

ATTENDANCE & MEAL COUNT REVIEW

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

Select a Report 2316 - Daily Sign-In & Sign-Out Worksheet ✕

General

Custom Filters

Individuals

Program Term

HS 2019 - 2020 ▾

Program Option

<ALL> ▾

Group

< All Groups > ▾

Agency

Ninos, Inc. Head Start ▾

Site

Beacon Bay HS-PA23 ▾

Classroom

< All Classrooms > ▾

Responsible Staff

Don't filter by r... ▾

Group By Agency ▾

☐ Show bar codes for attendance scanning[Advanced Setup](#)

Status

- ☐ All
☐ New
☐ Waitlisted
☐ Accepted
☒ Enrolled
☐ Dropped
☐ Drop/Wait
☐ Drop/Accept
☐ Completed
☐ Abandoned

Grouping

- ☐ None
☐ Site
☒ Classroom

Report Type

- ☐ Detail
☐ Summary
☒ Worksheet
☐ Individual

Parent Sign-In Sheet

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

Date 10/03/19

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
Andrade, [REDACTED]	<i>Nicholas Guajardo</i>	<i>7:45</i>	<i>Nicholas Guajardo</i>	<i>4:00</i>	
Camacho, [REDACTED]					
Contreras, [REDACTED]					
Feliciano, [REDACTED]					
Gonzalez, [REDACTED]					
Guerrero, [REDACTED]					
Gutierrez, [REDACTED]					
Hernandez, [REDACTED]					Excused
Limon, [REDACTED]					
Martinez, [REDACTED]					
Martinez, [REDACTED]					
Morgado, [REDACTED]					
Nava, [REDACTED]					
Ramirez, [REDACTED]					
Salazar, [REDACTED]					
Torres, [REDACTED]					
Villarreal, [REDACTED]					
Guajardo, Nick					

If a child is did not show up
(count them as excused only)

New Child

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

[General](#)
[Custom Filters](#)
[Individuals](#)

Program Term	EHS 2019 - 2020
Program Option	<ALL>
Group	< All Groups >
	Group By Agency
Agency	Ninos, Inc. Head Start
Site	Rancho Del Cielo EHS-E05
Classroom	< All Classrooms >
Responsible Staff	Don't filter by r...

[Advanced Setup](#)

Status <input type="checkbox"/> All <input type="checkbox"/> New <input type="checkbox"/> Waitlisted <input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Drop/Wait <input type="checkbox"/> Drop/Accept <input type="checkbox"/> Completed <input type="checkbox"/> Abandoned	Grouping <input type="radio"/> None <input type="radio"/> Site <input checked="" type="radio"/> Classroom	Report Type <input type="radio"/> Detail <input type="radio"/> Summary <input checked="" type="radio"/> Worksheet <input type="radio"/> Individual
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- ☒ Include space for recording attendance
 - ☒ Show attendance codes
 - ☐ Include space for follow-up
 - ☒ Include space for notes
- ☒ Include space for recording meals
 - ☒ Include space for non-participant meals
 - ☐ Group by CACFP status
 - ☒ Show meal codes
 - ☒ Show participant birthday

Ninos, Inc. Head Start
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

Non-Part Non-CACFP		B L P	B L P	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

DATES

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

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

		Mon	Tue	Wed	Thu	Fri	Totals
Andrade, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Camacho, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Contreras, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
5/26/16		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Feliciano, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Gonzalez, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Guerrero, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Gutierrez, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Hernandez, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							
Limon, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
Notes							

To record tardy and left early in the same day, choose both the T and LE codes

INITIALS  *ng*

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

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

		Mon	Tue	Wed	Thu	Fri	Totals
Martinez, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Martinez, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Morgado, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Nava, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Ramirez, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Salazar, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Torres, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Villarreal, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P A E
Participants: 17		_____ B L P	_____ B L P	_____ B L P	_____ B L P	_____ B L P	_____ B L P

