

Neighbors In Need Of Services, Inc.

"Creating a brighter future for our children and la Familia"



Notice Regarding Attendance and Meal Counts

Addendum for 2020-2021 Policies and Procedures

Revised: September 2, 2020

Contents

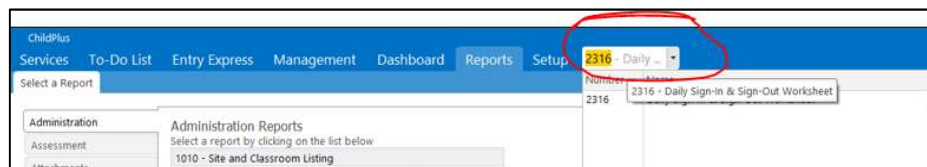
A.	Printing the ChidPlus 2316 Report “Parent Sign-In Sheet”	3
B.	Printing the ChidPlus 2315 Report “Daily Attendance and Meal Worksheet”	3
C.	2316 Parent Sign-In Sheet Procedures for Meal Distribution	4
D.	2315 Procedures for Attendance.....	5
E.	2315 Procedures for Recording Meals	5
F.	Documenting Drops, Transfers, New Enrollees and Pregnant Moms	7
G.	Tallying the Daily Attendance and Meals	8
H.	Completing the CACFP Certification	8
I.	Uploading Meal Counts and Attendance Reports to Dropbox.....	9
J.	Entering Attendance and Meals on ChildPlus.....	10
K.	Auditing Report 2310 against Report 2315	12

These procedures apply to all NINOS Head Start and Early Head Start Centers.

A. Printing the ChidPlus 2316 Report "Parent Sign-In Sheet"


- Responsible: Area Manager
- Frequency: Weekly (print on Friday for the next school week)
- Number of Copies: 5 copies per class

1. Navigate to the "Enter Report #" => type in "2316" => press enter



2. From here, you will be prompted to ask to input the criteria for report 2316.

- Select the current school year under **Program Term**
- Select the desired center under **Site**
- Select the desired **Classroom**
- Check "Enrolled" under **Status**
- Select "Classroom" under **Grouping**
- Select "Worksheet" Under **Report Type**

3. From here you selected  on the top right corner of the report criteria

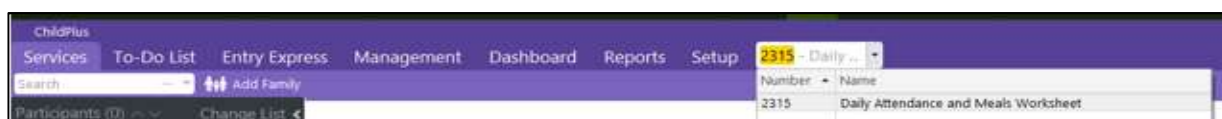
4. Print the Parent Sign-In Sheet (2316), handwritten the date for each calendar day for the week in the following format only **XX/XX/XXXX**, as shown below.

5. Initial each page on the bottom left corner of the report.

B. Printing the ChidPlus 2315 Report "Daily Attendance and Meal Worksheet"

- Responsible: Area Manager
- Frequency: Weekly (print on Friday for the next school week)
- Number of Copies: 1 copy per class (unless month ends during the week 2)

1. Navigate to the "Enter Report #" => type in "2315" => press enter.



2. You will be prompted to ask to input the criteria for report 2315.

➤ Select the current school year under **Program Term**

➤ Select the desired center "Site"

➤ Select the desired Classroom

➤ Check "Enrolled" under Status

➤ Check "Classroom" under Grouping

➤ Check following options:

- 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
- Show meal codes
- Show participant birthday

3. Print the report 2315 and handwrite the beginning date and ending date of the week in the following format only **XX/XX/XXXX** as shown below

C. 2316 Parent Sign-In Sheet Procedures for Meal Distribution

➤ Responsible: Staff Distributing Meals (Curbside or Drop-Off)

➤ Frequency: Daily (between 10:00 AM – 1:00 PM ONLY)

➤ CP Report: 2316

1. Staff will place their name and time for each child who has their meals distributed for the day by either Curbside or Drop-Off services in the **Drop Off** column.

