

Neighbors In Need Of Services, Inc.

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



Notice Regarding Attendance and Meal Counts

Classroom and Documentation Policies and Procedures

Revised: January 19, 2019

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These procedures only apply to stand alone NINOS Head Start Centers with kitchens.

A. Printing the ChidPlus (CP) Attendance Report 2316 and Meal Worksheet Report 2315

(Please review the *ChildPlus Attendance and Meal Count manual*)

- Responsible: Area Manager or Center Assignee
- Frequency: Weekly (print on Friday for the next school week)
- Number of Copies: 1 copy of the Meal Worksheet Report 2315 per class
5 copies of the Daily Attendance Report 2316 per class.

1. Print the Meal and Attendance Report (2315) and hand write the beginning date and ending date of week.

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Ninos, Inc. Head Start
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

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Bonita Park HS-PA03 - 1.PA03-4.F Attendance for 10/01/2018 - 10/05/2018

	Mon	Tue	Wed	Thu	Fri	Totals

2. Print the Parent Sign-In Sheet (2316), hand write the date for each day of that calendar week.

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date 10/01/2018

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	

B. Parent Sign-In Sheet Procedures

- Responsible: Teachers or Center Assignee
- Frequency: Daily at pickup and drop off times
- CP Report: 2316

1. Parent/Guardian must signed the Parent Sign-In report at the time of Drop Off and Pick Up.

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date 10/01/2018

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
Pistolas, Juan	<u>Juan, Alf</u>	<u>8:00am</u>	<u>Juan P.</u>	<u>4:30 p.m.</u>	
Tester, John					
Garcia, Milo					

2. If a child drops during the week – draw a line crossing out the name and under comments write “Dropped”

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date 10/01/2018

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
Pistolas, Juan	<u>Juan, Alf</u>	<u>8:00am</u>	<u>Juan P.</u>	<u>4:30 p.m.</u>	
Tester, John					
Garcia, Milo					<u>Dropped</u>

3. If a child enrolls during the week – write the name in the bottom of the form and under comments write “new enrollment”

Use blank line above for a new child

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
<u>Kowalski, David</u>					<u>New enrollment</u>

Ninos, Inc. Head Start Bonita Park HS-PA03 - 1.PA03-4.F 15 participants

4. If a child transfers during the week – draw a line crossing out the name and under comments write “Transferred to: (center or class ID)”

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date 10/01/2018

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
Pistolas, Juan	<u>Juan, Alf</u>	<u>8:00am</u>	<u>Juan P.</u>	<u>4:30 p.m.</u>	
Tester, John					
Garcia, Milo					<u>Transferred to Bonita Park</u>

- EHS enrolled pregnant moms – If a pregnant mom is currently enrolled in the classroom her name will be on the Sign-In Sheet and under comments you will write “Pregnant Mom”

Parent Sign-In Sheet Please sign below each time you drop off and pick up your child Date 10/01/2018

		Drop Off	Time In	Pick Up	Time Out	Comments
		Drop Off Signature		Pick Up Signature		
Pistolas, Juan		<i>[Signature]</i>	8:00am	<i>[Signature]</i>	4:00 p.m.	
Tester, John						
Garcia, Milo						Pregnant Mom

C. Recording Attendance and Breakfast Meals

- Responsible: Teachers
- Frequency: Daily – during the time of service
- CP Report: 2315

- The teacher will CROSS the letter **P** = Present if the child is in attendance

		Mon
Alvarez, Mia	HS	P A E
	Notes	B L P
		Mon
Alvarez, Mia	HS	P A E
	Notes	B L P

IMPORTANT – If a child is not present during breakfast, do not mark them “Absent” or “Excused” they will be counted after the PM Snack has been served.

If the child was served breakfast, CROSS the letter **B** = Breakfast

- The last step, the teacher will report the number of adults who were served a meal for breakfast by placing the total number of meals served to adults on the top of the report on the **Non-Part CACFP** row. *Note classroom one is designated as the cooks homeroom and will be counted in that classroom for Non-Part CACFP. All other adults/volunteers will be counted in the classroom they are assisting.*

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

D. Recording Attendance and Lunch Meals

- Responsible: Teachers
- Frequency: Daily during Lunch
- CP Report: 2315

- The teacher will CROSS the letter **P** = Present if the child is in attendance after breakfast. Write **Late** on the space provide for Notes

		Mon
Alvarez, Mia	HS	P A E
	Notes	B L P
Burnias, Anthony	HS	P A E
	Notes	B L P
		Late

Late on the space provide for Notes

IMPORTANT – If a child is not present during Lunch, do not mark them “Absent” or “Excused” they will be counted after the PM Snack has been served.

