

Minute Menu Systems

Presents



USER'S Manual

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Version - Minute Menu Kids Ind

Congratulations & Thank You for Using Minute Menu Kids!

If you participate in the Food Program:

Contact your Food Program Sponsor to determine if Minute Menu Kids can be configured to submit your Food Program claims automatically.

If you do not participate in the Food Program:

You can use all features of the software as listed in this manual except the electronic claims submission. There will be some features or fields required by Food Program sponsors that may not make sense to you; feel free to bypass these. One of the benefits of this software being designed with the Food Program in mind is that you have the confidence of knowing that the menus provided meet the high-quality nutrition standards set by the US Department of Agriculture.

MMKids is a complete family child care management system that offers much more than meal planning. With MMKids, you can:

- Manage financial information related to the running of your business. Create income and expense reports for any period of time you choose. Produce invoices, monthly statements, and more.
- Receive electronic/automatic payments from your parent through www.ChildCarePay.com
- Manage all information related to each child, such as emergency contacts, medical information, insurance information, birthdays, and much more.
- Plan all child care activities daily, weekly, or monthly.
- Use the time management features to help manage your personal and professional schedule before, during, and after child care hours.
- Produce daily reports for all children with just a few keystrokes.
- Plan meals for a day, week, month, or any period of time you
- Produce certificates and create charts for setting goals, measuring progress, and rewarding children when they achieve those goals.

We hope that MMKids meets its goal of making it easier for you to run your child care business, so you can focus on the most important part of your business . . . kids!

Have fun!

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Accessing MMKids

You should have received a welcome letter or instructions from Minute Menu Systems or your Food Program Sponsor on how to download MMKids. This would have also included your MMKids user name (login ID number) and password. If you've already downloaded MMKids, then you can access your account by double-clicking the MMKids



icon → Minute Menu Kids on your computer's desktop. This will open MMKids and ask you to enter your User Name and Password.

If you haven't downloaded MMKids, simply go to www.minutemenukids.com/welcome and follow the 3 easy steps and then login. Please remember that MMKids is a web-based program and you must be connected to the Internet to use any part of MMKids.

- If you forget your User Name and Password, you can use the link on the login screen that says "Click here if you have forgotten your user name or password", or contact your Food Program Sponsor for assistance.
- Once you login you will have the option to change your password if you choose. click on the "File" menu at the top of the screen and go into "Utilities", then click on "Change Password".

Computer Requirements

MMKids requires Windows 98 or higher with at least 4MB of hard drive space free. You can also use MMKids on an Apple Macintosh if the computer is configured to run Windows applications by using programs such as:

Virtual PC -

http://www.apple.com/downloads/macosx/system_disk_utilities/virtualpc.html

Boot Camp – <http://www.apple.com/macosx/bootcamp/>

Parallel Desktop - <http://www.parallels.com/en/products/desktop/>

All of these solutions are designed to allow Apple computer users to run Windows programs such as MMKids, but these programs are not affiliated with our company, and we may not be able to provide technical support when using MMKids with these programs.

Internet Access Requirements

Any type of Internet access will work including dial-up modem, ISDN, cable, wireless and satellite access as long as the internet connection is constant and stable. You should connect to the Internet before starting the MMKids software.

Other Requirements

You will need the free Adobe Acrobat Reader software on your computer in order to view and print any reports. You can download Adobe reader from here <http://www.adobe.com/products/acrobat/readstep2.html> or the first time you access a report MMKids will automatically check to see if you have this free software installed. If you don't it will offer to download and install it for you.

Getting Started with the MMKids Program

The following is an overview of the modules you will be using to get started with Minute Menu Kids. You can see all of the modules on the Main screen of Minute Menu Kids. They are Facility Information, Child Information, Meal Planner, Attendance, Lesson Planner, Daily Reports, Accounting, Chart Maker, Certificate Maker, Utilities and Help.

Facility Information

This is where you can record the basic information about your daycare facility, including name, address, phone number, operation hours, and meal serving hours. The entry of this data is primarily a one-time task.

(See page 10 for more information on using this module)

Child Information

You will want to enter the information about your daycare children in the Child Information module. Listed below is some of what is included in this section.

- ✓ First and Last Name
- ✓ Date of Birth
- ✓ First Date of Enrollment
- ✓ Handicapped (if it applies)
- ✓ Provider's Own Child (if it applies)
- ✓ Special Diet Statement (if it applies)
- ✓ Child Hours (on the Hours tab) – Enter the regular (default) arrival and departure time for each child. You first click the day the child is in attendance. The hours will default to your hours of operation from the facility screen. You can change the child hours by highlighting the area and using the drop down arrows. If the child's hours vary from day-to-day, you can adjust them daily in the Hours tab under the Attendance module. The Hours tab in the Attendance module will override the default hours for that one day. If you have split shift serving times or capacity concerns, these hours must be entered to accurately reflect the child's schedule. They may also be used to calculate shifts and to identify capacity issues if they exist.

Meal Planner

The entry of information in the Meal Planner and Attendance are done on a variable schedule depending upon how you want to work with the program.

The Meal Planner module is where you can record the menus for the meals served to the daycare children. The meals listed in Minute Menu Kids are CACFP approved.

The menus for any non-infants are entered into the "Non-Infant" schedule. To record your menus you highlight the meal and click the "Add Meal" button. You can also use the pre-planned menus, copy and paste, edit meals, and create new meals.

(See p. 16 for more information on using this module)

Attendance

This module is used to record attendance and to record (check-in) which meals are served to the daycare children. This can be used to calculate your food expenses for tax deduction.

To record your attendance, first check-in each child that attends on a given day. Then mark the meals served to each child. If you click on the meal name, (ex. Breakfast) then the children who have been checked-in for attendance (who have menus recorded) will be marked for that meal.

You may change the child hours of attendance for that given day under the “Hours” tab. Otherwise the hours are the same as in Child Information hours. If serving split shifts, remember to record the split shift meal serving times in the Facility Information module.

(See p. 38 for more information on using this module)

Reports

Each module has a set of reports that you can select and print. Some of these reports will be pre-populated with information that you entered into that module. Other reports are actually forms like the Field Trip Permission Slip form.

You will need to have Acrobat Reader installed on your computer in order to create and print reports. If you do not, Minute Menu Kids will automatically download it for you.

You can access all of the reports by clicking on the “Reports” icon at the top of each screen (next to the Return button). There will be a drop down box for the report categories i.e. Facility Info, Child Info, Meal Planning, etc. Below the report category box will be another box, which lists the various reports available for that selected category. There are over 70 reports to choose from! Please take some time to see what’s available and how they can be used to enhance your daycare business!

(See p. 42 for more information on using reports)

How You Might Use Minute Menu Kids

Let's say it is Sunday night! You have not done any preparation for the next week. The "Sunday Night Blues" have set in. However, you remember that you have Minute Menu Kids so your panic quickly subsides.

Here is what will happen...

First, you will access Minute Menu Kids and click the Lesson Planner icon. Here, you will quickly enter:

1. A quick summary of Monday's activities
2. The books you will read or use, if any
3. The TV or Videos you plan to watch, if any
4. The time of day you plan to do each (optional)

Next, click the Meal Planner icon. Highlight and add the meals from the meal list into the day you are planning. You can do this for one day, one week, one month, or any desired time frame. You can also use the Pre-Planned Menu feature to schedule an entire week's worth of meals at once.

Then, you will finish by clicking the Daily Reports icon. Here, you can print a report for each child with all the day's information, or you can wait and individualize each report tomorrow, right at the computer.

Now, print a copy of the plan to use as you work with the kids. Done! **Elapsed time 5-10 minutes.**

You can plan days, weeks, or months at a time.

Using the Food Program?

Do you spend many hours each month recording meal information, tracking meal counts and attendance? Is it time consuming to fill out and organize all the forms required for meal reimbursement?

Minute Menu Kids allows you to electronically document and submit your monthly food claim. Imagine at the end of the month sitting down at your computer, logging into Minute Menu Kids and pressing 4 buttons and YOU ARE DONE! Your monthly claim is submitted. No more hassles with the paperwork. No more questions about your forms. No more paper shuffling. No more bubble sheets! Minute Menu Kids electronic meal submission saves you TIME!

Contact your Child and Adult Care Food Program Sponsor to see if you can begin submitting your claims electronically this month!

Facility Information

This is where you enter general information related to your daycare. The information in Facility Information only needs to be entered once. If necessary, you can easily make changes at a later time. However, you can think of this as a one-time task.

The screenshot shows a web-based form titled "Facility Information". At the top, there is a menu bar with "File" and "Help". Below the menu bar are three icons: a green arrow pointing left labeled "Return", a document icon labeled "Reports", and a question mark icon labeled "Help". The main title "Facility Information" is centered in a blue header. Below the title are five tabs: "General" (selected), "Operation Schedule", "Meal Schedule", "Profile", and "Civil Rights Info". The "General" tab contains the following fields:

Your first name:	Dee
Last name:	Johnson
Business name:	Dee's Daycare
Address:	4504 James Rd.
City:	Minnetonka
State:	MN - Minnesota
Zip:	65342
Phone:	952-555-1212
Fax:	952-555-1313
E-mail:	deejohnson@email.com
Provider ID Number:	1234
PIN Number:	
County:	Hennepin
Tax ID #	1234321
SS #	222-66-8888
Food Program Field Representative:	
☐ Second adult/helper present	

Many of the reports from other parts of the program use the information entered here. For example, each of the daily reports has a heading that displays the name and phone number of the daycare. If you choose not to enter the information here, it will not show up on the daily reports. Although this information is not required, it will make your reports more complete and informative.

Operation Schedule

This tab is where you enter the days and hours of operation for your daycare. First click the day and then the times appear with hour, minutes and AM/PM. Highlight what you want to change and key in the change. The default is 12:00 am to 12:00 am and must be changed to your specific times.

Meal Schedule

This tab is where you enter your meal serving times. Times are entered the same way as described above under the Operation Schedule. You also have the option to enter split serving times. You can enter split shifts by entering times for the second shift.

The screenshot shows a software window titled "Facility Information" with a menu bar (File, Help) and icons for Return, Reports, and Help. The "Meal Schedule" tab is selected. A instruction bar reads: "To remove the second shift, click either the start or end time and press the delete key on your keyboard." Below this, there are three meal categories: Breakfast, AM Snack, and Lunch. Each category has a checkbox, a duration field, and a timeline. Breakfast is checked, has a duration of 1:00 hrs, and shows a split shift with a red square at 8:00 AM and a blue square at 8:30 AM. AM Snack is checked, has a duration of 0:30 hrs, and shows a red square at 10:30 AM. Lunch is checked, has a duration of 0:30 hrs, and shows a red square at 12:30 PM. There are also unchecked checkboxes for PM Snack and Supper. The timeline for each meal is a horizontal axis with markers for Mid, 2, 4, 6, 8, 10, Noon, 2, 4, 6, 8, 10, and Mid.

License Information

The licensing component of Minute Menu Kids can help you keep track of your capacity limits. Simply enter your own capacity categories, maximum age and limit. These are defined below:

Category: Description of the age group i.e. Infant, Toddler, Preschool, etc.

Max Age: The **maximum age is shown in months** for this category, i.e. 12, 24, 72, 1200 months. Note: this field should not be an age range. It should be a single number to represent the maximum (oldest) age for this category. In the screen shot below you can see 12 for infant means 0-12 months; 24 for Toddler means 12-24 months, 72 for PreK means 24-72 months, 1200 for School Age means 72-1200 mos.

Limit: The maximum number of children allowed for that category. The default is 99, but you can delete the 99 and enter any 2-digit number. You can also change the 99 to zero or leave it blank.

Total Capacity: The maximum number of children for all categories combined. You must enter this total.

General	Operation Schedule	Meal Schedule	License	Profile	Civil Rights Info																		
License Category Instructions Fill in the box for: Category = description. Max Age = Maximum age for that category (use months). Limit = Maximum children for that category. Total Capacity = Maximum children for all categories.																							
			Number:	978675																			
			Issue date:	03/24/2005																			
			Expiration date:	03/24/2006																			
			Other:																				
<table border="1"><thead><tr><th>Category</th><th>Max Age Months</th><th>Limit</th></tr></thead><tbody><tr><td> Infant </td><td> 12 </td><td> 2 </td></tr><tr><td> Toddler </td><td> 24 </td><td> 4 </td></tr><tr><td> PreK </td><td> 72 </td><td> 2 </td></tr><tr><td> School Age </td><td> 1200 </td><td> 2 </td></tr><tr><td colspan="2">Total Capacity</td><td> 10 </td></tr></tbody></table>						Category	Max Age Months	Limit	Infant	12	2	Toddler	24	4	PreK	72	2	School Age	1200	2	Total Capacity		10
Category	Max Age Months	Limit																					
Infant	12	2																					
Toddler	24	4																					
PreK	72	2																					
School Age	1200	2																					
Total Capacity		10																					
License Availability ☒ License posted in home ☐ License applied for																							

Profile

This tab allows you to enter the highlights, philosophy, policies, or whatever information you believe will provide parents with a look at how your daycare operates.

This can be printed as a report under the "Report" options tab.

Child Information

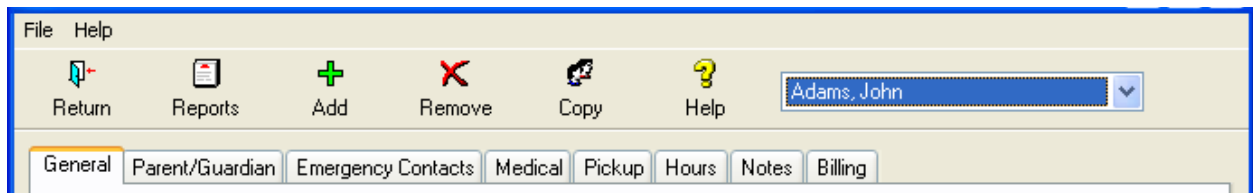
This is where you enter information related to the children that attend your daycare and enroll new children. When you begin taking care of a new child, you must enroll that child in MMKids. By enrolling that child in MMKids you will also enroll that child in the Food Program, so you will receive reimbursements for each meal that child receives while in your care. Once you have entered a child, and his or her information, it also becomes available to other parts of the MMKids program, such as the Accounting section.

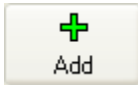
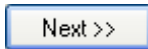
Enrolling New Children

The USDA Food Program requires a large amount of information on each child you enter. MMKids collects all of this information, so it can take a while to enter all of that data into the computer. As a result, it is useful to make sure you've got everything you need before you begin. So, give your parents a Blank Enrollment Worksheet and have them fill it out ahead of time. You can use this form to make data entry a little easier when you type the information into MMKids. To print the Blank Enrollment Worksheet, go to the menu "Reports", "Child Information", "Blank Enrollments Worksheet".