(Time can only be between 10:00 am to 1:00 PM)

2. Staff will write the name of the parent/guardian who pick up or received the meal for the child by Curbside or Drop-Off services in the **Pick Up** column.

(Time can only be between 10:00 AM to 1:00 PM)

- Kowalski, David* *New enrollment*
 Use blank line above for a new child Ninos, Inc. Head Start - Bonita Park HS PA03 - 1 PA03-4-F-15 - participants

- Responsible: Area Manager
 - Frequency: Daily
 - CP Report: 2315
1. A child will be counted Present if they received at least one service for the day from Ninos Inc. These services include:
 - The child attended or log on with the teacher in a virtual classroom no matter what length of time for the day
(The Area Manager is responsible for collecting this information from the teacher daily)
 - The child was disturbed a meal for the day by either Curbside or Drop-Off services
 2. The Area Manager will CROSS the letter **P** to count the child Present for the day. To count a child absent for the day (a child who did not receive any type of service only for the day) CROSS the Letter **E** to count the child as Excused. The attendance code **A** is not used for any purposes and will never be used to count the child absent for the day.

		Mon			Mon
Raul Bara	HS	/ A E	Raul Bara	HS	P A /
4/26/16		B L P	4/26/16		B L P
Follow Up			Follow Up		
Notes			Notes		

- Responsible: Area Manager
 - Frequency: Daily
 - CP Report: 2315
1. A child will be counted for all the meals that they were provide through Curbside or Drop-Off services daily on the 2315 Worksheet.

Example: Raul Bara did not participate in the online classroom, but his meals were picked up by the parent/guardian for Monday. The meals he was provide was Breakfast and Lunch only.

		Mon
Raul Bara	HS	1 A E
4/26/16		7 P
Follow Up		
Notes		

2. A child will also have his meal categories as Congregate or Non-Congregate, which will be handwritten in the Follow Up and Note space that is provided for each child.
 - **Congregate:** For a meal (or meals) that is provided at the center to a child who is physically present at the center
 - **Non-Congregate:** For a meal (or meals) that is provided to a child who is not physically present at the center

Please Note: All meal at this time will be marked as **Non-Congregate** as no in-person instruction has been provided at this time unless otherwise advised by the Nutrition Department. At this time all meals should be record as shown in **Example 1.**

Example 1: Raul Bara did participate in the online classroom for the day and his meals were pick up by the parent/guardian for Monday. He was provide with Breakfast, Lunch and PM Snack.

Raul Bara	HS	Mon
		7 A E
		7 L P
		All Meals Non-Congregate
4/26/16		
Follow Up		
Notes		

Example 2: Marco Hera, a Traditional child physically showed up to class today. He was served all his meal for the day including Breakfast, Lunch and PM Snack at the center.

Marco Hera	HS	7 A E
		7 L P
		All Meals Congregate
12/16/15		
Follow Up		
Notes		

Example 3: Jorge Sol, a Hybrid child physically showed up to class today. He was served Breakfast and Lunch at the center. A PM snack was provide to him to take home when he left for the day at 12:00 PM.

Jorge Sol	HS	7 A E
		7 L P
		B & L Congregate
		Snack Non-Congregate
1/26/16		
Follow Up		
Notes		

3. Only for in person instruction will meals be record for adults in the classroom daily. The number of meals served to adults will be record as a number in the row **Non-Part CACFP.**

Non-Part Non-CACFP		B	L	P
Non-Part CACFP		2	2	2
Bonita Park HS-PA03 - 1.PA03-4.F				
Mon				

F. Documenting Drops, Transfers, New Enrollees and Pregnant Moms

- Responsible: Area Manager
- Frequency: As needed
- CP Report: 2315

1. If any child should drop or transfer during the week, you should document it in form 2315 as **Dropped** or **Transferred** on the next following day of his last day in the classroom.

Example 1: Raul Bara, a virtual child, Dropped from the classroom, and his final day in the class was Tuesday. On Monday, he did not log into to classroom, nor were any meals picked up or dropped off. On Tuesday, the child attends the virtual class, and his meals were dropped off at his home.