If the child was served lunch, CROSS the letter **L** = **Lunch**

- The last step, the teacher will report the number of adults who were served a meal for lunch by placing the total number of meals served to adults on the top of the report on the **Non-Part CACFP** row

Non-Part Non-CACFP		B L P
Non-Part CACFP		<u>2</u> <u>2</u> B L P
Bonita Park HS-PA03 - 1.PA03-4.F		

E. Recording Attendance and PM Snacks

- Responsible: Teachers
- Frequency: Daily during PM Snack
- Report: CP 2315

1. The teacher will CROSS the letter **P** = Present if the child is in attendance after lunch and write **Late** on the space provide for Notes. If a child left early the teacher will right **Left Early** on the space provide for Notes.
2. At this time the teacher will now record any student who were not present for the day crossing the letter **E** = Excused only

		Mon
Alvarez, Mia	HS	P A E
	Notes	B L P
		Left Early
Burnias, Anthony	HS	P A E
	Notes	B L P
		Late
Garcia, Christopher	HS	P A L
	Notes	B L P

IMPORTANT The recording criteria is as follows:
Present **P** = The child was physically in the center for one minute or more.

Excused **E** = Parent contacted the center regarding the absence.

Next the teacher will indicate that a child was served a meal for the PM Snack on the day for which meal counts are being recorded by placing circle around the letter **P** = PM Snack

3. The last step, the teacher will report the number of adults who were served a meal for PM Snack by placing the total number of meals served to adults on the top of the report on the **Non-Part CACFP** row

Non-Part Non-CACFP		B	L	P
Non-Part CACFP		<u>2</u>	<u>2</u>	<u>2</u>

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

	Mon
--	-----

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

- Responsible: Teachers
- Frequency: As needed
- CP Report: 2315

1. Teachers will also record if any student has dropped or transferred from the center on this document. The teacher will write Dropped or Transferred on the next day of the student official last day in the classroom in the space below for **Notes** and draw a line across the rest of the week. In regards to drops remember to count the student absent on their last day.

		Mon	Tue	Wed	Thu	Fri	
Alvarez, Mia	HS	P A E	P A E	P A E	P A E	P A E	P
	Notes	B L	BLP	BLP	BLP	BLP	B
		Dropped					
Burnias, Anthony	HS	P A L	P A L	P A E	P A E	P A E	P
	Notes	BLP	BLP	BLP	BLP	BLP	B
		Transfer to RDC					

2. New Enrollees during the week, will be hand written as shown below

	M L T	M L T	M L T	M L T	M L T	M L T
Kowalski, David	P	P	P			
DOB	LP	LP	P			

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” draw a line across the rest of the week. The mom will be recorded as present for the week and no meals served.

		Mon	Tue	Wed	Thu	Fri	Totals
Alvarez, Mia	HS	✓ A E	✓ A E	✓ A E	✓ A E	✓ A E	P 5 A 0 E 0
		BLP	BLP	BLP	BLP	BLP	B 0 L 0 P 0
	Notes	Pregnant Mom					

G. Cross Referencing the Parent Sign-In (2316) and the Attendance and Meal Report (2315)

- Responsible: Teachers
- Frequency: Daily (at the end of day)
- CP Reports: 2315 and 2316

1. Teachers will ensure that all the students that sign in on report 2316 were marked present on the report 2315. Teachers will check the dropped off time and picked up time on report 2316 to coincide with the meals served during the day.

H. Tallying the Daily Attendance and Meals

- Responsible: Teachers
- Frequency: Daily (after all meals have been served)
- CP Reports: 2315

Bonita Park HS-PA03 - 1.PA03-4.F		
Munoz, Priscilla	HS	Mon (P) A E BLP
Notes		
Paredes, Carlos	HS	(P) A E BLP
Notes		
Rodriguez, Marina	HS	(P) A E BLP
Notes		
Tettey, Marissa	HS	(P) A E BLP
Notes		
Valenzuela, Iliana	HS	P A (E) BLP
Notes		
Varney, Jackson	HS	P (A) E BLP
Notes		
Classroom Totals		P A E 4 1 1
Participants: 15		B L P 3 4 3

1. After all meals have been served for the day, teachers must tally up the attendance and meal count on the bottom of report 2315 for the row **Classroom Totals**.