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Recording Meals

Non-Part Non-CACFP		B	L	P	B	L	P	B	L	P	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-PA23 - 1.PA23-3.F										Attendance for 10/01/19 - 10/04/19										
		Mon	Tue	Wed	Thu	Fri	Totals													
Andrade, L	HS	P A E BLP	/ A E / BLP	If child was present all day																
Notes																				
Camacho, [REDACTED]	HS	P A E BLP	P A / BLP	If child did not show up (record after snack as excused only)																
Notes																				
Contreras, [REDACTED]	HS	P A E BLP	P A / BLP	BLP	BLP	BLP	B L P													
Notes																				
Feliciano, [REDACTED]	HS	P A E BLP	/ A E / BLP LE	P A E BLP	P A E BLP	P A E BLP	P A E BLP													
Notes																				
Gonzalez, [REDACTED]	HS	P A E BLP	/ A E / BLP Left Early	BLP	BLP	BLP	B L P													
Notes																				
Guerrero, [REDACTED]	HS	P A E BLP	/ A E / BLP Late	If child Late																
Notes																				
Gutierrez, [REDACTED]	HS	P A E BLP	P A E BLP	P A E BLP	P A E BLP	P A E BLP	P A E BLP													
Notes																				
Hernandez, [REDACTED]	HS	P A E BLP	P A E BLP	P A E BLP	P A E BLP	P A E BLP	P A E BLP													
Notes																				
Limon, [REDACTED]	HS	P A E BLP	P A E BLP	P A E BLP	P A E BLP	P A E BLP	P A E BLP													
Notes																				

To record tardy and left early in the same day, choose both the T and LE codes



© ChildPlus



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

10 AM

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

Non-Part Non-CACFP		B L P	B L P	B L P	B L P	B L P	B L P
Non-Part CACFP		B L P	2 L P	B L P	B L P	B L P	B L P

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

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

		Mon	Tue	Wed	Thu	Fri	Totals
Andrade, [REDACTED]	HS	P A E B L 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__
Notes							
Camacho, [REDACTED]	HS	P A E B L 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__
Notes							
Contreras, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Feliciano, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Gonzalez, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Guerrero, [REDACTED]	HS	P A E B L 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__
Notes							
Gutierrez, [REDACTED]	HS	P A E B L 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__
Notes							
Hernandez, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Limon, [REDACTED]	HS	P A E B L 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__
Notes							

10 AM Page 2

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

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

		Mon	Tue	Wed	Thu	Fri	Totals
Martinez, [REDACTED]	HS	P A E B L P	/ A E / 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__
Notes							
Martinez, [REDACTED]	HS	P A E B L P	/ A E / 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__
Notes							
Morgado, [REDACTED]	HS	P A E B L P	/ A E / 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__
Notes							
Nava, [REDACTED]	HS	P A E B L P	/ A E / 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__
Notes							
Ramirez, [REDACTED]	HS	P A E B L P	/ A E / 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__
Notes							
Salazar, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Torres, [REDACTED]	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	P__A__E__ B__L__P__
Notes							
Villarreal, [REDACTED]	HS	P A E B L P	/ A E / 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__
Notes							
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P A E
Participants: 17		_____ B L P	_____ B L P	_____ B L P	_____ B L P	_____ B L P	_____ B L P

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

			Mon	Tue	
Andrade, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Camacho, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Contreras, [REDACTED]	HS		P A E BLP	P A E BLP	
Notes					
Feliciano, [REDACTED]	HS		P A E BLP	P A E BLP	
Notes					
Gonzalez, [REDACTED]	HS		P A E BLP	P A E BLP	
Notes					
Guerrero, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Gutierrez, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Hernandez, [REDACTED]	HS		P A E BLP	P A E BLP	
Notes					
Limon, D, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					

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

			Mon	Tue	
Martinez, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Martinez, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Morgado, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Nava, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Ramirez, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Salazar, [REDACTED]	HS		P A E BLP	P A E BLP	
Notes					
Torres, M, [REDACTED]	HS		P A E BLP	P A E BLP	
Notes					
Villarreal, [REDACTED]	HS		P A E BLP	/ A E / BLP	
Notes					
Classroom Totals			P A E	P A E	
Participants: 17			— — —	— — —	
			B L P	B L P	
			— — —	— — —	