			Mon	Tue	Wed
Raul Bara	4/26/16 Follow Up Notes	HS	P A E	P A E	P A E
			B L P	B L P	B L P
			All Meals Non-Congregate		Dropped

Example 2: Marco Hera a virtual child Transferred to DJ Lerma HS on Tuesday his final day in the classroom was Monday. He did not attend his virtual classroom on Monday but his meals were pick-up by his mom.

Marco Hera	12/16/15 Follow Up Notes	HS	P A E	P A E
			B L P	B L P
			All Meals Non-Congregate	Transferred

2. If a child enrolees during the week the child name and DOB will be hand write in the space provided below as well as all the meal and attendance code. Then document the child attendance and meals daily.

Example: Today is Thursday and Nick Guajardo (DOB 1/15/16) enrolled today and was present and served all meal for the day at the center.

		Mon	Tue	Wed	Thu	Fri
Classroom Totals		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
Nick Guajardo					P A E	P A E
1/15/16					B L P	B L P
					All Meals Congregate	

3. EHS enrolled pregnant moms – if a pregnant mom is currently enrolled in the classroom she will be listed on roster for 2315. Under notes for the mom you will write "Pregnant Mom" and count for the week the mom present and no meals served.

Annette Piña	10/10/15 Follow Up Notes	HS	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
			Pregnant Mom				

G. Tallying the Daily Attendance and Meals

- Responsible: Area Manager
- Frequency: Daily
- CP Reports: 2315

1. After all meals and attendance has been recorded for the day, the Area Manager will count and record how many children were Present or Excused and the of meals served for Breakfast, Lunch and PM Snack in Classroom Totals.

If you have 0 to report put the number 0 on the totals

Classroom Totals	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
	---	---	---	---	---	---

H. Completing the CACFP Certification

- Responsible: Area Manager
- Frequency: Weekly
- CP Reports: 2315, 2316 and CACFP Certification

1. The Area Manager will complete a CACFP Certification for each classroom weekly.
2. The Area Manager will ensure that each page is initialed for the 2315 and 2316

Month: August Year: 2021

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: El Ranchito HS

CE ID: 02948

Classroom: 1.PA07-3.F

Attendance for: 08 / 24 / 2020 - 08 / 28 / 2020

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.

(for certification purposes the site representative will initial each page of the worksheet)

Nicholas Guajardo

Print Name – Site Representative

Nicholas Guajardo 08 / 28 / 2020

Signature – Site Representative Date

9:37 AM 2315 - Daily Attendance and Meals Worksheet
Site: Bonita Park HS-PA03 Classroom: 1.PA03-4.F 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
Bonita Park HS-PA03 1.PA03-4.F	Attendance for					
	Mon	Tue	Wed	Thu	Fri	Totals
CACFP Group 1						
11/9/13 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
5/27/14 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
11/20/13 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
8/7/14 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
8/16/14 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
11/4/13 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
4/28/14 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
4/28/14 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP
6/7/14 HS	P A E	P A E	P A E	P A E	P A E	P A E
Notes	BLP	BLP	BLP	BLP	BLP	BLP

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

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date

	Drop Off	Drop Off Signature	Time In	Pick Up	Pick Up Signature	Time Out	Comments
Escandon Hernandez, Erick							
Garcia, Edward							
Garcia, Sofia							
Munoz, Edithana, Leah							
Moya, Victoria							
Pardo, Arleth							
Perez, Samara							
Reyna, Liam							
Rios, Arriane							
Sepulveda, Jaylenn							
Vasquez Jr, Fabian							
Velasquez, Aiden							

Use blank line above for a new child

Ninos, Inc. Head Start - El Ranchito HS - PA07 - 1.PA07-3.F - 12 - participants

I. Uploading Meal Counts and Attendance Reports to Dropbox

- Responsible: Area Manager
- Frequency: Weekly – Due Monday of the following week after the ChildPlus 2310 Report Audit (*see section D of the ChildPlus Manual*)
- Program: Dropbox