I. Tallying the End of the Week Counts and Completing the CACFP Certification

- Responsible: Teachers
- Frequency: Weekly (after all meals have been served for that calendar week)
- CP Reports: 2315 and Certification

1. The **Totals** tallies for the week for meals and attendance must be complete on report 2315 For both Children and Adults

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Ninos, Inc. Head Start
2315 - Daily Attendance and Meals Worksheet
Program Term: EHS 2018 - 2019, Site: TSTC EHS - PAE2, Classroom: 1.E2-PG*17, 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	Totals		
Non-Part CACFP		B	L	P	B	L	P	B	L	P	B	L	P	B	L	P	Totals		
TSTC EHS - PAE2 - 1.E2-PG*17																	Attendance for		
		Mon	Tue	Wed	Thu	Fri											Totals		
Flores, Ariella	EH	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		
Garza, Kinsley	EH	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		
Gutierrez, Jera	EH	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		
Guzman, Mado	EH	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		
Landaverde, K	EH	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		
Noriega, Josia	EH	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		
Oviedo, Jodie	EH	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		
Salazar, Nova	EH	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		
Classroom Totals		P A E	P A E	P A E	P A E	P A E											P A E		
Participants: 8		BLP	BLP	BLP	BLP	BLP											B L P		

J. Completing the CACFP Certification

- Responsible: Teachers or staff that can certify that the meal counts in the 2315 report are true and correct.
- Frequency: Weekly (after report 2315 has been completed)
- CP Reports: 2315 and CACFP Certification

1. The same staff that signs the CACFP certification must initial all the pages in the 2315 report for that Class ID
2. The teacher will attach the 2315, 2316 and the CACFP Certification and give it to the Area Manager

Date: 10/05/2018 Month and Year October, 2018

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: Bonita Park Head Start

CE ID: 6462325f12

Classroom: 1.PA.03-4.F

Attendance for 10/01/2018 - 10/05/2018

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 4
(for certification purposes the site representative will initial each page of the of the worksheet)

Juan Lopez
Print Name - Site Representative

Juan Lopez
Signature - Site Representative

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	Totals		
Non-Part CACFP		B	L	P	B	L	P	B	L	P	B	L	P	B	L	P	Totals		
Bonita Park HS-PA03 - 1.PA03-4.F																	Attendance for		
		Mon	Tue	Wed	Thu	Fri											Totals		
CACFP Group 1	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		
11/6/13	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
5/27/14	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
11/20/13	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
6/7/14	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
8/16/14	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
11/4/13	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
4/28/14	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
4/28/14	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		
6/7/14	Notes																P A E		
		BLP	BLP	BLP	BLP	BLP											B L P		

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

J.L.

K. Uploading Meal Counts and Attendance Reports to Dropbox

- Responsible: Area Manager or Assignee
- 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

L. Procedures for End of the Month Week *(If month ends within the week)*

Printing 2316 and 2315 from ChildPlus

- Responsible: Area Manager or Center Assignee
- Frequency: Weekly (print on Friday for the next school week)
- Number of Copies: 2 copy of the Meal Worksheet Report 2315 per class
5 copies of the Daily Attendance Report 2316 per class.

1. You will follow the instruction as in section A. however you will print out 2 copies of report 2315
2. On first copy of report 2315, you will write in the beginning date of the week and then the **ending in date of the Month**

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Ninos, Inc. Head Start
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

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

Attendance for 10/29/2018 - 10/31/2018

	Mon	Tue	Wed	Thu	Fri	Totals

3. On the second copy of report 2315, you will write in the **beginning date of the Month** and then the ending date of the week

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Ninos, Inc. Head Start
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

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

Attendance for 11/1/2018 - 11/2/2018

	Mon	Tue	Wed	Thu	Fri	Totals

4. Follow the same procedures as mentioned. You will complete the first copy of 2315 the day the month ends, tally up the totals, audit the report, have a CACFP Certification completed and submit it to Dropbox. The corresponding Sign-In sheets, Report 2316, will also be collected and submitted to Dropbox the day the month ends to close out the month.

5. You will use the same naming convention as mention in **Section K** to save and upload to Dropbox to two files however instead you will use the (end of the month date)
 "Report Number_Month-Day (end of the month date) _Class ID"
 sample: 2315_10-31_1.PA03-4.F
 sample: 2316_10-31_1.PA03-4.F
6. You will continue to recording attendance and meals on the day the new month started for the rest of the week using the second copy of 2315 with the dates for the new month and follow the same procedures starting with **Section J** when the week ends and scan it to Dropbox into the corresponding month
7. This procedure will only occur when the month ends within the week. You need to close out Report 2315 when the month ends and begin a new worksheet when a new month begin when that day falls during the week of operation.

