

Social Development Commission
Child and Adult Care Food Program
Daycare Weekly Report
Meal Delivery and Participation Count

Site Name: _____ Week Beginning _____

Address: _____ Week Ending _____

Site Supervisor Signature: _____

Date (a)	Number of children 12 or under accepting a meal or snack INCLUDING INFANTS (b)	Number of breakfasts served (c)	Number of lunches delivered (d)	Number of lunches served to enrolled children		number of excess lunches (g)	number of suppers delivered (h)	Number of suppers served to enroll children 12 or under		number of excess suppers (k)	number of snacks served (l)	number of infant meals served to children ages 0 - 11 months		
				1st meals (e)	2nd meals (f)			1st meals (i)	2nd meals (j)			breakfast (m)	lunch	snack
WEEKLY TOTALS														

PLEASE FAX TO PAT PAYNE AT 906-3081

This form will be kept on site for three (3) years plus the current year.

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INSTRUCTIONS

Column (a)	Enter the date for each day of the reporting week.
Column (b)	Enter the number of enrolled children (12 years of age and under), including infants , who were in attendance and who accepted at least one SDC Meal or snack on the reporting day.
Column (c)	Enter the number of breakfasts served to children (ages 1-12 only). NO INFANT COUNTS RECORDED HERE.
Column (d)	Count and enter the number of lunches delivered for the reporting day.
Column (e)	Enter the number of first lunches served to children (ages 1-12 only). NO INFANT COUNTS RECORDED HERE.
Column (f)	Enter the number of second lunches served to children. In order to be counted as a second meal, all of the required components must be served to each child in the appropriate portion size.
Column (g)	Enter the number of excess lunches, including incomplete meals and those discarded.
Column (h)	Count and enter the number of suppers delivered for the reporting day.
Column (i)	Enter the number of first suppers served to children (ages 1-12 only). NO INFANT COUNTS RECORDED HERE
Column (j)	Enter the number of second suppers served to children. In order to be counted as a second meal, all of the required components must be served to each child in the appropriate portion size.
Column (k)	Enter the number of excess suppers, including incomplete meals and those discarded.
Column (l)	Enter the number of snacks served to children ages 1-12 only. NO INFANT COUNTS RECORDED HERE.
Column (m)	Enter the number of SDC infant formula and/or baby servings by meal type. These figures should be supported by your Daily Production Reports for each infant ages 0 - 11 months.

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