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	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	26712
Camacho	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	703
Contreras	E ▼							HS	27005
Feliciano	E ▼							HS	5214
Gonzalez	E ▼							HS	26671
Guerrero	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	32985
Gutierrez	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	1289
Hernandez	E ▼							HS	9673
Limon, D	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	27016
Martinez	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	2830
Martinez	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	5249
Morgado	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	847
Nava, Al	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	26680
Ramirez	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	27041
Salazar,	E ▼							HS	23773
Torres, M	E ▼							HS	30948
Villarreal	P ▼		✓	✓	✓	7:30 AM	5:30 PM	HS	734



AFTERNOON REPORTING

Daily by 4:00PM

Record and modify meals

Record and modify attendance

4 PM

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

Non-Part Non-CACFP		B L P	B L P	B L P	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-PA23 - 1.PA23-3.F

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

		Mon	Tue	Wed	Thu	Fri	Totals
Andrade, [REDACTED] HS		P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Camacho, [REDACTED] HS		P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Contreras, [REDACTED] HS		P A E BLP	/ A E BLP Late	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Feliciano, [REDACTED] HS		P A E BLP	P A / BLP	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Gonzalez, [REDACTED] HS		P A E BLP	P A / BLP	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Guerrero, [REDACTED] HS		P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Gutierrez, [REDACTED] HS		P A E BLP	/ A E BLP	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Hernandez, [REDACTED] HS		P A E BLP	/ A E BLP Left Early	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Limon, [REDACTED] HS		P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							

2315 - [REDACTED] sheet
Program Term: HS 20 [REDACTED] Student Status: Enrolled
Attendance [REDACTED] [REDACTED]
Meas [REDACTED] [REDACTED]

4 PM

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

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

		Mon	Tue	Wed	Thu	Fri	Totals
Martinez, [REDACTED]	HS	P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Martinez, [REDACTED]	HS	P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Morgado, [REDACTED]	HS	P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Nava, [REDACTED]	HS	P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Ramirez, [REDACTED]	HS	P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Salazar, [REDACTED]	HS	P A E BLP	P A / BLP	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Torres, [REDACTED]	HS	P A E BLP	P A / BLP	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Villarrea, [REDACTED]	HS	P A E BLP	/ A E ///	P A E BLP	P A E BLP	P A E BLP	P__A__E__ B__L__P__
Notes							
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P A E
Participants: 17		____	13 0 4	____	____	____	____
		B L P	B L P	B L P	B L P	B L P	B L P
		____	11 12 12	____	____	____	____

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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	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	26712
Camacho	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	703
Contreras	P		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	27005
Feliciano	E							HS	5214
Gonzalez	E							HS	26671
Guerrero	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	32985
Gutierrez	P		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7:30 AM	5:30 PM	HS	1289
Hernandez	P		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9673
Limon, D	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	27016
Martinez	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	2830
Martinez	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	5249
Morgado	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	847
Nava, Ali	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	26680
Ramirez	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	27041
Salazar, B	E							HS	23773
Torres, M	E							HS	30948
Villarreal	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	734

E-4 P-13

11

12

12

E-4 P-13

11

12

12

Added by Brenda Martinez 10/2/19 9:47 AM CDT

Last updated by Nicholas Guajardo

Salazar, [REDACTED]	HS	P A E	P A E
Notes		P	BLP
Torres, [REDACTED]	HS	P A E	P A E
Notes		B	BLP
Villarreal, [REDACTED]	HS	P A E	P A E
Notes		BLP	BLP
Classroom Totals		P A E	P A E
Participants: 17		— — —	13 0 4
		B L P	B L P
		— — —	11 12 12

Must Match



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

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

Non-Part Non-CACFP		B	L	P	B	L	P	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
Beacon Bay HS-PA23 - 1.PA23-3.F					2	2	2	2	2	2	2	2	2	8	8	8
Attendance for 10/01/19 10/04/19																
		Mon	Tue	Wed	Thu	Fri	Totals									
Andrade, [REDACTED] 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	P A E B L P									
Notes																
Camacho, [REDACTED] HS		P A E B L P	P A E B L P	P A E B L P												
Notes																
Contreras, [REDACTED] 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	P A E B L P									
Notes																
Feliciano, [REDACTED] 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	P A E B L P									
Notes																
Gonzalez, [REDACTED] 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	P A E B L P									
Notes																
Guerrero, [REDACTED] 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	P A E B L P									
Notes																
Gutierrez, [REDACTED] 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	P A E B L P									
Notes																
Hernandez, [REDACTED] 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	P A E B L P									
Notes																
Limon, [REDACTED] 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	P A E B L P									
Notes																

