

Green Mountain, Jackson Park, SilverRidge, Woodlands, Pincrest, and Wolfe 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 offered 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.

The screenshot shows the ChildPlus interface. At the top, there is a navigation bar with tabs: Services, To-Do List, Entry Express, Management, Dashboard, and Reports. The Reports tab is selected, and a dropdown menu is open showing 'Enter Report #' and '2315 - Daily Attendance and Meals Worksheet'. Below the navigation bar, there is a sidebar on the left with various menu items. The main content area displays 'Attendance Reports' with a list of reports. Report 2315 is highlighted. A green arrow labeled 'Reports' points to the Reports tab, and another green arrow labeled '2315' points to the selected report in the list.

Attendance Reports
Select a report by clicking on the list below
2301 - Average Daily Attendance
2303 - Attendance Data Entry Monitoring
2305 - Monthly Attendance
2310 - Daily Attendance by Classroom
2315 - Daily Attendance and Meals Worksheet
2316 - Daily Sign-in & Sign-Out Worksheet
2320 - Individual Attendance
2330 - Consecutive Absences
2335 - Attendance Works Chronic Absence Charts
2336 - Attendance Works Chronic Absence Report
2340 - Attendance Scanning Barcodes
2370 - Participant CACFP Roster
2371 - CACFP Reimbursement Summary
2029 - Absent X Days Summary (Grid)
2032 - Absent X Days Detail (Grid)
2304 - Classroom Closures (Grid)
2306 - Participant Attendance Percentage (Grid)
2307 - Attendance App Signatures (Grid)
2309 - Absence Reasons (Grid)
2311 - Scanned Attendance and Meal Times (Grid)
2312 - Individual Attendance (Grid)
2331 - Unexpected Absence (Grid)
2371C - CACFP Reimbursement Detail (Grid)

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 automatically 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

The screenshot shows the 'Enter Report' page with the following settings:

- Program Term: <ALL>
- Program Option: <ALL>
- Group: < All Groups >
- Group By Agency: Olympic ESD 114
- Site: PineCrest ECEAP (indicated by a green arrow labeled "Site")
- Classroom: < All Classrooms >
- Responsible Staff: Don't filter by r...
- Status: Enrolled
- Grouping: Classroom
- Report Type: Worksheet
- Advanced Setup: Include space for recording meals (indicated by a green arrow labeled "Check This")
- Advanced Setup: Include space for non-participant meals
- Advanced Setup: Group by CACFP status
- Advanced Setup: Show meal codes
- Advanced Setup: Show participant birthday