1. Click the Child Information button.



2. While on the General tab, click on the  button. This starts the "Add Child" Wizard.
3. Enter the information at each step, and click the  button.
4. Complete the wizard steps and click .
5. Move to each information tab by clicking it, and fill in as much information as you can.

Each time you want to add an additional child, click the  button, follow the instructions, and fill in the appropriate information.

To enter Parent/Guardians, emergency contacts, medical contacts, and names of people authorized to pickup a child:

1. Move to the corresponding tab.
2. Click on .
3. Enter the desired information.

The process is the same for each type of contact.

The Copy Button:

This feature allows you to copy information you already entered for one child to another child. When clicked you are given the choice of which child to copy information from, and the specific information you want to copy. This feature can save a lot of time when you are entering siblings.

The Reports Button:

There are a variety of reports available in Child Information including the comprehensive Child Information report, daycare address book, birthday listings, daycare schedule, and more. To print or preview the reports, click the Reports button and then make your selection.

The Child Hours tab:

When you enter the regular hours of attendance for a child on this screen, the times become available to the Attendance part of the program. These times can be considered as defaults and once entered are automatically transferred to the **in and out times** for daily attendance. However, on any given day, you still have the ability to easily update those times if you choose. This will be covered in the Attendance section of the manual.

File Help

Return Reports Add Remove Copy Help Adams, John

General Parent/Guardian Emergency Contacts Medical Pickup **Hours** Notes Billing

To remove the second shift, click either the start or end time and press the delete key on your keyboard.

☒ **Monday**

First Arrive: 8:00 AM First Depart: 5:00 PM

Second Arrive: Second Depart:

Mid 2 4 6 8 10 Noon 2 4 6 8 10 Mid

9:00 hrs

☒ **Tuesday**

First Arrive: 8:00 AM First Depart: 5:00 PM

Second Arrive: Second Depart:

Mid 2 4 6 8 10 Noon 2 4 6 8 10 Mid

9:00 hrs

☒ **Wednesday**

First Arrive: 8:00 AM First Depart: 5:00 PM

Second Arrive: Second Depart:

Mid 2 4 6 8 10 Noon 2 4 6 8 10 Mid

9:00 hrs

To enter Child Hours:

- Click the Hours tab.
- Click the check box next to the day for which you are entering times (this activates the day).
- Click the hours in the time box for the First Shift by entering in the desired arrive and depart times.
- For children that come twice a day. (For example, a school age child that comes in the morning, leaves for school, and then returns again after school.) Enter their 2nd shift where it says "second arrive and second depart". The first shift times will be displayed with a red bar, the 2nd times with a blue bar.
- Total hours for each day are displayed on the far right of this screen.

Note: When you first enter the Child Hours tab, the arrive and depart times are set to default the same as your hours of operation.

Meal Planner

In Meal Planner you enter the meals planned for the next day, week, month, or any period of time. You can also create new meals, hide meals, edit existing meals, schedule a week's worth of meals, copy and paste an entire week's meal schedule, or search the meal list for meals that contain a specific food.

Scheduling Meals

Minute Menu Kids software comes loaded with hundreds of meals. Meals may be scheduled one at a time, or by using the "Pre-Planned Menu" feature.

NOTE: There are two types of meal schedules, "Non-Infant", and "Infant". The Non-Infant schedule is for all children 1 year or older. An individual meal schedule is created for each infant. The details related to working with each type of meal schedule are discussed later in this section.

To Schedule Meals One at a Time

1. Select the meal type to display. (Breakfast, Snack, Lunch/Supper).
2. Display the Non-Infant or specific Infant schedule that you are scheduling.
3. Choose the meal you which to add.
4. Click the **Add Meal** button in the appropriate day and time. Meal will be scheduled.

Fruit Salad, Toast, Milk
Fruit Salad, Toaster Pastry, Milk
Grape Juice, Cereal, Milk
Grape Juice, Cereal, Toast, Milk
Grape Juice, Cinnamon Toast, Milk
Grape Juice, French Toast Sticks, Milk

Food Filter:

☒ Breakfast
☐ Snack
☐ Lunch/Supper

☐ Show weekend

Week Beginning 7/11/2005

<< 4 Weeks < 1 Week Calendar 1 Week > 4 Weeks >>

Monday 7/11/2005 Tuesday 7/12/2005 Wednesday 7/13/2005 Thursday 7/14/2005 Friday 7/15/2005

Breakfast

Minute Menu Kids helps insure the accuracy of your planning by not allowing you to schedule meals in the wrong place. For example, you may not schedule a snack for Lunch or Supper.

Using the "Food Filter" to find specific meals

Using the food filter you can quickly find all the meals that contain a specific food. Be sure to select Breakfast, Snack or Lunch/Supper when searching. This way you will be sure to find the specific meal with the specific food you are looking for.

On the "Meal Planner" screen find the Food filter box and type in the name of the food you are searching for, then click on . All meals containing that food item will then appear in the meals listed above in alphabetical order. Make your meal choice there.

Click the button to return to the complete food list.

Apple Juice, Banana Bread, Milk
Applesauce, Banana Bread, Milk
Banana, Apple Biscuits, Milk
Banana, Bagels, Milk
Banana, Blueberry Muffin, Milk
Banana, Cereal, Milk

Food Filter: banana

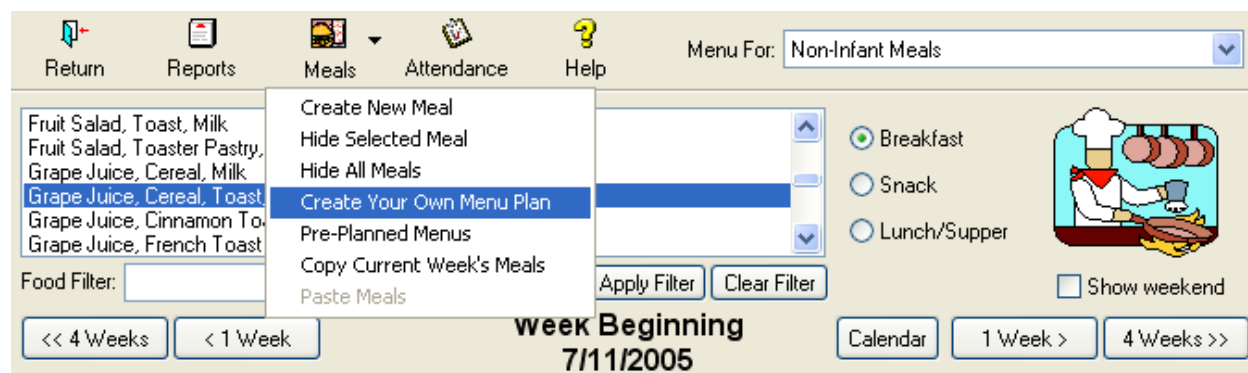
Meal Schedules and the Daily Report

As you schedule meals they are automatically added to each child's report for that day.

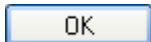
Pre-Planned Menus

This section of the Minute Menu Kids program allows you to create menus for meal combinations that you commonly serve.

1. Display a completed week of meals that you want to save as a Pre-Planned Menu.
2. Select, "Create your own menu plan" from the Meals drop down menu.



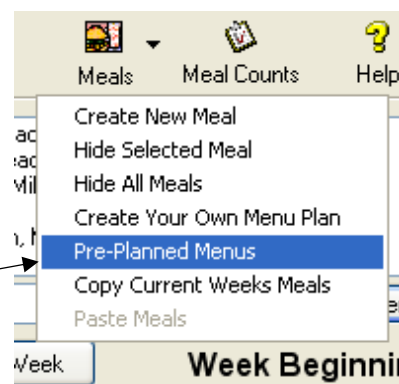
3. Enter the name of the new Pre-planned menu, and click



4. That menu plan is now available for scheduling using the name you gave it (see how below).

To Schedule Meals Using Pre-Planned Menus (only for non-infants)

1. Display the Non-Infant meal schedule.
2. Click the dropdown arrow on the Meals button and click "Pre-Planned Menus".
3. Choose the Pre-planned Menu you wish to schedule.
Click View Meals to see the meal detail by day. (See Below)



4. Click the calendar icon and choose the ***day*** you want the pre-planned menu to start.
5. Click the  button to schedule that menu.
5. Click on .

To use pre-planned menus, click the appropriate meal plan, choose the day you wish the plan to start, and click the Plan Meals button.

Week 1

// 15

View Meals

Plan Meals

Delete Plan

Finished

To delete a Pre-Planned Menu:

- Click the dropdown arrow on the Meals button and click "Pre-planned menu".
- Click on the pre-planned menu week that you want to delete.
- Click the  button.

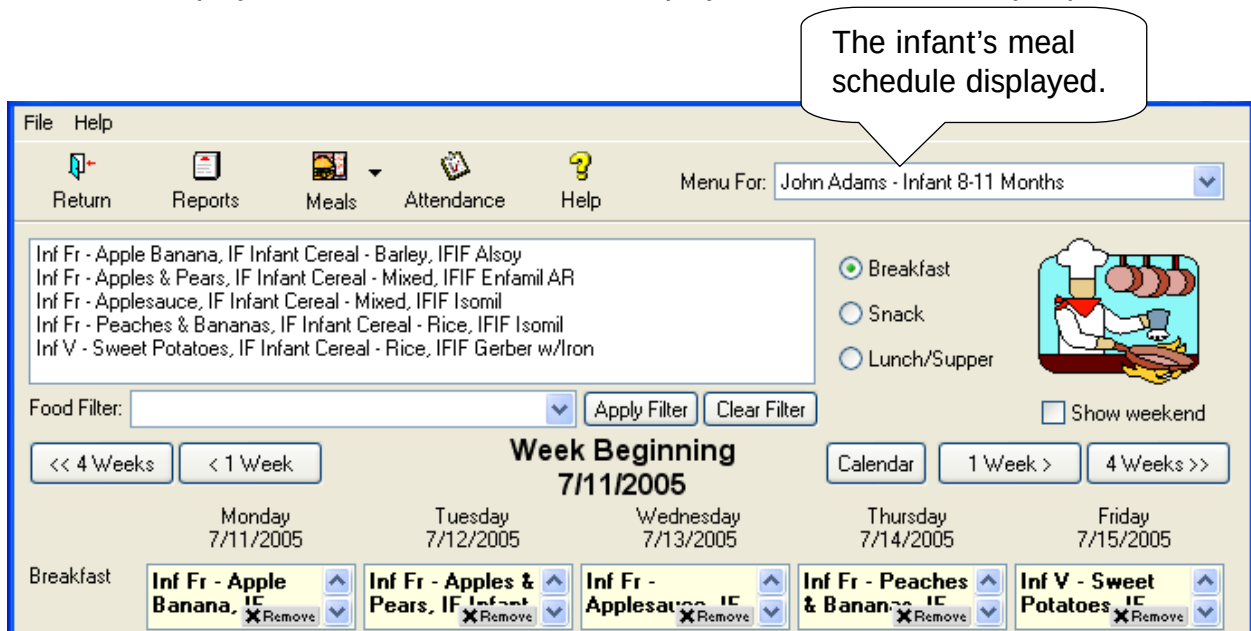
Sponsor Default Pre-Planned Menus:

Pre planned menus that appear in **bold**, are default menus provided by your sponsor that cannot be deleted. You can hide them by uncheck-marking where it says

☒ Show sponsor's default pre-planned menus at the bottom of the screen.

Infants

The drop down list at the far right of the toolbar in the Meal Planner indicates which meal schedule you are viewing (shown below). When "Non-Infant" is selected, the main meal schedule for the daycare appears. Each *Infant* at the daycare has his or her own *individual meal schedule*. When a specific infant is selected, the meal schedule for that child is displayed. These meals are also displayed on the child's daily report.



The meals displayed for each infant are based on the following variables:

- The child's age group (0 to 3 months, 4 to 7 months or 8 to 11 months)
- Whether or not there is a special diet statement
- The particular meal being scheduled (Breakfast, Snack, Lunch/Supper)

NOTE: The meal list displayed for an infant will only contain those meals that apply to that child.

Creating New Meals

The meal planner allows you to quickly create new meals with all the necessary components. Before proceeding, here is a bit of terminology that may make it easier to get started with this part of the program.

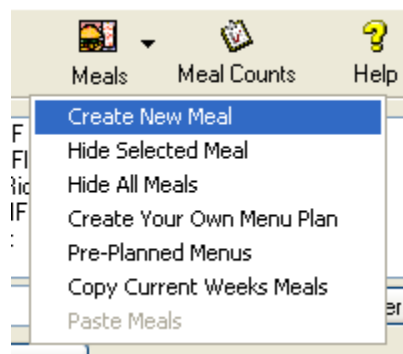
Meals are composed of *Foods*. When you create a meal, you add foods to it. Each *Food* is composed of one or more *Ingredients*. When you create a food, you add ingredient(s) to it. Both ingredients and foods are checked to see if a meal meets CACFP requirements. Here are a couple of examples that show how this terminology is used.