1. Scan all (in chronological order) the Daily Parent Sign-In Sheets (2316) saving it using the following naming convention:
"Report Number_Month-Day (end of the week date) _Class ID"
sample: **2316_10-05_1.PA03-4.F**
2. Scan the CACFP Certification and the Daily Attendance and Meals Worksheet (2315) saving it using the following naming convention:
"Report Number_Month-Day (end of the week date) _Class ID"
sample: **2315_10-05_1.PA03-4.F**
3. The 2315 and the 2316 pdf files must be uploaded to Dropbox in the pre-assigned folder for that month and year and classroom ID.
For example, the pdf files **2315_10-05_1.PA03-4.F** and **2316_10-05_1.PA03-4.F** must be saved in the Dropbox folder: AM3\CHS\CACFP\2018\PA03\01-October\1.PA03-4.F
4. Daily Meal Production Record – Child Care (H1530) will be scanned and uploaded to Dropbox folder: 1530 Meal Productions saving it using the following naming convention:
"Report Number_Month-Day (end of the week date)_PA ID"
sample using Bonita Park: **H1530_10-05_PA03**

Daily Meal Production Record – Infants (H1530-A) will be scanned and uploaded to Dropbox folder: 1530 Meal Productions saving it using the following naming conventions:
"Report Number_Month-Day (end of the week date)_PA ID"
sample using TSTC EHS: **H1530-A_10-05_PAE2**
5. Manager Self-Inspection Checklist will be scanned and uploaded to the Dropbox folder: Checklist saving it using the following naming convention:
"ManagerChecklist_Month-Day (end of the week date)_PA ID"
sample: **ManagerChecklist_10-05_PA03**

The Nutrition Report Checklist will also be scanned and uploaded to this folder using the following naming convention:
"NutritionChecklist_Month-Day (end of the week)_PA ID"
sample: **NutritionChecklist_10-05_PA03**
6. Market Order Work Sheet will be scanned and uploaded to the Dropbox folder: Market Order saving it using the following naming convention:
"MarketOrder_Month-Day (end of the week)_PA ID"
sample: **MarketOrder_10-05_PA03**

7. Food Temperature Log will be scanned and uploaded to the Dropbox folder: Temperature Log saving it using the following naming convention:
 "FoodTemp_Month-Day (end of the week date)_PA ID"
 sample: **FoodTemp_10-12_PA03**

The Temperature Log will also be scanned and uploaded into this same folder saving it using the following naming convention:

"Temp_Month-Day (end of the week date)_PA ID"
 sample: **Temp_10-05_PA03**

8. The Report of Menu Change(s) will be scanned and uploaded to the Dropbox folder: Menu Change saving it using the following naming convention:
 "MenuChange_Month-Day (end of the week date)_PA ID"
 Sample: **MenuChange_10-05_PA03**
9. These reports as mentions must be uploaded to Dropbox in the pre-assigned folder for that month and year
 For example, the pdf file **H1530_10-05_PA03** for the meal production worksheet must be saved in the Dropbox folder: AM3\CHS\CACFP\2018\PA03\01-October\1530 Meal Production

J. Entering Attendance and Meals on ChildPlus

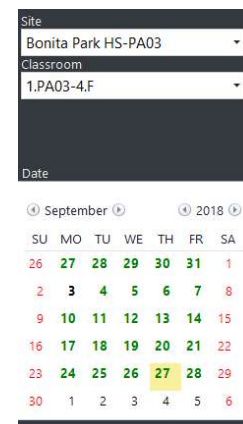
- Responsible: Area Manager
- Frequency: Daily
- CP Module: Entry Express
- Cross-reference Report: 2315

1. Navigate to **Entry Express** tab on the top. => On the submenu select **Attendance**



2. Here you will be prompted to select the **Site**, the **Classroom**, and the **Day** you are entering attendance and meals for according to the information shown on report 2315

- The dates on the calendar are color-coded as follows:
 - **Green** – status of Open, Attendance has been recorded
 - **Black** – scheduled day, attendance has not been recorded
 - **Red – Weekend**
 - **Bold Black – class is not open**
 - **Gray – Locked**
- Select, Once a day has been selected on the calendar, a roster will be available for you to input attendance and meals for the children as shown:



ChildPlus
Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

Attendance Attendance Scanning Education Enrollment Family Services* Health In-Kind Assessment More*

Please select a date.

