

Child Care Instructions

- ❖ The child Care program site director should request the number of breakfast and lunch meals needed daily. The kitchen manager should provide the program with the number of meals requested. These meals should be tracked on the “**CHILD CARE MONTHLY MEAL TOTALS**” tracking sheet and charge the “**SOLD TO: CHILD CARE PROGRAM**”.
- ❖ Requested meals (or parts of a meal) that leave the kitchen should not come back.
- ❖ The Child Care Program site director should also request the number of snacks (if any). Individual snack items (cheese sticks, fruit, etc.) and bulk snack items that are requested on the sold to as they are given to the program.
- ❖ Both the tracking sheet and the sold to form need to be sent **to Cindy Sears** at the **END** of each month. Cindy will use these forms to bill the Child Care Program.
- ❖ Milk should only be put on a sold-to if it is being sent as a “extra” or “snack” item. Milk being sent as part of their meal has already been included in the cost of the meal.
- ❖ No numbers need to be entered in the **SCHOOL ORDER SCREEN** in the **QUANTITY ACTUALLY SERVED** for Child Care breakfast, lunch, and snack. Use the **SCHOOL ORDER SCREEN** for ordering purposes only, not for accounting.
- ❖ Production sheets need to be filled out daily and filed with your daily paperwork packet. Child Care production sheets will be used for verification purposes should the need arise.
- ❖ Bulk items (Goldfish, Animal Crackers, etc.) are ordered by the case and the entire case is to be given to Child Care. When charging for them on the Child Care Snacks sold-to, enter the number of the cases for the bulk items, not the individual serving numbers.
- ❖ Make sure your **SCHOOL NAME** is on your sold-to.
- ❖ Child Care register numbers are Breakfast 106 Lunch 107.

ALL FOOD THAT GETS SENT; GETS CHARGED!!

