EARLY HEADSTART/HEADSTART

Breakfast

Breakfast names are entered in the computer under the lunch number 101.

Lunch

Lunch names are entered in the computer under lunch number 100.

Teacher and Adult Volunteer count will be entered in the reconciliation screen:

> Under the meal summary tab, click on the Total All Registers button
> Teachers are entered as "**Adult Programmed**"
> All other adults need to be entered as "**Adult Non-Prog**" ensuring that you have an accurate "**Total Meals Count"**

Numbers for non-programmed adults need to be tracked and emailed to Cindy on the **Headstart Volunteer Check-off** sheet on the last day of the month.

**Numbers for Childcare and Headstart are due on the last day of <u>each</u> month. Please do not hold numbers and email multiple months at once.