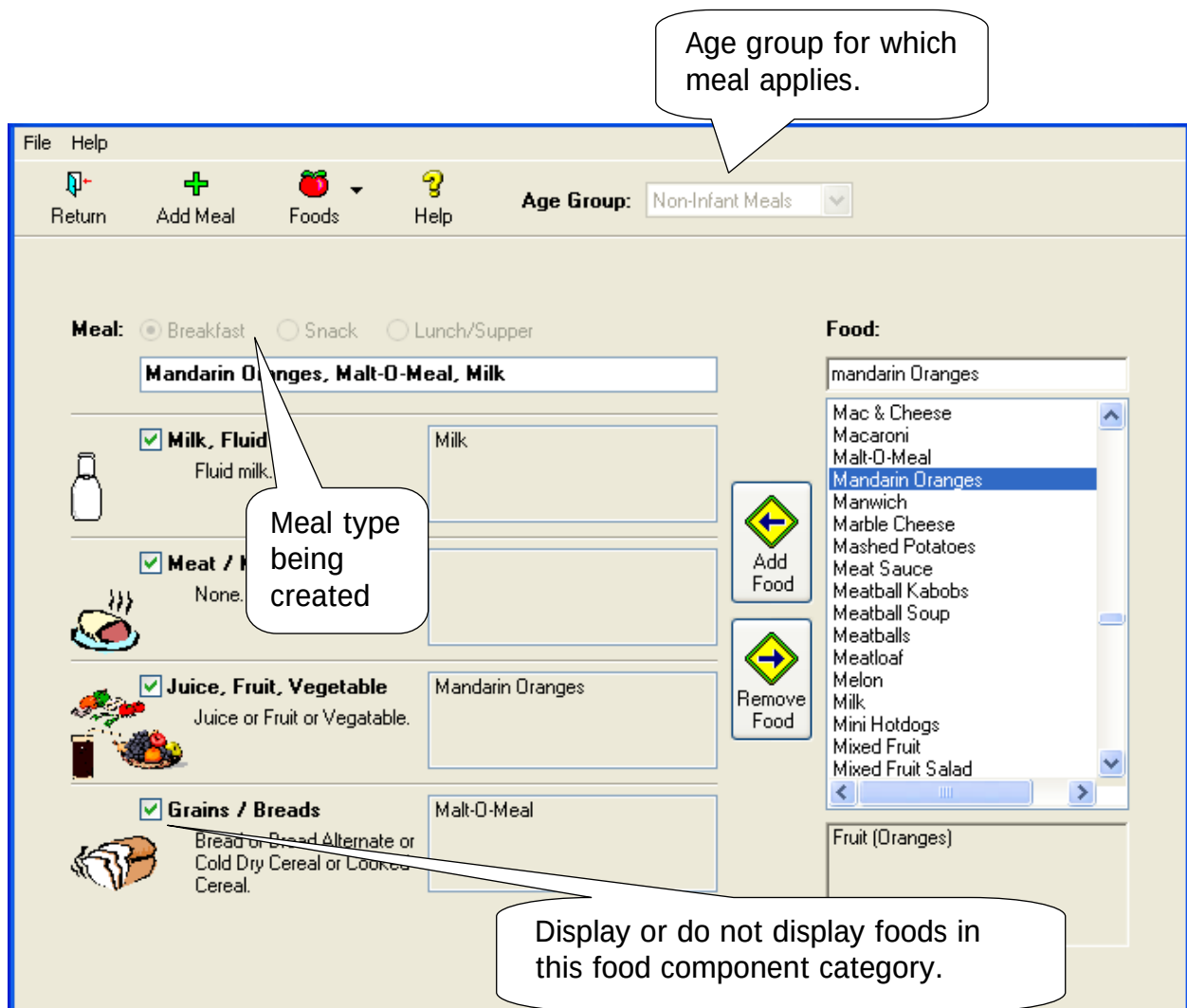
1. The food corn has corn, as it's only ingredient. Corn would meet the fruit/vegetable requirement for a meal.
2. The food cheese pizza may have ingredients of crust, tomato sauce, and cheese. Therefore, cheese pizza would meet the grain/bread (crust), meat/meat alternate (cheese), and fruit/vegetable (tomato sauce) requirements for a meal (assuming adequate quantities of each).

The following discussion shows how the items work when creating meals, adding foods, and adding ingredients.

To create new meals do the following:

1. Click the "Meals" button, and select "Create New Meal". This brings up the "Make a Meal" form.





2. Select the Meal Type you are creating. (Breakfast, Snack, Lunch/Supper).
3. Select the food items for the meal from the item list. You can do this by double



clicking the food, or by selecting the food and clicking on the button.

To quickly get to the food you are looking for, place the cursor in the blank field at the top of the food item list, and begin typing the name of the food. As you type the selected item will be highlighted. Then double click on the food, or



click on the button.

4. If you make an error adding items, click on the food you want to remove in the



menu, and click on

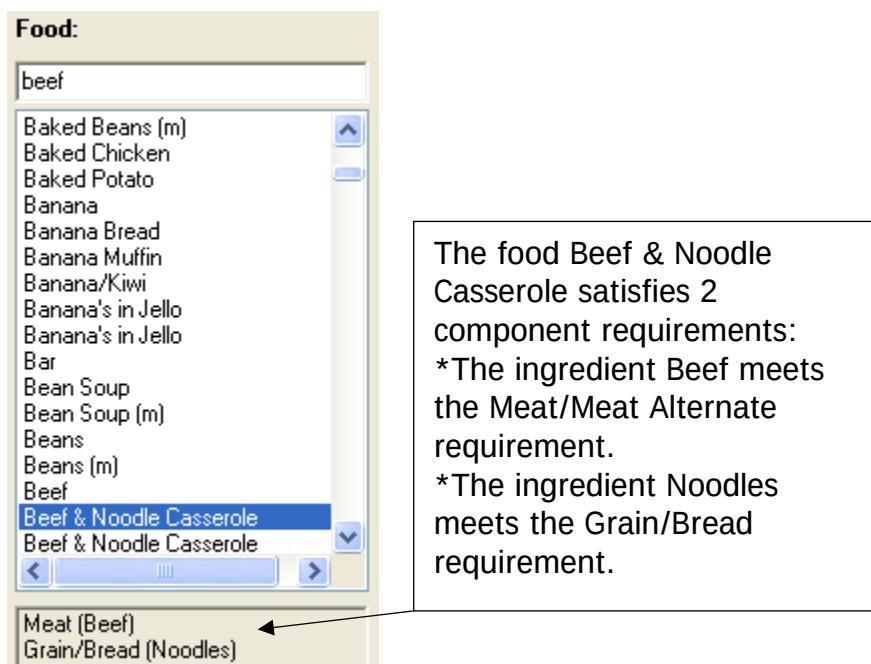
5. When the CACFP requirements for a food component are filled, the background color of the box that displays that component will change from a white, to a colored background.
6. When all the boxes are colored, this indicates the meal meets all requirements for credibility.



7. Now, click the button. Don't forget this key step!

Meal Scheduling and Creation Tips:

- ◆ **The text directly under the food list provides detailed information about the selected food.** This shows the component category, and specific ingredients included in the food. When a food is selected the lower box displays each component requirement met. The ingredient that meets the requirement is in parentheses behind it.



- ◆ **When adding foods that meet more than one food component requirement (primarily a food program issue)** you will notice that more information is displayed in each category box. For example, the food "Ham Sandwich" is setup as a multi-component food. It meets the Meat/Meat Alternate

requirement with the ingredient Pork. It meets the Grains/Breads requirement with the ingredient Bread. The display will show the food and each ingredient that meets a component requirement.

Ham Sandwich

☒ **Milk, Fluid**
Fluid milk.

☒ **Meat / Meat Alternate**
Meat or Poultry or Fish or Chees or Meat Alternate.

☒ **Juice, Fruit, Vegetable**
Vegetables and/or Fruit (2 or more).

☒ **Grains / Breads**
Bread or Bread Alternate.

ham

- Green Beans
- Green Pepper
- Grilled Cheese Sandwich
- Grilled Ham & Cheese Sandwich
- Grilled Ham & Cheese Sandwich
- Grilled Turkey & Cheese Sandwic
- Grilled Turkey & Cheese Sandwic
- Grits
- Ground Beef
- Ground Pork
- Ground Turkey
- Haddock
- Ham
- Ham & Cheese Sandwich
- Ham & Cheese Sandwich
- Ham Sandwich**
- Hamburger

Add Food

Remove Food

Grain/Bread (Bread)
Meat (Pork)

When a food meets multiple component requirements you can set it up as shown here to make it easier for yourself in the future. The next time you create a meal that includes a "Ham Sandwich" it will automatically include the Ham and Bread ingredients.

The other option, which is also good, is to add each food as an individual component when creating the meal. Both methods accomplish the same goal. It is just a matter of preference. The previous method may save you time in the future because it allows you to add two components to a meal at the same time.

When on the Make a Meal Screen:

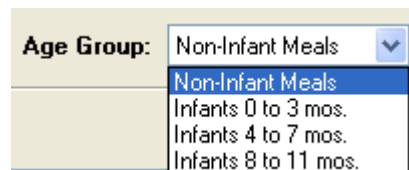
- ◆ To **quickly get to the food you are looking for**, place the cursor in the blank field at the top of the food item list, and begin typing the name of the food. This will automatically move to that food in the list
- ◆ To **only display the foods for a specific food component**, **uncheck** the boxes



next to the component category you do not wish to display.

This makes it easy to find the missing foods to finish off a meal.

- ◆ The **requirements listed under each category** change when you change the type of meal being created, or the age group.
- ◆ By **selecting "Non-Infant", "Infants 0 to 3 months", "Infants 4 to 7 months" or "Infants 8 to 11 months"** in the Age Group box on the toolbar, you determine the list on which the new meal is added. There is a separate meal list for each age group. When you select an age group, the corresponding meal list is displayed.



Creating a new meal with a new Food

Although there are hundreds of items in the "Foods" list that comes with Minute Menu Kids, at times you may need to add a new food. You may add foods that have one ingredient or many. (A reminder for CACFP participants: a multi-component food may meet up to three requirements, each of which must be from a different component category.)

If you are on the food program and are creating a new food, add only the ingredients to your food that will credit for a meal component based on the portion size requirements.

For example: If you are creating a new food called "Blueberry Pancakes", the only ingredient you would add in this food that can credit on the Food Program is "pancakes" (grain/bread component). **Do not add** blueberries as an ingredient because normally there are not enough blueberries in pancakes to meet the Food Program requirements with regard to serving size.

Therefore, if you create a new food called "Blueberry Pancakes", list only "Pancakes" as the ingredient.

Another example is creating a new food called "Corn Pudding". Let's say that corn pudding consists of corn, eggs, milk, and butter. The only ingredient in this food that can credit on the Food Program is corn (fruit/vegetable component). Eggs would normally credit as a meat alternate but only if a serving of this food provides the

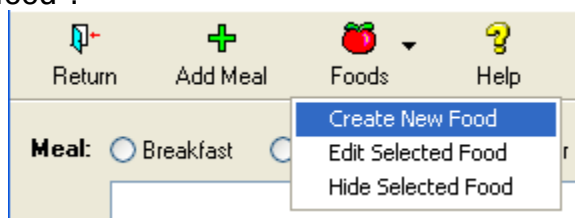
appropriate serving of 1 egg per child. In this example, eggs are not the primary ingredient so they are considered an extra for Food Program crediting purposes.

Therefore, the only ingredients you will list for "Corn Pudding" is corn.

Process for Adding a New Food

Let's say you want to add a new food. Here is the process:

1. While in the "Make a Meal" section click the Foods button drop down arrow and select "Create new food".



2. On the window that appears, enter the name of the food you want to add. If the food name you enter is built into Minute Menu Kids, the program will notify you. You can choose to use that food, or create your own.
3. This brings up the following screen.

A screenshot of a 'Create New Food' window. At the top left, there are two cartoon peppers (one red, one green) and a text box with the instruction: 'When you create a new food, add only the ingredients to your food that will credit for a meal component. Ingredients used in too small a quantity which do not meet Food Program requirements should not be added.' Below this are five icons: a loaf of bread, a milk carton, a bowl of fruit, a glass of juice, and a bowl of soup. The main area is divided into two sections. On the left, 'Name of food:' is followed by a text box containing 'Ants on a Log'. Below that, 'Ingredients In Food:' is followed by a list box containing 'Celery - Vegetable', 'Peanut Butter - Meat Alternate', and 'Raisins - Fruit'. On the right, 'Ingredients:' is followed by a list box containing 'raisins', 'Pears', 'Peas', 'Peppers', 'Pineapple', 'Pizza Crust HM', 'Plums', 'Popovers', 'Pork', 'Potato', 'Pretzels', 'Prunes', 'Puff Pastry Shells', 'Pumpkin', 'Raisins', and 'Raspberries'. Below the list boxes are two buttons: 'Add' (with a green diamond and a left arrow) and 'Remove' (with a green diamond and a right arrow). At the bottom right, there is a label 'Fruit'.

4. Now, you add ingredient(s) to the new food.

- Locate the ingredient on the list by scrolling or by typing in the blank above the list. This will quickly bring you to the specific ingredient, and it will display with highlighted text.
- To add the ingredient to the food you can; Press enter while the text is



highlighted, select it and click the button, or double click the ingredient.

- Repeat this process until all the ingredients are added.



5. If you wish to remove an Ingredient, click on it, then click on the button.



6. Finally, click the button on the toolbar.

The food item is now available for use in the Meal you are making.

Pre-Approved Foods & Ingredients

The following table of ingredients comes pre-loaded with Minute Menu Kids that are already approved for the Food Program. The ingredients are listed by the component category that they satisfy.

List of Pre-Approved Ingredients:

<u>Infant – Fruit</u>	<u>Fruit</u>	<u>Vegetable</u>	<u>Meat</u>
Inf Fruit	Apple	Beans	Beans (m)
<u>Infant - Grain/Bread</u>	Apricots	Beets	Beef
IF Infant Cereal	Banana	Broccoli	Chicken
Inf GB-Crusty Breads	Blueberries	Cabbage	Combo Meat
Inf Grain/Bread	Cantaloupe	Carrots	Cornish Game Hen
<u>Infant - IF Infant Formula/Milk</u>	Cherries	Cauliflower	Duck
Breast Milk	Cranberry	Celery	Fish
IF Infant Formula	Grapefruit	Cole Slaw	Lamb
IFIF/Milk	Grapes	Corn	Pork
<u>Infant – Meat</u>	HM Juicesicles	Cucumber	Turkey
Inf Meat	Honeydew Melon	Legumes - vegetable	
<u>Infant – Vegetable</u>	Kiwi	Lentils - vegetable	
Inf Vegetable	Mandarin Oranges	Lettuce	<u>Milk</u>
	Melon	Mixed Vegetables	Milk
	Mixed Fruit	Onion	
	Oranges	Peas	
<u>Infant Special Diet - Fruit</u>	Peaches	Peppers	<u>Unclassified</u>
Inf Sp Diet Fruit	Pears	Potato	Jelly
<u>Infant Special Diet - Grain/Bread</u>	Pineapple	Pumpkin	
Inf Sp Diet Crusty Dry Bread	Plums	Spinach	
Inf Sp Diet Grain/Bread	Prunes	Sprouts	
<u>Infant Special Diet – IF Infant Formula/Milk</u>	Raisins	Squash	
Inf Sp Diet IFIF/Milk	Raspberries	Sweet Potatoes	
<u>Infant Special Diet - Meat</u>	Strawberries	Tomato	
Inf Sp Diet Meat	Tangerines	Zucchini	
<u>Infant Special Diet - Vegetable</u>	Watermelon	<u>Juice</u>	
Inf Sp Diet Vegetable		100% Juice	

<u>Meat Alternate</u>	<u>Grain / Bread</u>		<u>Grain / Bread (Limited)</u>
Cheese Cheese Spread Cottage Cheese Eggs Legumes – meat Lentils – meat Nuts Peanut Butter Soynut Butter Soynuts Yogurt	Biscuits Bread Bread (Bfst & Snack) Breeding Brown Rice Caramel Rolls Cereal Chow Mein Noodles Cinnamon Roll Corn Chips Crackers Cream Puff Shells Crepes Croutons Crust - Dessert Crust - Meat Pie Donuts Dumplings English Muffin Flour Tortilla Hot Cereal Macaroni Noodles Oat Bran Pancakes	Pasta Pizza Crust HM Popovers Pretzels Puff Pastry Shells Ravioli Rice Rice Cakes Roll Taco Shell Toaster Pastry Tortilla Tortilla Chips Waffles	Bar Bread Pudding Brownies Cake Cereal Bar Cookies Cupcakes Granola Bar Ice Cream Cone - sugar Rice Pudding

Adding Non-Infant Foods

- **Most “regular” foods** – Choose the ingredient(s) that are in the food.
- **Bars and Desserts** – Choose ingredients from the Grain/Bread Limited category. Ingredients from this category are never allowed for infants. For non-infants these ingredients are unlimited at breakfast, have a 2 per week recommendation at snack, and may not be served at lunch or supper.
- **Juices** – Choose the name of the fruit from the fruit ingredients and 100% juice from the juice ingredients. Every juice that comes pre-loaded with the program, and those that you add, must have 100% juice and a fruit as the ingredients. For example, Apple Juice contains the ingredients Apple and 100% juice.
- **Beef, Fish, Chicken, Turkey etc.** – Choose the appropriate meat or meat alternate. You do not need to add the specific type of fish or meat when adding a fish or meat dish. For example, the food hamburger has beef as the ingredient. The food meatballs would also have beef as the ingredient. The food tuna sandwich would have fish and bread as the ingredients.
- **Multi-component foods** – When adding a multi-component food just add the appropriate ingredients. A multi-component food may only satisfy one fruit/vegetable requirements at lunch or supper. For example, the food Carrots & Celery sticks would only satisfy one of the fruit/vegetable requirements.

