

# MINIMUM DAY PROCEDURE

Minute Menu

Record In & Out

List Children

Record meals

Review Meals

Enroll Child

Help

Plan Menu Template

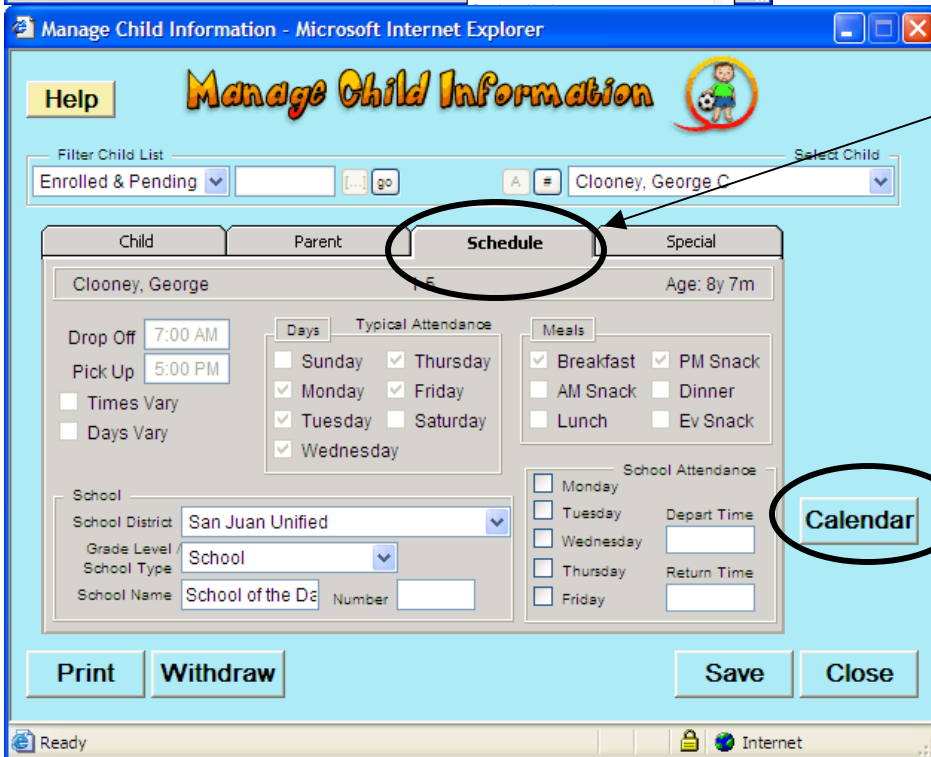
Schedule Meals

Submit claim

Slow Internet connection? Click to hide site graphics



Choose Child



1.

2.

Calendar - Microsoft Internet Explorer

## Manage Child Calendar

Filter Child List: Enrolled & Pending [go] Select Child: Clooney, George C

April 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Added School Out to April 20

Select a child. Then drag and drop the appropriate event (use the boxes on the left) onto the relevant date in the calendar. Double-click a date to delete any event. Click [Save] when done. (Some events are maintained by your Sponsor.)

Save Close

**Drag and Drop this icon to the Minimum Day.**

minimumDay.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Acrobat

Normal Arial 12 B I U

Calendar - Microsoft Internet Explorer

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Page 3 Sec 1 3/3 At Ln Col REC TRK EXT OVR 8:15 AM

Calendar - Microsoft Internet Explorer

## Manage Child Calendar

Filter Child List:   Select Child:

**Minute Menu**

Events for the day of April 20

School Out

Highlight

If School was out only *part of the day*, Select only the meals which were not served by unchecking them in the table on the right. The two columns on the right serve as examples.

Specific Meal	Late Start	Early Release
<input checked="" type="checkbox"/> Breakfast	X	
<input checked="" type="checkbox"/> AM Snack	X	
<input checked="" type="checkbox"/> Lunch		X
<input checked="" type="checkbox"/> PM Snack		X

Uncheck

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Calendar - Microsoft Internet Explorer

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**Minute Menu**

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**Results show that the child was "In School" for am snack, but not in school during Breakfast, Lunch, or PM Snack.**

**MINIMUM DAY**

**Final Step**