

## Daily Attendance and Meal Count Roster

Child and Adult Care Food Program

Week of: \_\_\_\_\_

Classroom: \_\_\_\_\_

	Monday				Tuesday				Wednesday				Thursday				Friday								
	Name	A	BR	LU	PM	A	BR	LU	PM	A	BR	LU	PM	A	BR	LU	PM	A	BR	LU	PM				
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<b>TOTALS</b>	Meal Attendance:																								
	Breakfast:																								
	Lunch:																								
	Snack:																								

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **INSTRUCTIONS**

## **Daily Attendance and Meal Count Roster**

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 classroom name, if applicable.
3. Each day, record the daily attendance (A) for each participant.
4. Each day, record the meal for each participant at the point of service.
5. At the end of the day, total each column.
6. At the end of the week, combine daily totals and enter into the weekly total section.
7. Sign and date the form. A second person should double check totals prior to submitting meal counts to KSDE.