Adding Infant Foods

- **Infant Fruits, Vegetables, Meats, Formulas, and Cereals** – The infant foods that come pre-loaded with the software use abbreviations for each infant food category. The abbreviations allow you to easily identify the category of each food, and are entered directly in front of each food. The abbreviations used are:
 - Inf V: Infant Vegetables (ex. Inf V – Squash)
 - Inf Fr: Infant Fruit (ex. Inf Fr – Peaches)
 - Inf Meat: Infant Meat (ex. Inf Meat – Ham with Ham Gravy)
 - IFIF: Iron Fortified Infant Formula (ex. IFIF Isomil)
 - IF: Iron Fortified (ex. IF Infant Cereal)
 - Inf GB: Infant Grain/Bread (ex. Inf GB-Bagel)
- **Crusty Breads** – The crusty breads that come pre-loaded with the software are setup with the infant grain/bread ingredient of Inf GB-Crusty Breads. For example the food Inf GB-English Muffin has the ingredient Inf GB-Crusty Breads. When setup with the Inf GB-Crusty Breads ingredient the new food is automatically setup to credit at snack. The software uses the naming strategy of including “Inf GB” in front of a food like English Muffin to differentiate it from the non-infant English Muffin. This is done since the item credits differently for each age group. If you were adding an infant Grain/Bread, start the name with “Inf GB” then the name of the food.

Adding Infant Special Diet Foods

- **Substitutions** – When adding special diet foods the ingredients from the special diet categories should be used. This insures that those foods are only available to be scheduled for only the children that have a special diet statement. A method of naming the foods added is particularly helpful here since certain foods may substitute for more than one category. For example, yogurt may be substituted as crusty bread at snack, and is used as a meat alternate at lunch/supper. Two different foods have been setup to handle the substitutions. The two foods are:

1. Yogurt (SD-Crusty Bread)
2. Yogurt (SD-Meat Alt)

The special diet foods included with the software use the following method for naming special diet foods. “SD” stands for Special Diet.

Name of Food (SD-Substitution)

Yogurt (SD-Crusty Bread)

Creating a new meal with a new Food and a new Ingredient

Just as with Foods, Minute Menu Kids also comes with many Ingredients already entered (and approved for CACFP purposes). Still, there may be occasions when you will need to enter a new Ingredient. This is how you do it:

1. From the Make a Meal screen click the foods button drop down arrow and select "create new food". Type in the name of the food you are adding.
2. While on the "Create a Food" screen click the drop down arrow on the Ingredients button, and click on "Create New Ingredient."



3. This brings up the "Add Ingredient" form.

A screenshot of the 'Add Ingredient' form. The window has a title bar with 'File' and 'Help' menus. Below the title bar is a toolbar with three buttons: 'Return' (left arrow icon), 'Add Ingredient' (green plus icon), and 'Help' (question mark icon). The main area of the form is divided into two columns. The left column contains four illustrations of ingredients: a bunch of raspberries, a banana, two white eggs, and a bunch of purple grapes. The right column contains a text input field labeled 'Name of new ingredient:' and a dropdown menu labeled 'Category:'. The dropdown menu is open, showing a list of categories: Fruit, Grain/Bread (Limited), Grain/Bread, Infant - Fruit, Infant - Grain/Bread, Infant - IF Infant Formula/Milk, Infant - Meat, Infant - Vegetable, Infant Special Diet - Fruit, Infant Special Diet - Grain/Bread, Infant Special Diet - IF Infant Formula/Milk, and Infant Special Diet - Meat Alternate.

4. Enter the Name of the New Ingredient.
5. Select the Proposed Category for the New Ingredient (see details below).

6. Click the  button.

Here are a couple of additional considerations when working with new foods and ingredients.

- **Some Ingredients may be classified in more than one component category.** When entering an ingredient you must decide in which ***one component category*** it will be classified. For example, beans (as in dry beans) may qualify as a Meat/Meat Alternate or as a Fruit/Vegetable.

You may have noticed that the Minute Menu Kids Ingredient list has **the following two Ingredients, Beans and Beans (m)**. Beans is for the situation where beans are the vegetable component. The other, Beans (m), is used when beans are used as a meat alternate. You will find a number of beans that are already setup this way. For example, there is a food called Baked Beans (m), and a food called Baked Beans. In general, when a food can be classified in more than one component category, the less often used category will be indicated with a suffix. Here, since Beans are more commonly used as a vegetable, Beans is classified as a vegetable. Beans (m), the less often used categorization, has the suffix "(m)".

- **How should you handle food items like "Peas & Carrots"** (This is primarily a CACFP issue). There are two cases to consider.
 1. Both peas and carrots are served separately in sufficient quantities to meet Food Program requirements for credibility. In this case, add peas and carrots as separate foods in the meal. Thus, meeting both Fruit/Vegetable requirements for a lunch or supper.
 2. The quantity of peas and carrots together meet the Food Program requirements for credibility. For this case we would suggest creating a new food called "Peas & Carrots". Then, add the ingredient Peas, and the ingredient Carrots to the Food "Peas & Carrots". Minute Menu Kids knows that in order for a food to meet more than one food component requirement the items must be from different component categories. Therefore, this food will meet just one of the fruit/vegetable requirements in a meal even though two ingredients have been added.

Creating a new meal by editing or substituting the foods in an existing meal

Let's say you created a Lunch\Supper meal of Milk, Hamburger, Bun, Carrot Sticks, and Apple. Then, two weeks later you were going to serve the same meal, but you realized that you did not have any apples. You decide to substitute peaches for the apple. To easily make the new meal of Milk, Hamburger, Bun, Carrot Sticks and Peaches you can use the edit existing meal feature. This allows you to create a new meal that is based on the old one. Here's how:

1. Schedule the original meal as you normally would.
2. Double click directly on the meal in the schedule.
3. This brings up the "Make a meal" screen with the foods for the selected meal already included.

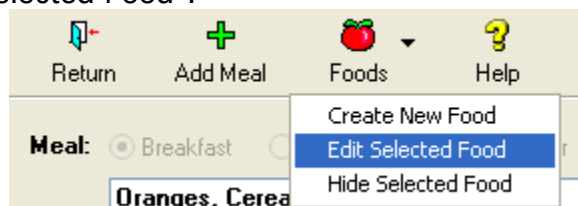
4. To remove a food(s), simply click on it, then click on . To add a food(s), highlight

the food from the food list on the right and then click the  button.

5. Click  This replaces the meal on the schedule and adds the new meal to the list of all meals for future use.

How to Edit the Ingredients within a Food

1. From the "Make a Meal" screen, click the drop down arrow on the Foods button and select "Edit Selected Food".



2. This brings up the "Make Food form."
3. Now, you edit the ingredient(s) of the food.
 - Locate the ingredient on the list by scrolling or by typing in the blank above the list. This will quickly bring you to the specific ingredient, and it will display with highlighted text.
 - To add the ingredient to the food you can; Press enter while the text is



- blue, select it and click the  button, or double click the ingredient.
- Repeat this process until all the ingredients are added.



4. If you wish to remove an Ingredient, click on it, then click on the  button.

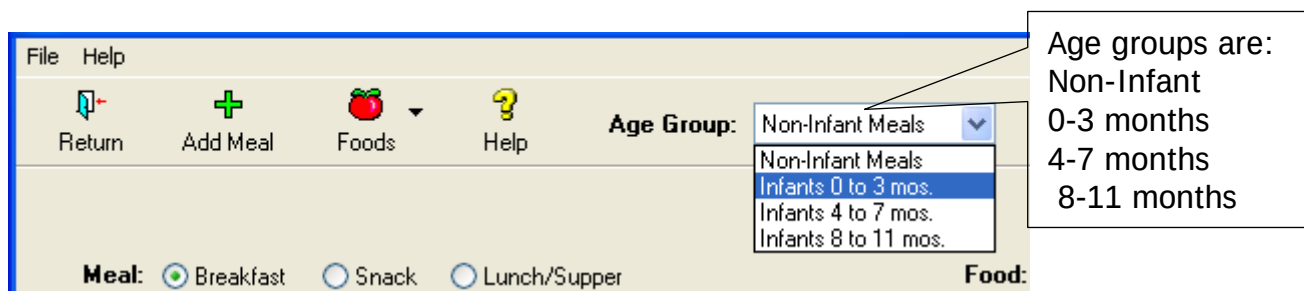


5. Finally, click the  button on the toolbar.
The food item is now available for use in the Meal you are making.

When you create a new food by editing an existing food it *is treated as a brand new food*. However, the old version of the food may have been used in meals you previously created. The meals created with the old version of the food will still appear on the meal lists and credit as they did before the ingredients in the food were updated.

Working with Infant Meals

The process for working with infant meals is almost identical to that for non-infants. On the "Make a Meal" screen, select the infant age group for which you are creating the meal. Now, create the meal as discussed earlier. You do have a couple of other options when working with infant meals. They are displayed above and below the Foods list and described below. The age group selected and options chosen determine on which list the meal is added.



Once an age group is selected a number of other choices are presented. The choices are slightly different for each age group. The choices by age group are:

0-3 months

Special diet foods. If Special diet foods is checked, then special diet foods will be displayed on the foods list. When special diet foods are included in a meal, the meal will only be displayed for children, in the specified age group, that are marked in Child Information as having a special diet statement.

4-7 months

Special diet foods. Treated the same as 0-3 month infants.

8-11 months

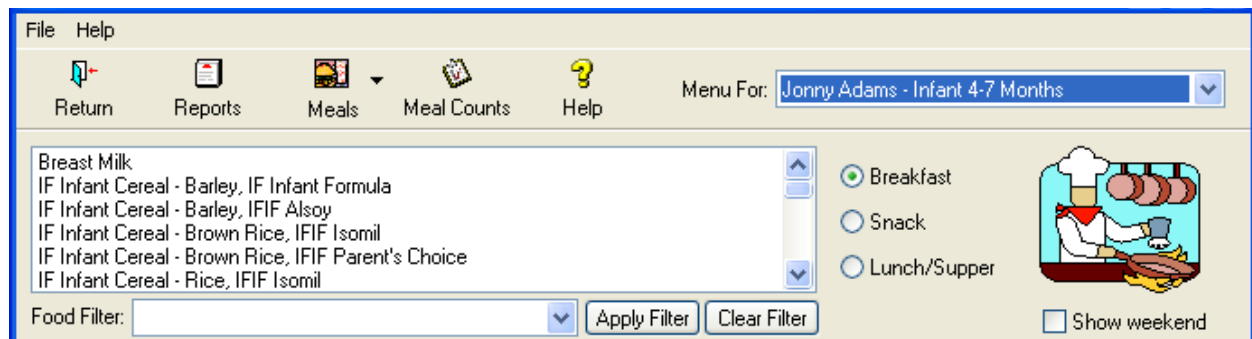
Special diet foods. Treated the same as 0-3 month, and 4-7 month infants.



Infant Foods.

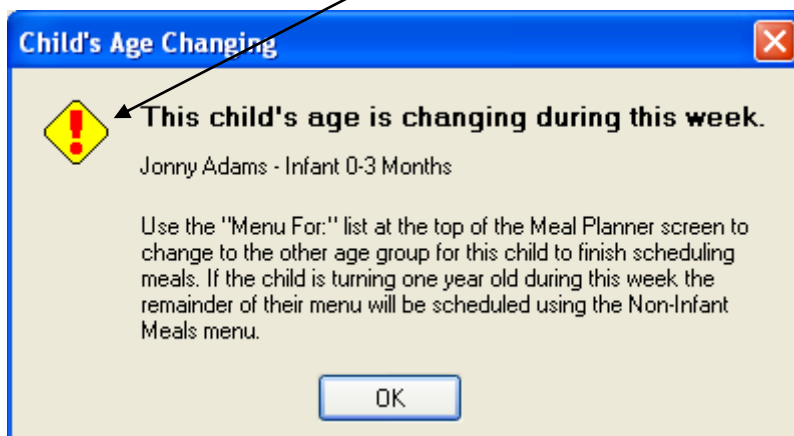
8-11 month infants have the option of eating table foods (non-infant foods). You can display the non-infant foods by unchecking the Infant Foods check box. Then, they can be added to the meals in the usual manner.

When scheduling meals, the meal list displayed is indicated on the Meal planner screen. The list displayed is based on the age of the child, and whether or not the child has a special diet statement. These factors taken together determine which meal list is displayed for an infant.



What happens when an infant changes age groups?

Current infant ages are tracked by Minute Menu Kids based on the birth date entered in Child Information. When an infant moves from the 0-3 month age group to the 4-7 month age group, the list of meals will change. The same thing happens when an infant switches into the 8-11 month group and then to a non-infant. The change in age groups is marked with a symbol.



