

Schedules are optional to include in My Food Program. However, you may find them helpful to include for the following reasons:

- Schedules are used to create estimated counts for food production.
- Including the participant's schedule in My Food Program may meet the requirement that sponsors maintain documentation of the usual days and hours in care and typical meals eaten.

**To set a participant's schedule:**

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Click on the orange "Edit Schedule" button.
- Enter the start and end time for when the participant is in care.
- Click the days of the week and typical meals eaten.
- If a participant leaves during the day and then returns or their schedule varies according to the day of the week, click the blue "Add" button to create another set of in/out times and meals.
- Click "Save".

The screenshot shows the 'Participant Schedule' form. It has a title bar with a '+ Add' button. Below the title bar, there are two input fields for 'Start Time' (07:00 am) and 'End Time' (03:00 pm). To the right of these fields is a table with three columns: 'Days Of Week', 'Meals', and 'Delete'. The 'Days Of Week' column lists days from Monday to Saturday. The 'Meals' column lists meal types: All Meals, Early Snack, Breakfast, AM Snack, Lunch, PM Snack, Supper, and Evening Snack. The 'Delete' column has a red 'Delete' button. At the bottom right of the form is a green 'Save' button. Yellow circles highlight the Start Time and End Time fields, the table of days and meals, and the Save button.

Start Time	End Time	Days Of Week	Meals	Delete
07:00 am	03:00 pm	<input type="checkbox"/> All Days <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> All Meals <input type="checkbox"/> Early Snack <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack	<input type="button" value="Delete"/>

See Alternate Schedules on next page >

You have the ability to create an alternate schedule for participants, which can be applied during summer holidays and school closures. The provider or center can simply record the days of a school closure or summer holiday and My Food Program will look at the alternate schedule for that participant.

**To create an alternate schedule:**

- From the Participant page, you can either click on “Copy Regular Schedule to Alternate Schedule” to have a starting point OR click “Edit Alternate Schedule” to build a new schedule from scratch.
- Enter the start and end time for when the participant is in care.
- Click the days of the week and typical meals eaten.
- If a participant leaves during the day and then returns or their schedule varies according to the day of the week, click the blue “Add” button to create another set of in/out times and meals.
- Click “Save”.

- This is what the Participant page will look like with both schedules listed:

Participant Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	07:30 am 05:30 pm	07:30 am 05:30 pm	07:30 am 05:30 pm	07:30 am 05:30 pm	07:30 am 05:30 pm	
	Breakfast PM Snack	Breakfast PM Snack	Breakfast PM Snack	Breakfast PM Snack	Breakfast PM Snack	

  

Alternative Participant Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	07:30 am 05:30 pm	07:30 am 05:30 pm	07:30 am 05:30 pm	07:30 am 05:30 pm	07:30 am 05:30 pm	
	Breakfast AM Snack Lunch PM Snack	Breakfast AM Snack Lunch PM Snack	Breakfast AM Snack Lunch PM Snack	Breakfast AM Snack Lunch PM Snack	Breakfast AM Snack Lunch PM Snack	