TOTALS FOR THE WEEK (Adults Only)

Record Adult Meals on ChildPlus

Non-Part Non-CACFP		B L P	B L P
Non-Part CACFP		B L P	B L P
			2 2 2

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

		Mon	Tue
Andrade, [REDACTED]	HS	P A E	/ A E
Notes		BLP	/ / /
Camacho, [REDACTED]	HS	P A E	/ A E
Notes		BLP	/ / /
Contreras, [REDACTED]	HS	P A E	/ A E
Notes		BLP	/ /
Feliciano, [REDACTED]	HS	P A	- -
Notes		BLP	
Gonzalez, [REDACTED]	HS	P A	
Notes		BLP	
Guerrero, [REDACTED]	HS	P A	
Notes		BLP	
Gutierrez, [REDACTED]	HS	P A	
Notes		BLP	
Hernandez, [REDACTED]	HS	P A	
Notes		BLP	
Limon, [REDACTED]	HS	P A	
Notes		BLP	

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

Classroom Status Open

[Classroom Notes](#)

[Non-Participant Meals](#)

17 Participants	Att.	Absence Reason	Break-fast	Lunch	PM Snack	Arrival Time	Dep
Andrade, Lindsay	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30
Camacho, Lucia	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30
Contreras, Ethan Jaciel	P		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30
Feliciano, Ariadna	E						
Gonzalez, Genevieve ...	E						

Record Adult Meals on ChildPlus

Non-Part Non-CACFP		B	L	P	B	L	P
Non-Part CACFP		B	L	P	2	2	2
Beacon Bay HS-PA23 - 1.PA23-3.F							
		Mon		Tue			
Andrade, [REDACTED]		HS		P A E		A E	
		BLP		///			

Non-Participant Meals

	Breakfast	AM Snack	Lunch	PM Snack	Supper
Non-CACFP	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
CACFP	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="0"/>

OK Cancel

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

Page 2 of 2
N2238

Ninos, Inc. Head Start
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, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Martinez, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Morgado, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Nava, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Ramirez, S [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Salazar, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Torres, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Villarreal, [REDACTED] 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	P__A__E__ B__L__P__
Notes							
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P A E
Participants: 17		_____ B L P	_____ B L P	_____ B L P	_____ B L P	_____ B L P	_____ B L P

Guajardo, Nick
1/13/90

~~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

To record tardy and left early in the same day, choose both the T and LE codes

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

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

Page 2 of 2

N2238

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

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

		Mon	Tue	Wed	Thu	Fri	Totals
Martinez, [REDACTED]	HS	P A E	P A 	P A 	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes				Dropped		
Martinez, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes						
Morgado, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes						
Nava, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes						
Ramirez, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes						
Salazar, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes						
Torres, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes						
Villarreal, [REDACTED]	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__

Parent Sign-In Sheet

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

Date 10/02/19

		Drop Off		Pick Up		Comments
		Drop Off Signature	Time In	Pick Up Signature	Time Out	
Andrade,						
Camacho						
Contreras						
Feliciano,						
Gonzalez,						
Guerrero						
Gutierrez						
Hernandez						
Limon, Da						
Martinez,						
Martinez,						
Morgado						
Nava, Alis						
Ramirez,						
Salazar, B						
Torres, M						
Villarreal						

Excused

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

Date 10/03/19

		Drop Off		Pick Up		Comments
		Drop Off Signature	Time In	Pick Up Signature	Time Out	
Andrade,						
Camacho						
Contreras						
Feliciano,						
Gonzalez,						
Guerrero						
Gutierrez						
Hernandez						
Limon, Da						
Martinez,						
Martinez,						
Morgado						
Nava, Alis						
Ramirez,						
Salazar, B						
Torres, M						
Villarreal						

