

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in “Site Details”.

1. **Present:** simply records whether the participant was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

To record attendance using in/out times on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the date and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster:

- You will now see a list of participants that are assigned to that roster along with a list of the meals served. Scroll to the bottom of the page and click the green “Print” button on the bottom-left corner.
- My Food Program will generate a PDF document to print. You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Attendance: Taking Attendance Using In/Out Times using Paper Method



Child Care Center		Week beginning 06 Aug 2018					Roster: Toddler
	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10		
Jane Doe	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +
Roger Jones	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +
Gavin Parker	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +
Nia Parker	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +
Jane Smith	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +
John James Smith	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +	<input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="text"/> Time In <input type="text"/> Time Out +

- Record attendance on the paper forms by writing the arrival and departure time for each participant that attended on each day.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the date and roster that matches the completed paper form)
- Input the in/out times on the screen that correspond to those recorded on the paper form.
- Click “Save”.
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.