Site: Bonita Park HS-PA03
Classroom: 1.PA03-4.F
Date: October 1, 2018

Attendance

Mon Oct 1, 2018 - Bonita Park HS-PA03 - 1.PA03-4.F

Classroom Status: Open Classroom Notes Non-Participant Meals Change All: Setup Apply

15 Participants	Att.	Absence Reason	Breakfast	Lunch	PM Snack	Arrival Time	Departure Time	Program	CP ID
Alvarez, Mia Faith	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	5414
Burnias, Anthony Bryan	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9541
Garcia, Christopher J.	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	14660
Garcia, Matthew	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	4188
Lopez, Iddan Elijah	E							HS	4193
Mendoza, Joel Raul	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	15924
Mireles, Amy Yamileth	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	4211
Munoz, Eric Francisco	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	4202
Munoz, Priscilla	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9015
Paredes, Carlos Dami	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	15920
Rodriguez, Marina	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	8911
Tettey, Marissa Yawa	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	19092
Valenzuela, Iliana Yve	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	8925
Varney, Jackson Charl	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	3902
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9867

1. Attendance status can be selected from the drop-down for each child to count them Present, Excused, or Absent. *Note that when you open the attendance automatically all children are counted present for the day. You will need to select the status on all children who were recorded absent or excused on Report 2315.*
2. Meals can be edited as necessary according to what was recorded for the day on Report 2315 in this section by unchecking the box corresponding to the meal the student was not served.
3. Finally, Select Non-Participant Meals on the top of the roster to enter the number of meals served to adults for the day recorded on Report 2315. You will enter the number for the meals served at your center for adults on the **CACFP row** and then select ok

ChildPlus
Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

Attendance Attendance Scanning Education Enrollment Family Services* Health In-Kind Assessment More*

Please select a date.

Site: Bonita Park HS-PA03
Classroom: 1.PA03-4.F
Date: October 1, 2018

Attendance

Mon Oct 1, 2018 - Bonita Park HS-PA03 - 1.PA03-4.F

Classroom Status: Open Classroom Notes Non-Participant Meals Change All: Setup Apply

15 Participants	Att.	Absence Reason	Breakfast	Lunch	PM Snack	Arrival Time	Departure Time	Program	CP ID
Alvarez, Mia Faith	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	5414
Burnias, Anthony Bryan	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9541
Garcia, Christopher J.	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	14660
Garcia, Matthew	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	4188
Lopez, Iddan Elijah	E							HS	4193
Mendoza, Joel Raul	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	15924
Mireles, Amy Yamileth	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	4211
Munoz, Eric Francisco	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	4202
Munoz, Priscilla	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9015
Paredes, Carlos Dami	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	15920
Rodriguez, Marina	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	8911
Tettey, Marissa Yawa	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	19092
Valenzuela, Iliana Yve	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	8925
Varney, Jackson Charl	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	3902
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7:30 AM	5:30 PM	HS	9867

Non-Participant Meals

Breakfast	AM Snack	Lunch	PM Snack	Supper
Non-CACFP 0	0	0	0	0
CACFP 0	0	0	0	0

OK Cancel

4. Save attendance by click on Save the top then close the attendance for the day by clicking

K. Auditing Report 2310 against Report 2315

- Responsible: Area Manager
 - Frequency: Daily
 - Cross-reference Report: 2310 and 2315
1. Run ChildPlus Report 2310 with the following criteria:

General Custom Filters Individuals

Program Term: HS 2018 - 2019
Program Option: <ALL>
Group: < All Groups >
Group By Agency: [v]
Agency: Ninos, Inc. Head Start
Site: Bonita Park HS-PA03
Classroom: 2.PA03-3.F
Responsible Staff: Don't filter by r...
Advanced Setup

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

Grouping:
☐ None
☐ Site
☒ Classroom

Report Type:
☒ Detail
☐ Summary
☐ Worksheet
☐ Individual

Advanced Setup:
☒ 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

- Select the Program Term
- Select the Site
- Select the Classroom
- Status will be All
- Grouping will be Classroom
- Report Type will be Detail
- Enter the Begin Date and End date hand written on report 2315

2. The Following boxes must be checked on the report criteria:

- ✓ Show Non-Participant Meals
- ✓ Show Participant Meals
- ✓ Show Summaries
- ✓ Summary By Class

From here you will run the report by clicking  on the top right corner, and your report 2310 will be displayed for the classroom this shows you what was entered into ChildPlus:

10/8/2018
1:55 PM

Page 1 of 1
N2238

Ninos, Inc. Head Start
2310 - Daily Attendance by Classroom
 Program Term: HS 2018 - 2019, Site: Bonita Park HS-PA03, Classroom: 2.PA03-3.F
 Attendance Date: 10/1/2018 - 10/5/2018,

Bonita Park HS-PA03 - 2.PA03-3.F							
Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	
Alonzo, Omar III	HS19	P BLP	P BLP	P BLP	P BLP	P BLP	
Arrona, Madelyn	HS19	P BLP	P BL_	P BLP	P BLP	P BL_	
Cardenas, Lily	HS19	P BLP	P BLP	P BLP	P B_	A	
Castillo, Andria	HS19	P BLP	P BLP	P BLP	P BLP	P BLP	
Castillo, Ronin	HS19	P BLP	P B_	P BLP	P BLP	P BLP	
Garcia Reyna, Alerig	HS19	A	A	P BL_	A	P BLP	
Garza, D'Anthony	HS19	P _L_	P BLP	A	A	P BL_	
Gonzalez, Aubrey	HS19	P BLP	P BLP	P BLP	P BLP	P BLP	
Gonzalez, Eliza	HS19	P BLP	P BLP	P BLP	P BL_	P BLP	
Gonzalez, Erick	HS19	P BLP	P BLP	P BLP	P BLP	A	
Gutierrez, Naydeen	HS19	A	P BL_	P BLP	P BL_	P BLP	
Paredes, Angel	HS19	P BLP	P BLP	A	P BLP	P BL_	
Plascencia, Michelle	HS19	P BLP	P BLP	P BLP	P BL_	A	
Rodriguez, Jordan	HS19	P B_	A	P BL_	A	P BL_	
Saenz, Julian	HS19	P _LP	P _LP	P BLP	P BLP	P BL_	
Trevino, Efen	HS19	A	P BL_	P BL_	P BL_	P BL_	
Ybarra, Gabriel	HS19	P BL_	P BL_	P BL_	A	P B_	
Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant Meals	Breakfast	68	12	14	15	13	14
	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2
	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P)
 Statuses counted as Absent: Absent(A), Excused(E)
 There are no attendance codes counting as Neither

3. Daily you will cross reference the report to ensure the Classrooms Total on Worksheet 2315 coincide with what was entered into ChildPlus for that day.

Report
2310

Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant Meals	Breakfast	68	12	14	15	13	14
	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2
	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P)
 Statuses counted as Absent: Absent(A), Excused(E)
 There are no attendance codes counting as Neither

Worksheet
2315

Classroom Totals						
Participants: 17	43 ^E	52 ^E	52 ^E	54 ^E	53 ^E	71 ^E
	12 ^L 13 ^P	14 ^L 14 ^P	15 ^L 15 ^P	13 ^L 12 ^P	14 ^L 13 ^P	68 ^L 67 ^P

- At the end of the week you will cross-check 2310 to 2315 report for the final tallies for the week.

Report
2310

Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant Meals	Breakfast	68	12	14	15	13	14
	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2
	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P)

Statuses counted as Absent: Absent(A), Excused(E)

There are no attendance codes counting as Neither

Worksheet
2315

Classroom Totals Participants: 17	P A E 14 3 -	P A E 15 2 -	P A E 15 2 -	P A E 13 4 -	P A E 14 3 -	P A E 7 14 -
	B L P 12 13 11	B L P 14 14 10	B L P 15 15 11	B L P 13 12 8	B L P 14 13 7	B L P 68 67 47

- The total tallies on worksheet 2315 should match up with what was entered into ChildPlus daily and at the end of the week. If any of these numbers do not coincide, then a data entry discrepancy may have occurred in ChildPlus and must be corrected.
- When you find the discrepancies select the day it has occurred on report 2310, it will open up attendance for that day and allow you to fix the discrepancy.

Bonita Park HS-PA03 - 2.PA03-3.F						
Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5

- If you find no discrepancies in attendance or meals on ChildPlus can be found then the mistake itself has occurred in calculating the totals on the worksheet and must be fixed.
- Next you will cross-check the 2310 report with the 2316 report to ensure that all the children that were signed in on report 2316 were counted present and received their meals on that date.