M. Holiday and Closures

Report 2316 and 2315

- Responsible: Teacher and or Teacher Aid
- Frequency: As needed

1. If during a week of operation there is a Holiday or your center is closed properly document that on the Parent Sign-In Sheet (2316) and the Attendance and Meal Count Worksheet (2315) as shown below.
2. On the 2316 Parent Sign-In Sheet write Closed on the comment section

Sign-In Sheet Please sign below each time you drop off and pick up your child Date 12-13-18

	Drop Off		Pick Up		Comments
	Drop Off Signature	Time In	Pick Up Signature	Time Out	
Mia					Closed
Anthony					
Christopher					
Iden					
Joel					
Amy					
Emily					
Eric Jr					
Priscilla					
Carlos					
Marina					
Aarissa					
Iliana					

- On the 2315 Attendance and Meal Count Worksheet you may write Closed or Holiday across the column on the respected day or leave it blank.

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
TSTC EHS - PAE2 - 1.E2-PG*17		Attendance for					
		Mon	Tue	Wed	Thu	Fri	Totals
Flores, Ariella	EH	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
Kinsley	EH	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
Jeralynn	EH	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
Madelynn	EH	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
Khalista	EH	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
Josiah	EH	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
Jodie	EH	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
Nova	EH	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
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P A E
Participants: 8		B L P	B L P	B L P	B L P	B L P	B L P

N. Tally Counts for the 2315 Worksheet

Report 2315

- Responsible: Teacher and or Teacher Aid

- The designated staff will only focus on the following field to record tallies on the 2316 worksheet
 - The total meals served to adults for the week for Breakfast, Lunch and PM Snack
 - The total number of Present, Absent and Excuses by individual day
 - The total number of Breakfast, Lunch and PM Snack served by individual day
 - The total number of Present, Absent and Excuses for the week
 - The total number of Breakfast, Lunch and PM Snack served for the week
- The total number for attendance and meals by individualized child will not be record on the 2316 worksheet. Highlighted below is the areas the staff must record totals for the week.

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
TSTC EHS - PAE2 - 1.E2-PG*17		Attendance for					
		Mon	Tue	Wed	Thu	Fri	Totals
Flores, Ariella	EH	P A E	P A E	P A E	P A E	P A E	P A E
5/11/17		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Garza, Kinsley	EH	P A E	P A E	P A E	P A E	P A E	P A E
6/14/18		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Gutierrez, Jeralynn	EH	P A E	P A E	P A E	P A E	P A E	P A E
4/4/18		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Guzman, Madelynn	EH	P A E	P A E	P A E	P A E	P A E	P A E
5/25/17		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Landsverde, Khalista	EH	P A E	P A E	P A E	P A E	P A E	P A E
4/12/17		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Noriega, Josiah	EH	P A E	P A E	P A E	P A E	P A E	P A E
5/23/17		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Oviedo, Jodie	EH	P A E	P A E	P A E	P A E	P A E	P A E
1/12/89		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Salazar, Nova	EH	P A E	P A E	P A E	P A E	P A E	P A E
10/27/17		BLP	BLP	BLP	BLP	BLP	BLP
Notes							
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P A E
Participants: 8		B L P	B L P	B L P	B L P	B L P	B L P

3. During a week of operations there should be no blanks lines for your totals. Any items on your totals that are zero you will place "0" on your documents.

Non-Part Non-CACFP		<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>
Non-Part CACFP		<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>
TSTC EHS - PAE2 - 1.E2-PG*17		Attendance for					
		Mon	Tue	Wed	Thu	Fri	Totals
Flores, Ariella	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Kinsley	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Jeralynn	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Madelynn	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Khalista	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Josiah	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Jodie	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	8 1 7	8 1 7	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
 Nova	EH	P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
	Notes	7 1 7	BLP	BLP	BLP	BLP	B <u> </u> L <u> </u> P <u> </u>
Classroom Totals		P A E	P A E	P A E	P A E	P A E	P <u> </u> A <u> </u> E <u> </u>
Participants: 8		<u> 8 0 0 </u>	<u> 7 0 1 </u>	<u> 7 1 0 </u>	<u> — — — </u>	<u> — — — </u>	<u> — — — </u>
		<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>	<u> B L P </u>
		<u> 8 8 8 </u>	<u> 7 7 7 </u>	<u> 7 7 7 </u>	<u> — — — </u>	<u> — — — </u>	<u> — — — </u>