File Help

Return Reports Meals Attendance Help

Menu For: John Adams - Infant 0-3 Months

Non-Infant Meals
John Adams - Infant 0-3 Months
John Adams - Infant 4-7 Months

Breast Milk
IFIF Alsoy
IFIF Carnation Good Start
IFIF Enfamil AR
IFIF Enfamil w/Iron
IFIF Gerber Soy

Food Filter: [] Apply Filter Clear Filter

<< 4 Weeks < 1 Week

Week Beginning 7/4/2005

Monday 7/4/2005 Tuesday 7/5/2005 Wednesday 7/6/2005 Thursday 7/7/2005 Friday 7/8/2005

Breakfast IFIF Carnation Good Start IFIF Carnation Good Start IFIF Carnation Good Start

AM Snack

Lunch

PM Snack

Supper

Ev Snack

To substitute a food in a meal, double-click on the scheduled meal.

The picture above shows the week when a 0-3 month old infant moves into the 4-7 group. To get meals for the next age group displayed, click the "Menu for" drop-down and choose the next age group to continue. Once that is done, you will be able to schedule meals for the rest of the week.

<< 4 Weeks < 1 Week

Week Beginning 7/4/2005

Monday 7/4/2005 Tuesday 7/5/2005 Wednesday 7/6/2005 Thursday 7/7/2005 Friday 7/8/2005

Breakfast IFIF Carnation Good Start IFIF Carnation Good Start

AM Snack

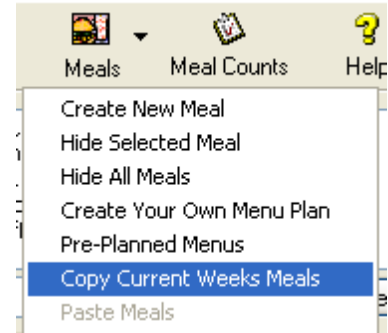
Lunch

PM Snack

Creating Cycle (Rotating) Menus

The Meal planner allows you to duplicate an entire week's worth of meals with the click of a couple buttons. Here is how you do it:

- 1) Enter Meal Planner
- 2) Display the week of meals you want to copy.
- 3) Select "Copy Current Week's Meals" from the Meals drop down menu.
- 4) Display the week you want to copy the meals to.
- 5) Select "Paste Meals" from the Meals drop down menu.



****NOTE****

When a scheduled meal is entered or updated in the Meal Planner, it replaces whatever was previously entered for that meal on each child's daily report. Therefore, any custom entries made on an individual child's daily report for that meal will be overwritten.

Short Cut to Attendance

From the Meal Planner you can move directly to the Attendance feature of the program. This is where you check children in, mark meal counts, and record the in and out times

for the children. To enter the Attendance part of the program, click the



For more detailed information about Attendance, please reference the Attendance section of the Minute Menu Kids manual.

Attendance

One way to keep track of your food expense throughout the year is to mark which children ate which meal. This information is recorded here in Attendance.

To record this information:

- 1) Go to the Attendance part of the program.

The screenshot shows the 'Attendance' window of a software application. At the top, there's a menu bar with 'File' and 'Help'. Below it are icons for 'Return', 'Reports', 'Check All', and 'Help'. The date 'Friday - 8/20/2004' is displayed in the center, with navigation buttons for '<< Previous Day', 'Today', 'Calendar', and 'Next Day >>'. The 'Meals' tab is selected, showing a table of children and their meal status. Callouts provide instructions: 'Click a meal name, and all children checked in will be marked for that meal.' points to the 'Meals' tab; 'Click on the meal header to check in all children for that meal.' points to the 'Breakfast' header; 'Displays the hours for each child.' points to the 'Adams, Johnny' row; 'Check children in with these' points to the 'Adams, Johnny' row; and 'Check the meals served to each child' points to the 'Lunch' column. A note at the bottom explains the meal claiming rules and the meaning of the 'no meal scheduled' icon. At the bottom right, there are three cartoon illustrations: a child eating, a green vegetable character, and a penguin character.

File Help

Return Reports Check All Help

<< Previous Day Today Friday - 8/20/2004 Calendar Next Day >>

Meals Hours Claim Notes Split Shift / Own Child Hours

Click on the meal header to check in all children for that meal. ☒ Claim Own Children

Attendance	Breakfast	AM Snack	Lunch	PM Snack	Supper	Ev Snack
☒ Adams, Johnny Toddler - 22 months	☒	☒	☒			
☐ Jones, Maggie Infant - 7 months						
☒ Larson, Matt Pre-K - 4 years	☒	☒	☒	☐	☐	☐
☒ Meadows, Taylor Pre-K - 3 years	☒	☒	☒	☐	☐	☐
☒ Smith, Betty Pre-K - 2 years	☒	☐	☒	☒	☐	☐

Note: For food program purposes, only two meals and one snack or one meal and two snacks per day may be claimed. Also, you can not claim meals for your own children unless another daycare child eats the same meal.

☐ Indicates there is no meal scheduled for the child.

Displays the hours for each child.

Check children in with these

Check the meals served to each child

- 2) This is where children are checked in and the meals served are marked.
1. The box to the left of each child is for attendance and indicates that the child was at daycare on that date. The date is displayed on the upper middle of the form. You must first check in a child under Child Attendance before you can check his or her meals.



- a. The  button on the toolbar can be used to check-in all children at the same time. You can "uncheck" individuals if needed.
2. As meals are served, check the corresponding boxes for each meal. **You will NOT be able to check boxes where a meal has not been scheduled.**
 - a. Also, recall that each infant has his or her own individual meal schedules. If an individual meal is not scheduled for the infant, you will not be able to mark the meal.
 - b. If all children are served a specific meal, you can click the meal name on the top of the column (shown on the bottom of the previous page). This marks the meal for all the children at once.
 3. You will not be able to check children in for attendance when no meal serving time is recorded for that meal. Also, if the Enforce Serving Times box was checked in the Facility Food Service schedule, you will not be able to check meals for a child when the child's hours fall outside your meal serving times. In both cases a pop-up message will identify the problem and offer a resolution.
 4. The child's age group and age are listed under each child's name:
 - a. Infant Toddler Preschooler School age
- 3) The hours of attendance for each child are shown on the "Hours" tab. To view this information click the tab. The hours displayed are taken from the hours entered in the "Child Information" section of the program.

You can modify each child's hours for a given day by entering the "Hours" tab and selecting the new times for a child. You will want to do this if the child's hours are different than the default hours in Child Information.

You can also **enter split times** here or in Child Information for children that come and go twice a day. Perhaps a school age child that comes before and after school. To enter split times, enter the 2nd time for each child where necessary. Select the hours, minutes, and AM/PM indicator and use the arrow keys to adjust the times, or key the times in directly. The first times will be indicated with a red bar, the second with a blue bar.

Return
 Reports
 Check All
 Help

Friday - 8/20/2004

Calendar
Next Day >>

Meals
Hours
Claim Notes
Split Shift / Own Child Hours

☒ **Adams, Johnny**

First Arrive:

Second Arrive:

First Depart:

Second Depart:

AM												PM												
Mid	2	4	6	8	10	Noon	2	4	6	8	10	Mid												

7:00 hrs

☒ **Jones, Maggie**

First Arrive:

Second Arrive:

First Depart:

Second Depart:

AM												PM												
Mid	2	4	6	8	10	Noon	2	4	6	8	10	Mid												

9:00 hrs

☒ **Larson, Matt**

First Arrive:

Second Arrive:

First Depart:

Second Depart:

AM												PM												
Mid	2	4	6	8	10	Noon	2	4	6	8	10	Mid												

9:00 hrs

Note: Default hours for each child can be set in Child information. By setting this default, these hours will automatically be set to that default each day unless changed.

Attendance: Additional Considerations

- Only children that are marked as "Active" on the General Tab in Child Information will appear on this list.
- Scroll down to view all children.

Meal Count Check-off Form

You can print a meal count form for your daycare by clicking the Reports button and selecting the daily or weekly check off report (see example below). You can use these reports to mark meal counts during the day, and put them in the computer at your convenience.

Return Help

Report Category
Meal Counts

Meal Count Checkoff (Weekly)

Select Report
Actual Child Hours In Care
Meal Count Checkoff (Weekly)
Meal Count Checkoff (Monthly)
Meal Count Checkoff (Quarterly)
Meal Counts
Meal Counts
Claim Notes

View Report

Acrobat Reader - [report.pdf]

File Edit Document Tools View Window Help

SkyHill Demo - State ID Here
Meal Checkoff Sheet
Dee Johnson - 123-456

Month: _____ Year: _____
Printed Sunday August 22nd, 2004 8:08 PM

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Johnny Adams (1 yr 11 mos)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV
Maggie Jones (7 mos)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV
Matt Larson (4 yrs 2 mos)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV
Taylor Meadows (3 yrs)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV
Betty Smith (2 yrs 6 mos)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV
Jimmy Thomas (6 yrs 7 mos)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV
Bob Wiley (3 yrs 7 mos)	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV	At B AM L PM S EV

Version 3.00

1 of 1 11 x 8.5 in

Claim Notes

If you are participating in the Child and Adult Care Food Program, this is where you can enter notes to be sent with the month's claim to your food program sponsor. Simply run the "Claim Notes Report". The notes can include explanations such as reasons why children were in your care outside of their normal care schedule. (See other examples below)

<< Previous Day Today Saturday - 5/29/2004 Calendar Next Day >>

Meals Hours Claim Notes Split Shift / Own Child Hours

Enter notes that will be sent with this month's claim to your food program sponsor. The notes can include explanations for reasons why children were in your care outside of their normal care schedule.

Please add the date to each note you enter here.

Monday 5-3-04 public schools In-Service day

Friday 5-21-04 early release and last day of school (public)

Summer vacation begins on 5-24-04. Withdraw these children as of 5-21-04.
Betty Smith
Jonny Adams
Jimmy Thomas

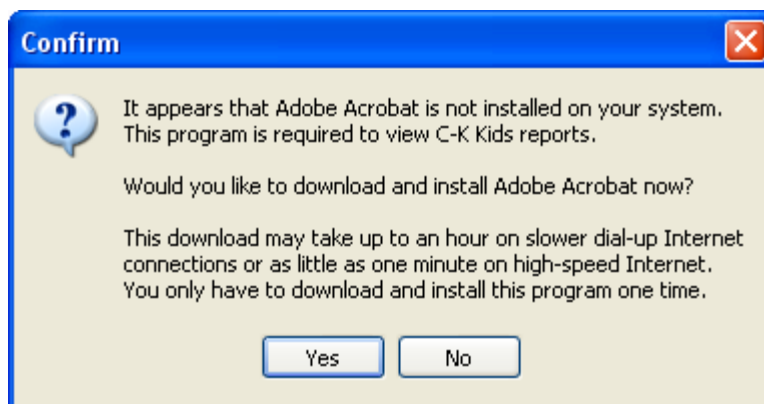
Daycare center closed Memorial Day holiday on 5-31-04

For Bobby Wiley, summer vacation begins June 1, 04 (private school)

Printing Reports

Each MMKids section has a set of reports that you can select and print. Some of these reports will be pre-populated with information that you entered into that module. Other reports are actually forms like the Meal Count check-off report and the Field Trip Permission Slip form.

You will need to have Acrobat Reader installed on your computer in order to create and print reports. MMKids will automatically detect if you have it installed and give this message if you don't.

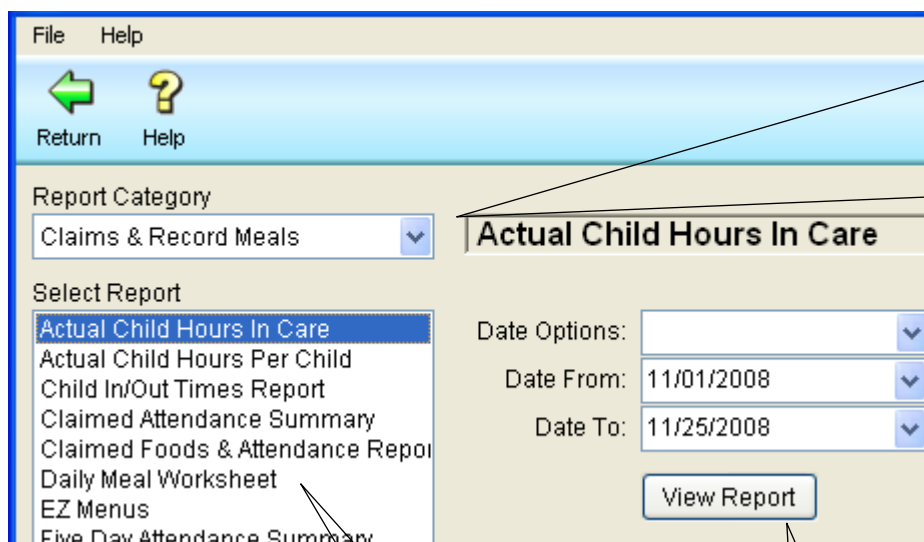


Just click on “Yes” and follow the directions to download the program. Or you can download Acrobat Reader for free at <http://www.adobe.com/products/acrobat/readstep2.html>

You can access all of the reports by clicking on the “Reports” icon at the top of each screen (next to the Return button).

Depending on the report, you may need to select the report date.

A new window opens and you can print from that window by clicking on the  (Print) button, or by selecting print from the File menu, or by pushing Ctrl+P on the keyboard.



1. Open the menu of report categories by clicking the drop-down box. Facility Info, Child Info, Accounting, etc, can all be found

There are over 70 reports to choose from! Please take some time to see what's available and how they can be used to enhance your childcare business!

2. Now select from the available reports in this selected category.

3. Finally, Click on View report to generate your results.

Emailing Reports to Parents

It is also possible to email the report to parents. Once the report is open, click on “File” and then select  Email...

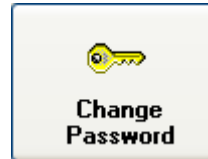
If you don’t have an option to email, or if this doesn’t work, follow these directions:

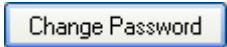
1. Once the report is open, go to “File” and then click on “Save a Copy”.
2. Choose where to save the report, and what name to save it as, then click “Save”.
3. Open up your email program and compose an email for the parent.
4. Attach the saved report to the email and then send it.

How to Change Your Password for MMKids

From the main menu, click on **"Utilities"**.

Then click on the **"Change Password"** button.



Type in your new password, type it again to confirm, and click on .

Enter new password:

Confirm new password:

Lesson Planner

This section of MMKids contains content from the Lesson Planner that is beneficial for your childcare. Recipes, Menu of the Month, Activities for Children, What's New This Month, Nutrition Note, Resources, and Tips From Tom, change every month.

