/2013 - 3/0/2013,

Statuses counted as Present: Present(P)

		Wear	coues. b - breakiast L = Lu	nch P = PIVI Shack		
Non-Part Non-CACFP	BLP	BLP	BLP	BLP	BLP	BLP
Non-Part CACFP	B L P	B333	B 133	333	B L P 333	BLP 121212
Beacon Bay HS-PA23 - :	1.PA23-3.F		A	ttendance for OC	1-02-19	09-06-19
Villarreal, HS	Mon P Å E	Tue I A E	N/ad ∦ A E	R A E	P A E	P_A_E_ Totale
	B.P-	BLA	BLR	6 L A	818	BP
Notes						
Classroom Totals Participants: 17	P A E	1502	1304	1 <u>66</u>	1 Ôé	55013
	B L P	15 14 13	131311	16 16 12	1D It P	5 <u>45446</u>

Classroom Summary		Total	Mon		Wed	Thu	Fri	
Attendance	Present	55		15	13	16	11	
	Absent	0	U	0	0	0	0	
	Excused	13	0	2	4	1	6	
	Total Present	55	0	15	13	16	11	
	Total Absent	13	0	2	4	1	6	
Participant Meals Full Reimbursement	Breakfast	54	0	15	13	16	10	
	AM Snack	0	0	0	0	0	0	
	Lunch	54	0	14	13	16	11	
	PM Snack	46	0	13	11	12	10	
	Supper	0	0	0	0	0	0	
Non-Participant CACFP Meals	Breakfast	12	0	3	3	3	3	
	AM Snack	0	0	0	0	0	0	
	Lunch	12	0	3	3	3	3	
	PM Snack	12	0	3	3	3	3	
	Supper	0	0	0	0	0	0	

Must Match