

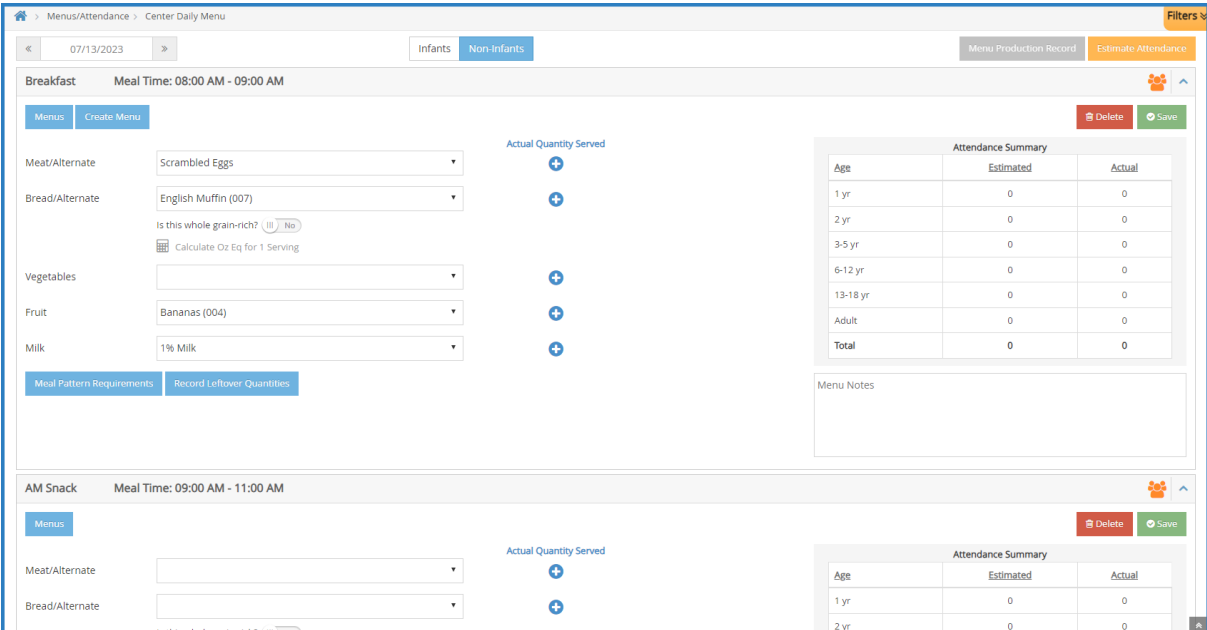


# [VIDEO] Record Individual Center Daily Menus

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You can record menus for any selected center, if needed. Note that at **Step 4**, these are the same steps a center would follow to record menus themselves in KidKare.

1. From the menu to the left, click **Menus/Attendance**.
2. Select **Center Daily Menu**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to enter menus.
4. Click the date box and enter the date for which to record a menu.
5. Click **Non-Infants** or **Infants**.
6. Click  to expand a meal. Click  to collapse it again.
7. Select the appropriate meal components. You can also click **Menu** to select a saved menu template. A message displays when the meal pattern requirements for the meal type have not been fulfilled by the menu. Once the meal pattern guidance has been satisfied, and the required number/types of components are associated with the meal, the error no longer displays. You can click **Create Menu** to save this meal as a menu template.



The screenshot shows the 'Center Daily Menu' interface for the date 07/13/2023. It is set for 'Non-Infants' and the 'Breakfast' meal time (08:00 AM - 09:00 AM). The interface includes a 'Menus' section with dropdowns for 'Meat/Alternate' (Scrambled Eggs), 'Bread/Alternate' (English Muffin (007)), 'Vegetables', 'Fruit' (Bananas (004)), and 'Milk' (1% Milk). There are plus signs for 'Actual Quantity Served' next to each item. A 'Calculate Oz Eq for 1 Serving' button is visible under the Bread/Alternate section. To the right, there is an 'Attendance Summary' table and a 'Menu Notes' field.

Age	Estimated	Actual
1 yr	0	0
2 yr	0	0
3-5 yr	0	0
6-12 yr	0	0
13-18 yr	0	0
Adult	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

8. If you are recording a **Bread/Alt** or **Infant Cereal** and need to override the ounce equivalents calculation saved to the food list to accommodate brand differences, click  **Calculate Oz Eq for 1 Serving** under the Bread/Alt or Infant Cereal food item. Enter the updated serving from the nutrition label and click **Save**.
9. If this center has participants over the age of 18 enrolled, the **Adult Meal Pattern Substitutions** section displays.
  - o Click  next to **Was yogurt substituted for milk?** if you substituted yogurt for milk at this meal.
  - o Click  next to **Was milk served to adults?** if milk was served to adults at this meal.

**Notes:** You can only select one option. When you select an option, the other is immediately set to

**No.** Milk and yogurt substitutions are reflected on the Menu Production Record.

10. Click **Estimate Attendance** to estimate attendance for this meal.
11. Click the **Menu Notes** box and enter any notes about this meal, if needed.
12. Click **Save**.