Day Planner

In Day Planner you can record the activities planned for each day. *Information entered here is automatically added to each child's Daily Report.* Later, you may choose to customize this information on an individual child's report. The methods for customizing individual reports are discussed in the Daily Reports section of the manual.

There are 3 major tasks that are managed in Day Planner. They are:

1. Entry of a general plan for an entire month.
2. Entry of the activities planned for a day.
3. Entry of a detailed, hour by hour, schedule. A time management type function.

Following are the details associated with each of these tasks.

Entry of a general plan for an entire month

This feature provides a quick visual reference of what the upcoming month will bring. Click the "Calendar" tab; select a day by clicking on it. Select one of the "Mark As" choices.

That day on the calendar will then change to the appropriate color.

<< Month
<< Day

March 24, 2005
 National Nutrition Month

Day >>
Month >>

Calendar

[Day Planner](#)
[Recipes](#)
[Menu of the Month](#)
[Activities for Children](#)
[What's New This Month](#)
[Nutrition Note](#)
[Resources](#)
[Redleaf National Institute](#)
[Tips From Tom](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Dr. Seuss's Bili Read Across A	3	4	5
6	7	8 Fire Drill Day	9	10	11	12
13	14	15	16	17 St. Patrick's D	18	19
20 National Poison Spring Begins Palm Sunday	21	22 Tornado Drill D	23	24	25 Good Friday Purim	
27 Easter Sunday	28	29	30	31 Update your s Call your local		

Hold down the <CTRL> key and click on days to select more than one at a time.

Mark selected days as:

None
Vacation
Event
Meeting
Other

Select the day or days to mark, then click the appropriate "Mark As" choice.

Entry of the activities planned for a day

This is done on the part of the screen shown below. First, highlight the day you are planning to make active. To do this, click the desired day on the calendar, and the date will appear at the top of the screen. Then click on the "Day Planner" tab. Or you can simply double click on the day.

Now, just enter the desired information in the blank areas.

<< Month
<< Day

March 24, 2005
 National Nutrition Month

Day >>
Month >>

Calendar

Day Planner

[Recipes](#)
[Menu of the Month](#)

Activities summary:

The morning was rainy so we stayed indoors and read lots of books, then saw a short movie.

Books read:

Dr. Suess Collection

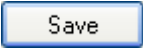
TV watched:

Visiting a Cookie Factory

The information entered here will automatically be added to each child's individual daily report.

****NOTE**** The information for the summary of the day, the books read, and television watched can also be entered on the "General Report Information" screen in the Daily Reports module of the. So, if you are not planning to use the detailed, hour by hour schedule or enter a general plan for the entire month, there is no need to use this part of the program. You can accomplish the same things in the Daily Reports module. The Daily Reports module will be fully explained later in the manual.

Entry of a detailed, hour by hour, schedule

1. Click the "Day Planner" Tab to bring up the daily time line.
2. Click on the time when a specific activity will be starting.
3. A new window will open. In the new window select the end time of the activity.
4. Type in the activity description and press .

To delete an entry, select it, then press the  button.

Accounting

The Accounting part of the program allows you to track the income and expenses related to running your business.

When you enter the Accounting module you are presented with the Accounting menu. The Accounting menu allows you to select from the following functions:

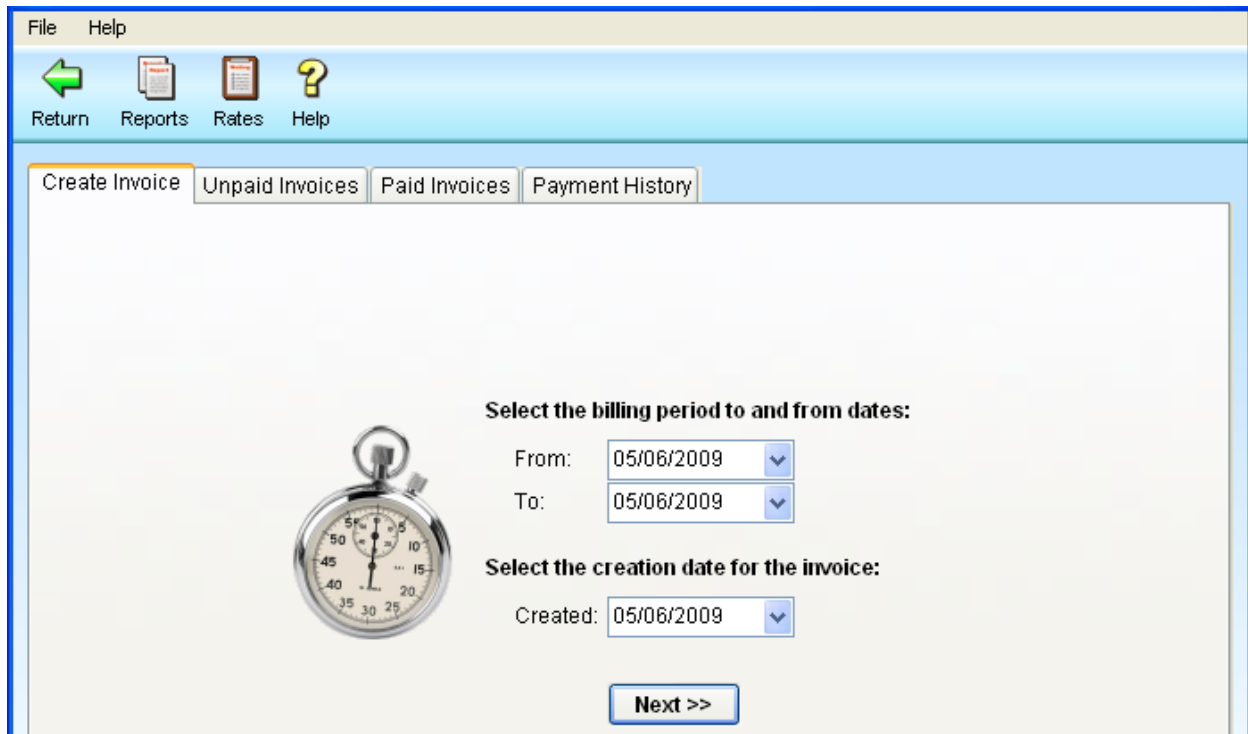
- Bill Parents & Record Payments
- Record Other Income
- Record Expenses
- Record Vehicle Mileage
- Time-Space Percentage



Bill Parents & Record Payments

This section contains the following tabs and buttons.

- Reports button
- Rates button
- Create Invoice tab
- Unpaid Invoices tab
- Payment History tab



File Help

Return Reports Rates Help

Create Invoice Unpaid Invoices Paid Invoices Payment History

Select the billing period to and from dates:

From: 05/06/2009

To: 05/06/2009

Select the creation date for the invoice:

Created: 05/06/2009

Next >>

Reports Button

This button serves the same function throughout the MMKids program. It allows you to print reports from any part of the program. However, it will default to printing the reports specific to the module you are in unless you make a different selection.

There are many options within the Accounting reports. The best way to learn which reports will work best for you is to experiment. All reports can be previewed on the screen prior to printing.

Rates Button

The "Rates" button lets you setup default billing rates for each child. Once setup, just add a child to an invoice, and the program will do the calculations. You will always have the option to modify the rates while creating the invoice.

To enter rates: →

1. Click the Rates button
2. Enter the dollar amount and units time period. Select the units by clicking the dropdown arrow, and make your selection.
3. Click OK.

Child	Rate	Units
Harper, Jill	\$25.00	Daily
Michaels, Jane	\$550.00	Monthly
Shepard, Jack	\$100.00	Weekly

Rate: 25.00 Units: Daily OK

Create Invoice Tab

To create an invoice, fill in the information on each screen and then click the **Next >>** button. You create invoices using the Invoice Wizard. The wizard takes you through the following steps.

Step 1: Select the From and To dates for the invoice, and the creation date for the invoice, then click **Next >>**

Step 2: Select the child or children you want to include on the invoice. When you select a child you may change his or her rate and units.

The rate and units that initially show up for a child comes from the default rates entered using the Rates button. The amount of time is calculated based on the units you selected for each child using the Rates button. This is how it works for each billing type:

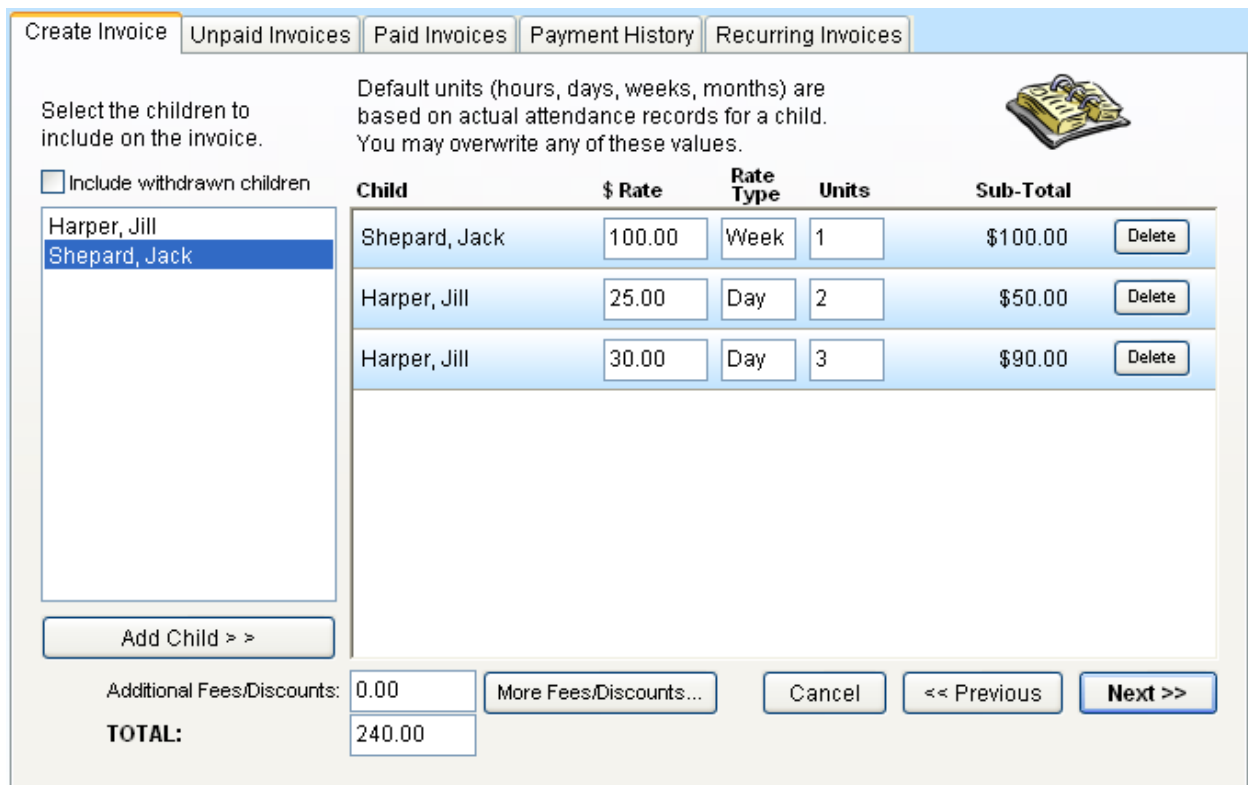
Hourly: The hours for the child are calculated based on what is entered in the attendance part of the program for each specific child on the invoice. If you charge on an hourly basis, and the invoice is for 3 days, the program will automatically check in the attendance part of the program for the number of hours that child was there during those 3 days.

Daily: The number of days is calculated using the From and To dates chosen in step 1.

Weekly: The number of weeks is calculated using the From and To dates chosen in step 1.

Monthly: The number of months is calculated using the From and To dates chosen in step 1.

Once a child is added to the invoice, you can still override the default time and units by typing over the information.



Create Invoice | Unpaid Invoices | Paid Invoices | Payment History | Recurring Invoices

Select the children to include on the invoice.

☐ Include withdrawn children

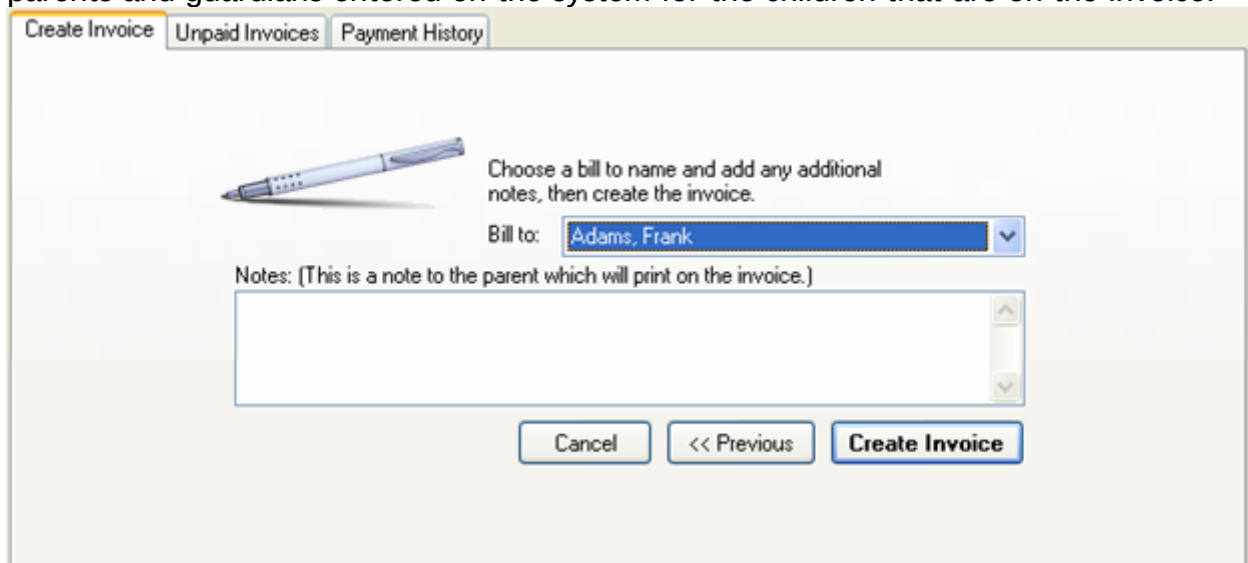
Default units (hours, days, weeks, months) are based on actual attendance records for a child. You may overwrite any of these values.

