

**DAILY ATTENDANCE AND MEAL COUNT ROSTER**  
Child and Adult Care Food Program

WEEK OF: \_\_\_\_\_

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	
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25																											
	Attendance:																										
	Breakfast:																										
	AM Snack:																										
	Lunch:																										
	PM Snack:																										
	<b>DAILY TOTAL</b>	<b>DAILY TOTAL</b>					<b>DAILY TOTAL</b>					<b>DAILY TOTAL</b>					<b>DAILY TOTAL</b>										

\_\_\_\_\_  
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. Enter each participant's first and last names, normal days and normal hours enrolled for care.
4. Each day, record the daily attendance (A) for each participant.
5. Each day, record the meal for each participant at the point of service.
6. At the end of the day, total each column.
7. At the end of the week, combine daily totals and enter into the weekly total section.
8. Sign and date the form. A second person should double check totals prior to submitting meal counts to KSDE.