

Daily Attendance Or Meal Count Roster (Monday-Friday/Month)

Child and Adult Care Food Program

(A) Site: _____

(B) Classroom: _____

(C) Month & Year: _____

(D) Form Type (check only one):

Daily Attendance

Breakfast

AM Snack

Lunch

PM Snack

Supper

Eve Snack

(E) Calendar Dates:																										
(F) First & Last Names	M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F	M	TU	W	TH	F	(H) Totals
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
20																										
21																										
22																										
23																										
24																										
25																										
(G) Daily Totals:																										
Attendance or Meals to children																										
Number of Staff Meals:																										
Number of Guest Meals:																										

Signature _____

Date _____

INSTRUCTIONS

Daily Attendance Or Meal Count Roster (Monday-Friday/Month)

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

1. (A) Enter site name.
2. (B) Enter classroom, name, if applicable.
3. (C) Enter the month and year.
4. (D) Check the form type. Use a separate form for attendance and each meal type
5. (E) Enter the calendar date for each day of the month (Example, 2nd for M (Monday), 3rd for T (Tuesday), 4th for W (Wednesday), etc.)
6. (F) Enter each participant's first and last names.
7. Each day, record the attendance/meal count for each child participant at the point of service by entering an "x" in the appropriate space.
8. (G) Record the daily totals for attendance/meal counts. Also record the number of staff/guests served at each meal.
9. At the end of the month, add the totals for each participant and record the number in Column (H).
10. Under (G) Daily Totals: Add Attendance/M meal Count numbers across and record total in the left-hand box.
11. Add Column (H) down and record the total at the bottom.
12. Compare the totals for Line (G) and Column (H); the totals should match.
13. Total the number of staff meals and guest meals for the month in Column (H).
14. Sign and date the form. A second person should double check totals prior to submitting meal counts to KSDE.