

Reports and Sign in Sheets

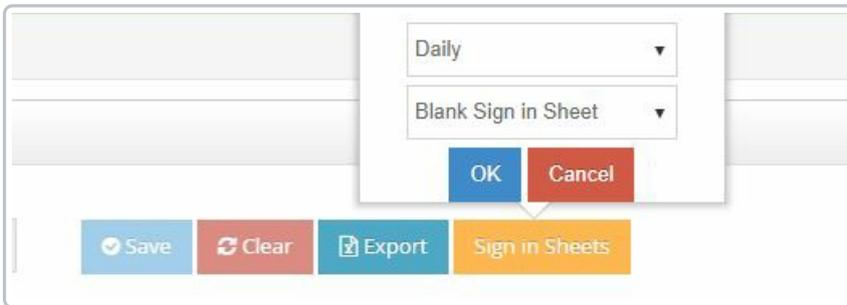
Last Modified on 03/26/2024 1:54 pm
CDT

You can use **KidKare** to print Sign-in Sheets, Menu Production Records, or export meal count data for any date range needed. For more information about the ARAS Feature in **KidKare**, see **ARAS Feature**.

Printing Sign-In Sheets

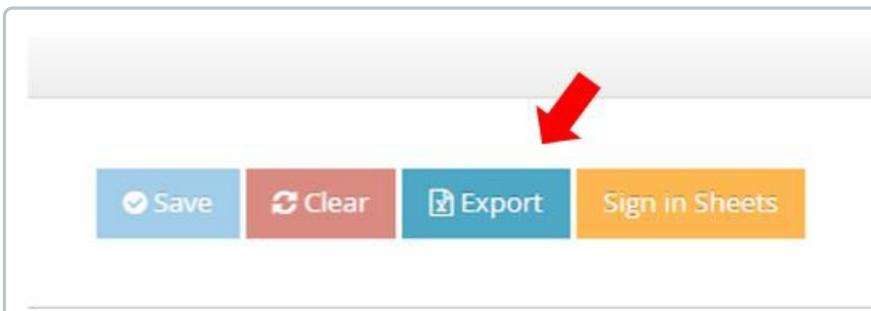
Centers can print sign-in sheets from **KidKare**.

1. From the **Attendance and Meal Count** screen, click the orange button that says **Sign in Sheets**
2. Select **Daily** or **Weekly** in the top field.
3. Select **Blank Sign in Sheet** in Sheet in the bottom field.
4. Click **OK**. The sign-in sheet is generated.



Exporting Data into Excel

1. From the **Attendance and Meal Count** screen, click the blue button that says **Export**.
2. Select the date range you are wanting to export.
3. Click **Export**. The Excel export is generated.



Menu Production Record

1. From the **Main Menu**, click on **Reports**.

2. Select the category as **Meals & Attendance**.
3. Select the report as **Menu Production Record**.
4. Choose the **Date Range** or Menu Production Records to pull.

Menu Production Record - 03/26/2024 - 03/26/2024

SFSP Meals & Attendance Menu Production Record

From 03/26/2024 To 03/26/2024 Run

5. Click **Run**. The Menu Production Record is generated.

DND At-Risk - No Children - GA 4562 **Test Childcare Services**

ARAS/SFSP Menu Production Record

3/26/2024 12:00:00AM **(972) 111-1111**

| Lunch | | Served Meals | Seconds | Adult Meals | Total |
|-----------|-------------------------------|-------------------|------------------|-------------|---------------|
| | | Actual Attendance | 153 | 10 | 0 |
| Component | Food Served/Planned | Rqd Serving Size | Total Qty Needed | | Special Notes |
| | | | Per Actual | | |
| Brd/Alt | Buns (group B) | 1 ozeq | 163.00 oz eq | | |
| Veg | Lettuce, fresh | .38 c | 81 1/2 c | | |
| Fruit | Tomatoes, fresh | .38 c | 81 1/2 c | | |
| Meat/Alt | Beef, ground, fresh or frozen | 2 oz | 20.38 lb | | |
| Milk | Milk 1% over 2- whole under 2 | 1 c | 10.19 gal | | |

Monthly Claimed Meal Count Summary

1. From the **Main Menu**, click on **Reports**.
2. Select the category as **Meals & Attendance**.
3. Select the report as **Monthly Claimed Meal Count Summary**.
4. Choose the month to pull the report for.

Monthly Claimed Meal Count Summary - February 2024

SFSP Meals & Attendance Monthly Claimed Meal Count Summary February 2024 Run

5. Click **Run**. The Monthly Claimed Meal Count Summary is generated.

| Date | Number Breakfasts | | Number A.M. Snacks | | Number Lunches | | Number P.M. Snacks | | Number Dinners | | No. Evening Snacks | |
|---------------|-------------------|--------------------|--------------------|--------------------|-------------------|--------------------|--------------------|--------------------|-------------------|--------------------|--------------------|--------------------|
| | Total First Meals | Total Second Meals | Total First Meals | Total Second Meals | Total First Meals | Total Second Meals | Total First Meals | Total Second Meals | Total First Meals | Total Second Meals | Total First Meals | Total Second Meals |
| 1 | 0 | 0 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 | 0 |
| 2 | 0 | 0 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 | 0 |
| 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 0 | 0 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 | 0 |
| 9 | 0 | 0 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 | 0 |
| 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 0 | 0 | 0 | 0 | 0 | 0 | 110 | 5 | 0 | 0 | 0 | 0 |
| 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 0 | 0 | 0 | 0 | 723 | 15 | 853 | 25 | 0 | 0 | 0 | 0 |
| 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 0 | 0 | 0 | 0 | 105 | 15 | 125 | 8 | 0 | 0 | 0 | 0 |
| 19 | 0 | 0 | 0 | 0 | 109 | 11 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 0 | 0 | 0 | 0 | 173 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 0 | 0 | 0 | 0 | 153 | 3 | 36 | 1 | 0 | 0 | 0 | 0 |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 0 | 0 | 0 | 0 | 1,463 | 46 | 1,324 | 39 | 0 | 0 | 0 | 0 |

Center Daily Meal Count Report

1. From the **Main Menu**, click on **Reports**.
2. Select the category as **Meals & Attendance**.
3. Select the report as **Center Daily Meal Count Report**.
4. Enter the **Date Range** you want the report to pull data for.

Center Daily Meal Count Report - 03/20/2024 - 03/20/2024

SFSP Meals & Attendance Center Daily Meal Count Report

From 03/20/2024 To 03/20/2024 Center Name Run

5. Click **Run**. The **Center Daily Meal Count Report** generates.

| Center Daily Meals Report (SFSP/ARAS) | | | | | | | | | | |
|---------------------------------------|-------------|------------|-----------|----------|-------|----------|--------|---------------|-------------|--|
| From Mar 20, 2024 to Mar 20, 2024 | | | | | | | | | | |
| Center # | Center Name | Attendance | Breakfast | AM Snack | Lunch | PM Snack | Dinner | Evening Snack | Total Meals | |
| 215 | SFSP Open | 173 | 0 | 0 | 175 | 0 | 0 | 0 | 175 | |
| All Centers | | 173 | 0 | 0 | 175 | 0 | 0 | 0 | 175 | |
| Center Count | | 1 | | | | | | | | |

