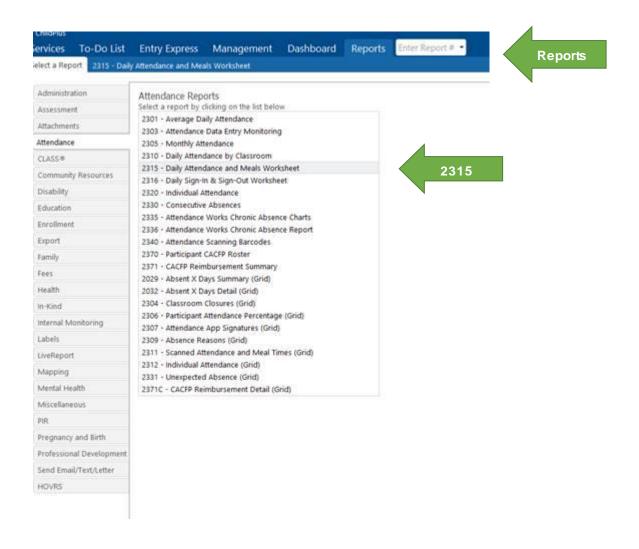Green Mountain, Jackson Park, SilverRidge, Woodlands, Pincrest, and Wolfle sites are required to use ChildPlus report number 2315 "Daily Attendance and Meals Worksheet" for lunch meal counts because we claim the meals for reimbursement through USDA and are required to have this documentation. The report needs to be printed out weekly and must be taken to the table during mealtime. Meal counts are taken at the time of service. All meal components must be on the table and offerred at least twice to all children. Meal counts are taken after the child has been offered each component twice. This is not an attendance sheet. This is for lunch meal counts only. You will turn in the reports to your Site Supervisor on the last day of each month. Please see the instructions below for printing out report 2315 in ChildPlus.

Step 1: When you open ChildPlus you will be in the "Services" tab and see your list of children (I can't show you this screen because it has children's names).

Step 2 : Click on the "Reports Tab". (See the green arrow that says "Reports")

- Under the "Select Report" Tab click on "Attendance" and choose report 2315 "Daily Attendance and Meals Worksheet". Your page will look exactly like the picture below prior to choosing the report.

Once you have chosen the report the page will look like the picture below.

On this page:
- Change the site location to yours using the drop down arrow. (See green arrow below that says "Site")
- Under Status- "Enrolled" is the only one checked.
- Under Grouping -"Classroom" is the only one checked.
- Under Report Type-"Worksheet" is the only one checked.
- To the right on the screen check only the box that says "Include space for recording meals". Once you check that box all 4 boxes below will autmatically be checked and you must uncheck them and check only "Include space for recording meals". (See green arrow below that says "Check This").

Your page should look exactly like below with your site listed.

Step 3: Click on the "Preview" button (See Green arrow below that says "Preview")

**Please note that since you do not have any children enrolled (they need a first date of service) you will not see a report. If you would like to see what the report will look like choose the "Accepted" box under "Status". Once you enroll the children you will see them on the report.

Step 4: Print the Report