

Daily Attendance and Meal Count Roster (4 meals/day of the week)

Child and Adult Care Food Program

Week of: _____

Site: _____

Classroom: _____

Name	Monday					Tuesday					Wednesday					Thursday					Friday				
	A	BR	AM	LU	PM	A	BR	AM	LU	PM	A	BR	AM	LU	PM	A	BR	AM	LU	PM	A	BR	AM	LU	PM
1																									
2																									
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24																									
25																									
Total Attendance:																									
Total Breakfast:																									
Total AM Snack:																									
Total Lunch:																									
Total PM Snack:																									
Number of Staff Meals:																									
Number of Guest Meals:																									
Total Staff/Guest Meals:																									

Signature

Date

INSTRUCTIONS

Daily Attendance and Meal Count Roster (4 meals/day of the week)

All sites must keep a daily record of participants in attendance and the daily meal counts by meal type.

1. Enter the dates for this form.
2. Enter the site name.
3. Enter the classroom name, if applicable.
4. Enter each participant's first and last name.
5. Each day, record the daily attendance (A) for each participant by entering an "x" in the appropriate space.
6. Each day, record the meal for each child participant at the point of service by entering an "x" in the appropriate space.
7. Each day, record the number of staff and guests served at each meal by entering the number of meals in the appropriate space.
8. At the end of the day, total each column for attendance, meals served to children, and staff/guest meals.
9. Sign and date the form. A second person should double check totals prior to submitting meal counts to KSDE.