Child	\$ Rate	Rate Type	Units	Sub-Total	
Shepard, Jack	100.00	Week	1	\$100.00	Delete
Harper, Jill	25.00	Day	2	\$50.00	Delete
Harper, Jill	30.00	Day	3	\$90.00	Delete

Additional Fees/Discounts: 0.00 [More Fees/Discounts...](#) [Cancel](#) [<< Previous](#) [Next >>](#)

TOTAL: 240.00

Step 3: Select the name to Bill to from the dropdown menu, and type any notes you would like to appear on the invoice. The names on the Bill to list come from the parents and guardians entered on the system for the children that are on the invoice.



Create Invoice | Unpaid Invoices | Payment History

Choose a bill to name and add any additional notes, then create the invoice.

Bill to: [Adams, Frank](#)

Notes: (This is a note to the parent which will print on the invoice.)

[Cancel](#) [<< Previous](#) [Create Invoice](#)

Step 4: Click the [Create Invoice](#) button, then choose [Yes](#) to print the invoice.

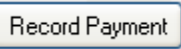
Unpaid Invoices Tab

In this part of invoicing you can:

1. Record payments made on previously created invoices.
2. Print previously recorded invoices.
3. Edit previously created invoices.
4. Remove previously created invoices

Invoice #	Billed To	Invoice Date	Billing Period	Total	Balance
6	Joan Adams	Apr 25, 2005	Apr 17, 2005 - Apr 21, 2005	\$85.00	\$85.00

To record a payment on an open invoice

1. Select the invoice you want to record a payment for by double clicking it or by single clicking on it and pressing the  button. The screen will now be filled with the specific information about the selected invoice. →
2. Enter the Dollar Amount of the payment (it defaults to the total amount of the invoice), and the check number.
3. Click the  button.
4. The payment will be applied to the invoice, and a record of the payment will be displayed in the Payment History section.

Record Payment

Invoice

Number: **1**
Date: **Apr 4, 2005**
Billed To: **Frank Adams**
Amount: **\$100.00**
Payments Received: **\$0.00**
Balance Due: **\$100.00**

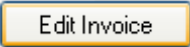
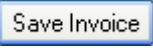
Description: Frank Adams
Date: 04/04/2005
Dollar Amount: 100.00
Check Number:

Record **Cancel**

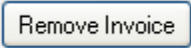
To Print or Preview previously created invoices

1. Click on the Unpaid Invoices tab.
2. Select the invoice you wish to print or preview.
3. Click the  button. Now, if you wish to print the invoice, click the  (Print) button.

To edit a previously created invoice

1. Click on the Unpaid Invoices tab (only open invoices may be edited).
2. Double click the invoice you wish to edit or single click on it and press the  button.
3. This displays a form that allows you to modify any of the information on the invoice. After making changes, **be sure to press the**  **button.**

To delete a previously created invoice

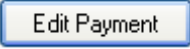
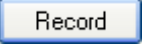
1. Click on the Unpaid Invoices tab.
2. Click once on the invoice you want to delete, and then press the  button. Only invoices without payments recorded against them may be deleted.

Payment History Tab

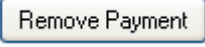
In this part of invoicing you can:

- Edit previously recorded payments.
- Remove previously recorded payments.

To Edit previously recorded payments

1. Click on the Payment History tab.
2. Double click the payment you wish to update, or single click on it and press the  button. This will fill the screen with the information for that payment.
3. Update the information.
4. Press the  button.

To Remove a previously created payment

1. Click on the Payment History tab.
2. Click once on the invoice you want to delete.
3. Then press the  button. Only invoices without payments recorded against them may be deleted.

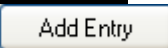
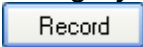
Record Other Income

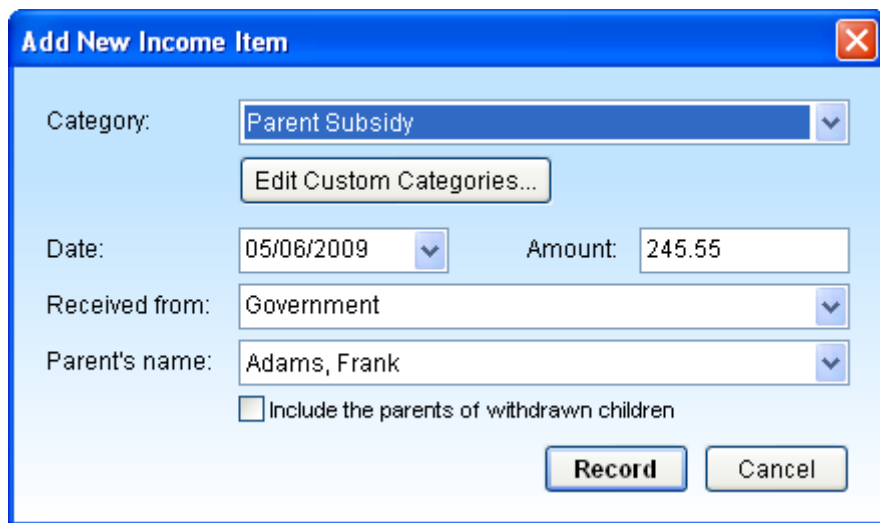
In this section of accounting, you keep track of all income other than that received from parents. Such as your claim reimbursement, parent subsidy from the government, grants, ect. The screen shown below is setup like a checkbook. All you have to do is enter a date, category, description and amount for each transaction.



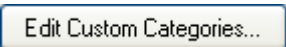
Date	Category	Description	Amount
May 6	Food Program	Food Program Sponsor	347.56
May 6	Parent Subsidy	Government: Adams, Frank	245.55

Entering Transactions

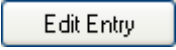
1. Click on the  button.
2. Enter the Category.
3. Choose the date of the income/expense.
4. Enter the dollar amount.
5. Enter who the income is received from.
6. If the Category is "Parent Subsidy", enter the Parent's name.
7. Press .



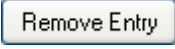
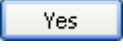
Edit Custom Categories

To create additional categories, click on the  button. Then enter the name of the category you want to add. You are limited to 5 custom categories.

Editing Transactions

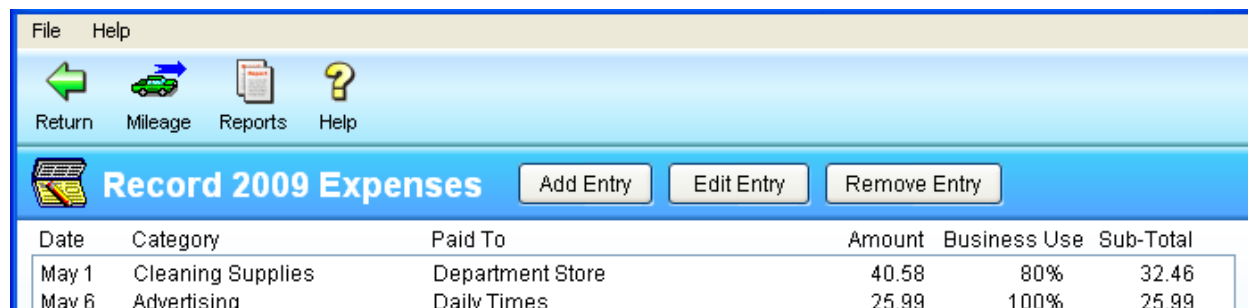
To edit a transaction, either double click on the one you want to edit, or click on it once and then click on the  button. This displays the information related to the transaction in a new window. Now, make your changes, and press the  button.

Removing Transactions

To remove a transaction, click on the one you want to delete, and click on the  button. Then click  to confirm the removal.

Record Expenses

In this section of accounting, you keep track of all your expenses. MMKids is set up with over 50 categories designed to help you keep everything organized and ready for tax time.



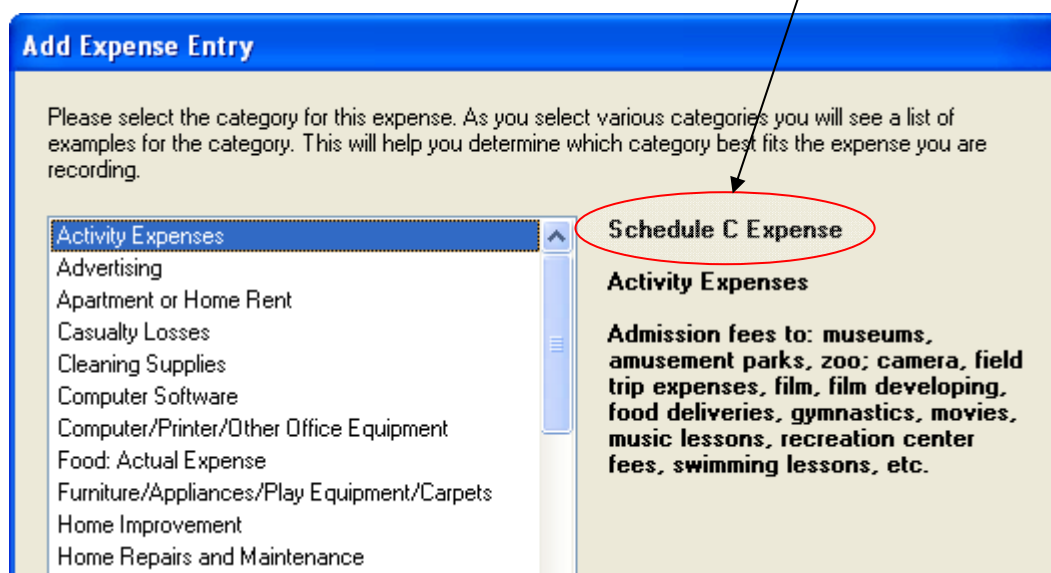
Date	Category	Paid To	Amount	Business Use	Sub-Total
May 1	Cleaning Supplies	Department Store	40.58	80%	32.46
May 6	Advertising	Daily Times	25.99	100%	25.99

Entering Transactions

The steps for adding expenses are different depending on which type of category the expense falls under. There are five different screens used to enter expenses.

- Schedule C and Form 8829 Expenses – Used for all schedule C and Form 8829 categories
- Form 4562 Expenses (Depreciation Expenses) – For all Form 4562 categories
- Vehicle expenses - Covers all vehicle categories
- Food expenses – “Food: Actual Expense” category only
- Home Depreciation screen – “Home” category only

When you select from the list of expenses, the program will automatically determine which of these five screens apply.



Add Expense Entry

Please select the category for this expense. As you select various categories you will see a list of examples for the category. This will help you determine which category best fits the expense you are recording.

Activity Expenses

- Advertising
- Apartment or Home Rent
- Casualty Losses
- Cleaning Supplies
- Computer Software
- Computer/Printer/Other Office Equipment
- Food: Actual Expense
- Furniture/Appliances/Play Equipment/Carpets
- Home Improvement
- Home Repairs and Maintenance

Schedule C Expense

Activity Expenses

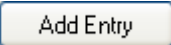
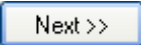
Admission fees to: museums, amusement parks, zoo; camera, field trip expenses, film, film developing, food deliveries, gymnastics, movies, music lessons, recreation center fees, swimming lessons, etc.

Schedule C and Form 8829 Expenses

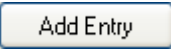
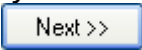
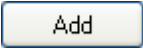
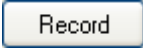
Follow these steps to enter all Schedule C and Form 8829 Expenses.

1. Click on the  button.
2. Select the appropriate category for the expense you want to add, then click .
3. Choose the date of the expense.
4. Enter the dollar amount.
5. Enter who the expense is being paid to.
6. Enter the Item Description
7. Choose the percentage of the expense that is for business use. You can select:
 - 100% Business – The entire amount of the expense is counted
 - Time-Space % - The time-space percentage of your business is applied to the expense (See page 64)
 - Actual Business Use % - Selecting this allows you to enter the specific percentage of the expense that is being used for your business
8. Press .

Form 4562 Expenses

1. Click on the  button.
2. Select the appropriate category for the expense you want to add, then click .
3. Select the “Date Placed In Service”. This is the date that the item was first used for your business.
4. Enter the “Value as of Date Placed In Service”. This is how much, in dollars, the item is worth.
5. Enter who the expense is being paid to.
6. Enter the Item Description
7. Choose the percentage of the expense that is for business use. You can select:
 - 100% Business – The entire amount of the expense is counted
 - Time-Space % - The time-space percentage of your business is applied to the expense (See page 64)
 - Actual Business Use % - Selecting this allows you to enter the specific percentage of the expense that is being used for your business
8. Select the Depreciation Method and Convention you will use for calculating the depreciation on this item. MMKids does not automatically calculate depreciation, so this is for record keeping purposes only.
9. Press .

Vehicle Expenses

1. Click on the  button.
2. Scroll down until you see the vehicle related categories, and choose the appropriate one. Then click .
3. Choose the vehicle you want to enter an expense for. To add a vehicle:
 - a. Click on .
 - b. Click on the  button
 - c. Enter the information about the vehicle
 - d. Click .
4. Choose the date of the expense.
5. Enter the dollar amount.
6. Enter who the expense is being paid to.
7. Press .

Food: Actual Expense

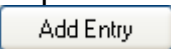
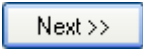
You only need to do this if you want to compare the Actual Food Expense deduction method to the Standard Meal Allowance method. Those are the two ways of calculating how much food expense can be deducted. If you keep record for both methods, then you can compare at the end of the year which method will give you the biggest deduction.

If you don't record Actual Food Expenses, then you should make sure to record meal counts in the Attendance part of MMKids. Then the "Standard Meal Allowance" report can calculate the deduction from those meal counts.

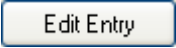
If you decide to record Actual Food Expenses, *you must keep track of ALL your food expenses for the entire family including expenses that were only for personal use.*

See the instructions on the bottom of the "Actual Food Expense" report for how to determine your business food deduction using this method.

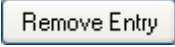
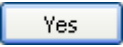
To make a food expense entry:

1. Click on the  button.
2. Select "Food: Actual Expense", then click .
3. Choose the date of the expense.
4. Enter the dollar amount.
5. Enter who the expense is being paid to.
6. Choose whether the expense is 100% Business, 100% Personal, or Shared between the two.
7. Press .