Dropped

Use blank line above for a new child

Parent Sign-In Sheet

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

Date 10/04/19

		Drop Off		Pick Up		Comments
		Drop Off Signature	Time In	Pick Up Signature	Time Out	
Andrade,						
Camacho						
Contreras						
Feliciano,						
Gonzalez,						
Guerrero						
Gutierrez						
Hernandez						
Limon, Da						
Martinez,						Dropped
Martinez,						
Morgado						
Nava, Alis						
Ramirez,						
Salazar, B						
Torres, M						
Villarreal						

Use blank line above for a new child

Non-Part Non-CACFP		B L P ____	B L P ____	B L P ____	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 ____

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

Attendance for _____ - _____

		Mon	Tue	Wed	Thu	Fri	Totals
Alvarez	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes		Transfer				
Burnias	HS	P A E	P A E	P A E	P A E	P A E	P__A__E__
		BLP	BLP	BLP	BLP	BLP	B__L__P__
	Notes			Dropped			

DROPS AND TRANSFERS

CACFP CERTIFICATION

Date: 10/04/19 Month and Year Oct. 2019

I certify that the information on the **2315 – Daily Attendance and Meals Worksheet** 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
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

Non-Part Non-CACFP		B L P	B L P	B L P	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-PA23 - 1.PA23-3.F

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

		Mon	Tue	Wed	Thu	Fri	Totals
Andrade, [REDACTED] HS		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__
Notes							
Camacho, [REDACTED] HS		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__
Notes							
Contreras, [REDACTED] HS		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__
Notes							
Feliciand, [REDACTED] HS		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__
Notes							
Gonzales, [REDACTED] HS		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__
Notes							
Guerrero, [REDACTED] HS		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__
Notes							
Gutierrez, [REDACTED] HS		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__
Notes							
Hernandez, [REDACTED] HS		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__
Notes							
Limon, [REDACTED] HS		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__
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

Select a Report

2310 - Daily Attendance by Classroom x

General

Custom Filters

Individuals

Program Term

HS 2019 - 2020 ▾

Program Option

<ALL> ▾

Group

< All Groups > ▾

Agency

Ninos, Inc. Head Start ▾

Site

Beacon Bay HS-PA23 ▾

Classroom

1.PA23-3.F ▾

Responsible Staff

Don't filter by r... ▾

Group By Agency ▾

[Advanced Setup](#)

Status

☒ All☒ Enrolled☒ Dropped☒ Drop/Wait☒ Drop/Accept☒ Completed

Grouping

☐ None☐ Site☒ Classroom

Report Type

☒ Detail☐ Summary☐ Worksheet☐ Individual

Begin Date

8/14/19



End Date

8/30/19

☒ Show Non-Participant Meals☒ Show Participant Meals☐ Show Attendance Notes☐ Show Follow-up Dates☐ Show Follow-up Notes☐ Show Absence Reasons☐ Show Arrival/Departure times☐ Show Check in/Check out signatures☐ Include Weekends☒ Show Summaries☒ Summary By Class☐ Summary By Week☒ Group Meal Summaries by CACFP Status

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
Contreras,		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
Hernandez,		HS20	Holiday	E	E	E	E
Hernandez,		HS20	Holiday	P BLP F	P BLP F	P BLP F	P BLP F
Limon, D		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, B		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
Classroom 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 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

Statuses counted as Present: Present(P)

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

Non-Part Non-CACFP	B L P	B L P	B L P	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-PA23 - 1.PA23-3.F

Attendance for 09-02-19 - 09-06-19

Villarreal, [REDACTED] HS	Mon	Tue	Wed	Thu	Fri	Totals
	P A E	P A E	P A E	P A E	P A E	P A E
Notes	B L P	B L P	B L P	B L P	B L P	B L P
Classroom Totals	P A E	P A E	P A E	P A E	P A E	P A E
Participants: 17	B L P	B L P	B L P	B L P	B L P	B L P

Handwritten data from form:

Day	Mon	Tue	Wed	Thu	Fri	Totals	
Present	15	02	13	04	16	01	55
Absent	0	0	0	0	0	0	0
Excused	13	14	13	11	10	11	54

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

Must
Match