Editing Transactions

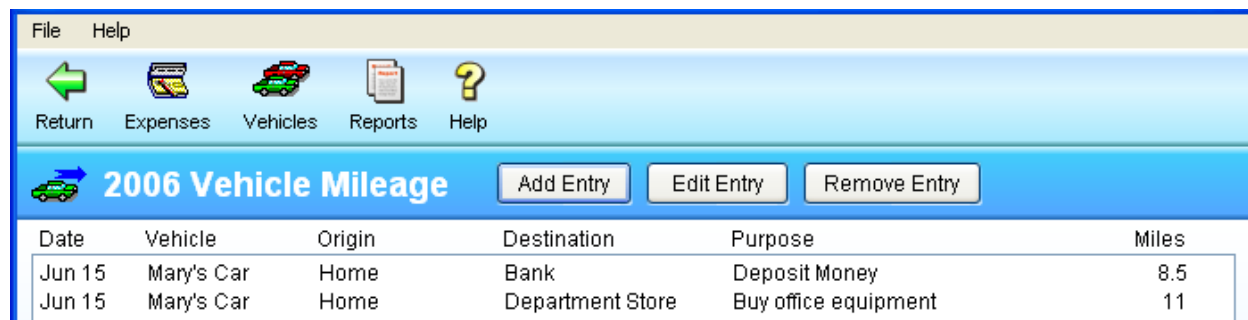
To edit a transaction, either double click on the one you want to edit, or click on it once and then click on the  button. This displays the information related to the transaction in a new window. Now, make your changes, and press the  button.

Removing Transactions

To remove a transaction, click on the one you want to delete, and click on the  button. Then click  to confirm the removal.

Mileage Register

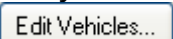
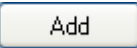
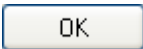
The mileage register keeps track of trips that you take related to running your business.



The screenshot shows the '2006 Vehicle Mileage' window. It has a menu bar with 'File' and 'Help'. Below the menu bar are icons for 'Return', 'Expenses', 'Vehicles', 'Reports', and 'Help'. The main title is '2006 Vehicle Mileage' with a car icon. To the right of the title are three buttons: 'Add Entry', 'Edit Entry', and 'Remove Entry'. Below the title bar is a table with the following data:

Date	Vehicle	Origin	Destination	Purpose	Miles
Jun 15	Mary's Car	Home	Bank	Deposit Money	8.5
Jun 15	Mary's Car	Home	Department Store	Buy office equipment	11

Entering Mileage Detail

1. Click on the  button.
2. Choose the vehicle you want to enter an expense for. To add a vehicle:
 - a. Click on .
 - b. Click on the  button
 - c. Enter the information about the vehicle
 - d. Click .
3. Choose the date, origin, destination, purpose, and trip miles.
4. Then, click the  button.

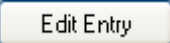


The screenshot shows the 'Mileage Detail' dialog box. It has a title bar with 'Mileage Detail' and a close button. Inside the dialog, there is a car icon and several input fields:

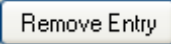
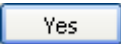
- Vehicle: with a dropdown arrow and an 'Edit Vehicles...' button.
- Date: with a dropdown arrow.
- Origin: with a dropdown arrow.
- Destination: with a dropdown arrow.
- Purpose:
- Trip Miles:

At the bottom right, there are two buttons: 'Record' and 'Cancel'.

Editing Mileage Detail

To edit an entry, either double click on the one you want to edit, or click on it once and then click on the  button. This displays the information related to the entry in a new window. Now, make your changes, and press the  button.

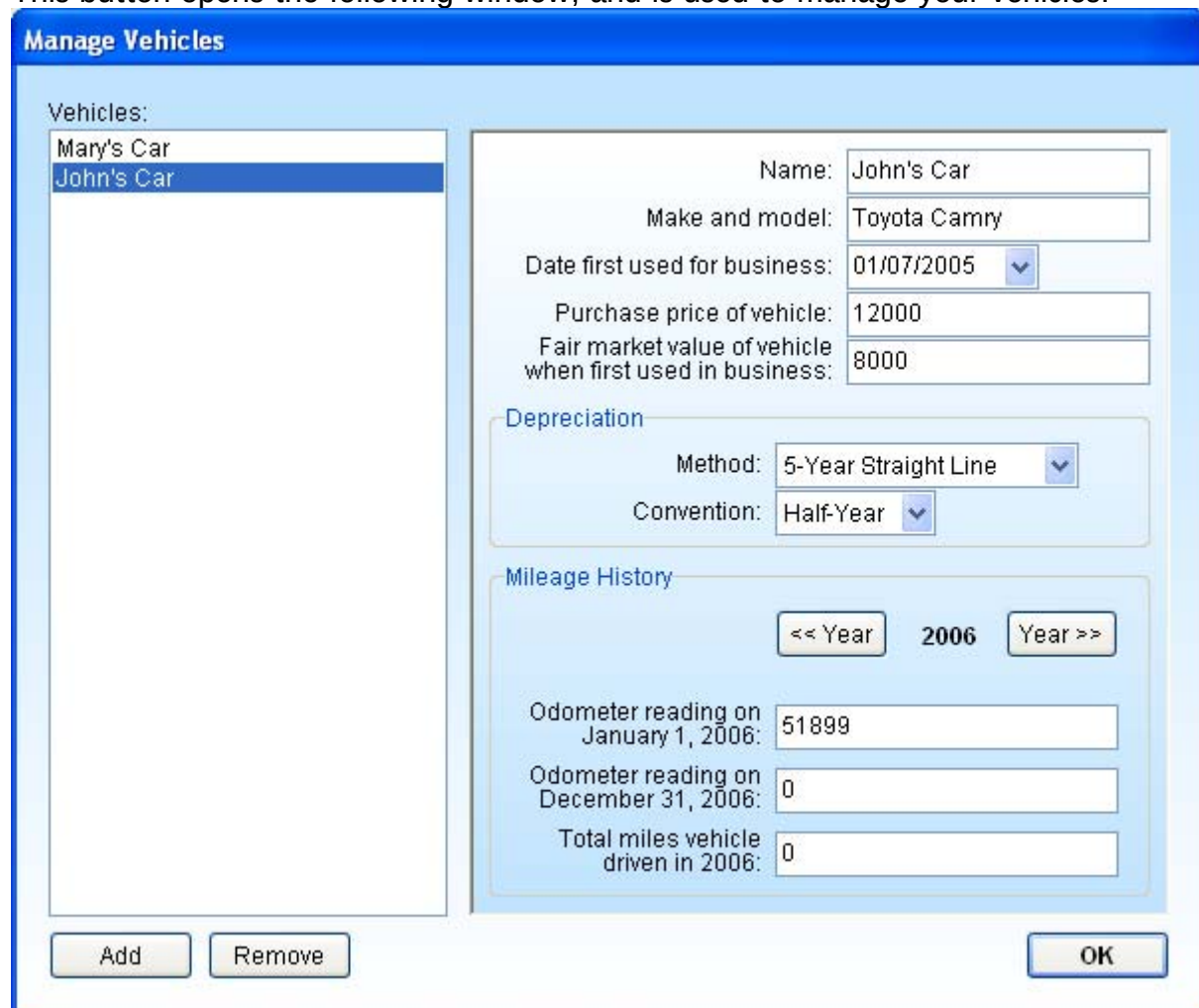
Removing Mileage Entries

To remove a mileage entry, click on the one you want to delete, and click on the  button. Then click  to confirm the removal.



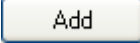
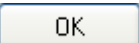
Vehicles Button

This button opens the following window, and is used to manage your vehicles.

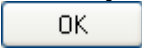


The "Manage Vehicles" window is a software interface for managing vehicle records. It features a left-hand pane titled "Vehicles:" containing a list of vehicle names: "Mary's Car" and "John's Car". "John's Car" is currently selected. Below this list are "Add" and "Remove" buttons. The right-hand pane displays detailed information for the selected vehicle, "John's Car". This information includes fields for Name, Make and model, Date first used for business (with a dropdown arrow), Purchase price of vehicle, and Fair market value of vehicle when first used in business. Below these is a "Depreciation" section with fields for Method (5-Year Straight Line) and Convention (Half-Year), both with dropdown arrows. At the bottom of the right pane is a "Mileage History" section for the year 2006, which includes fields for Odometer reading on January 1, 2006, Odometer reading on December 31, 2006, and Total miles vehicle driven in 2006. Navigation buttons "<< Year", "2006", and "Year >>" are located above the 2006 section. An "OK" button is positioned at the bottom right of the window.

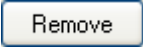
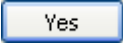
To Add a Vehicle

1. Click on the  button
2. Enter the information about the vehicle
3. Click 

To Edit a Vehicle

1. Select the vehicle you want to edit from the vehicles list
2. The information about that vehicle will be shown on the right. Simply make the necessary changes.
3. Click 

To Remove a Vehicle

1. Select the vehicle you want to remove from the vehicles list
2. Click on the  button
3. Click 

Time-Space Percentage

Use the Time-Space Percentage calculator to calculate the time-space percentage for your business. In calculating your time space percentage, you should enter hours into these two sections: Time - Hours Children Present, Time - Other Activities, and square footage information in the Space section.

Month	Hours
January	168 hours
February	160 hours
March	184 hours
April	168 hours

Total hours children present for selected month: 168

Calculate Selected Month's Hours from Attendance Records

Calculate Selected Month's Hours from Hours of Operation

Notes explaining how this month's hours were determined:

Child hours: 680 hours

Time – Hours Children Present

In this section, you need to enter the total number of hours per month that at least one child, other than your own, was present in your home for child care.

To do this, select the month from the box in the left, and then enter in the total hours for that month here.

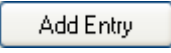
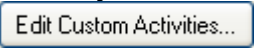
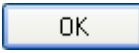
There are two tools you can use to help you calculate the totals hours.

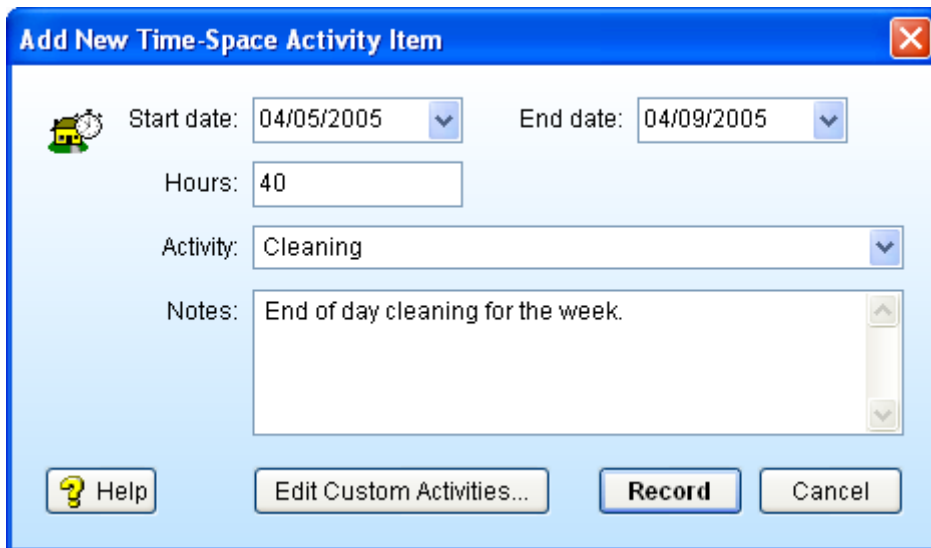
- The **Calculate Selected Month's Hours from Attendance Records** button uses the child hours and meal count records that you have entered in the Attendance section to calculate the total time that children were present for that selected month.
- The **Calculate Selected Month's Hours from Hours of Operation** button uses the hours of operation that you have entered into Facility Information section. If children were not present during all of your operation hours for the month, then you should make the necessary adjustments to the total hours box. (shown above)

Time – Other Activities

In this section, you can keep track of the time you spend doing activities for your business. You may only count hours spent *in your home*. Do not count time shopping, attending classes, doing business errands, ect.

Adding Time Entries

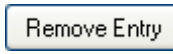
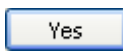
1. Click on the  button.
2. Choose the start and end date of the activity
3. Enter the number of hours spent on the activity.
4. Select what the activity is from the drop-down menu. To create a new activity:
 - a. Click on 
 - b. Enter the name of the category. You can only create two new custom activities.
 - c. Click 
5. Then, click the  button.



Editing Time Entries

To edit an entry, either double click on the one you want to edit, or click on it once and then click on the  button. This displays the information related to the entry in a new window. Now, make your changes, and press the  button.

Removing Time Entries

To remove a time entry, click on the one you want to delete, and click on the  button. Then click  to confirm the removal.

Space

In this section, you need to show how the space in your home is used for daycare. First, enter the total square feet of your house. Then enter how many square feet are used only for business. Finally, enter how many square feet are used regularly for business.



Total square feet in your home:	2000
Square feet of rooms used 100% for business:	200
Square feet of rooms regularly used for business:	1800

Calculated Time-Space Percentage

This section uses all of the information you entered in this section of Accounting, and calculates your final Time-Space percentage.

Accounting: Reports

You can create reports from the information you have entered at anytime. You can also produce individual family reports that can be used for reimbursement accounts, tax time, or as a receipt for your services.

To print reports, click the Reports icon and the MMKids report selection and preview screen will be displayed. This is the same screen displayed in all parts of the program. You can select from the report list in the current module, or you can choose to print reports from another part of the program.

To do this, click the dropdown list, and select the part of the program from which you want a report.



Report Category: Accounting

Select Report:

- Actual Food Expenses
- Create Receipt
- Depreciation Worksheet
- Form 8829 House Worksheet
- Invoice
- Schedule C Detailed Expenses
- Schedule C Worksheet
- Standard Meal Allowance**
- Statement of Account

Date Options: Year-To-Date

Date From: 01/01/2005

Date To: 04/13/2005

View Report

If you're not sure which report you want, Experiment!!! You can't hurt anything! Use the button to show the report on the screen first. If it is

not what you want, just give it another try. When you get what you want on the screen, then click the printer icon, and you have your report!

Actual Food Expenses

This report will help providers calculate their business food expenses, using the actual food expenses method. Providers can also use this report to compare with the Standard Meal Allowance report and determine which method to use in claiming their food expenses.

Create Receipt

You can create a receipt for a parent payment each time the parent pays or at the end of the year as a summary statement for tax purposes. If you use this as an end of year statement, make an extra copy for your records and ask the parent to sign your copy of the receipt.

Depreciation Worksheet

This report collects records of all of the items you have purchased that should be depreciated. This program does not calculate your depreciation deduction because the tax rules are complicated. Review this report each year to identify items you are depreciating.

Form 8829 House Worksheet

This report tracks all business deductions that you are entitled to claim on IRS Form 8829 Expenses for Business Use of Your Home. For a detailed breakdown of each individual expense, see the Form 8829 Detailed House Worksheet report. If you need to update your Time-Space percentage, go to the Time-Space percentage section on the main Minute Menu Kids screen.

Invoice

To create an invoice (also known as a bill) for a parent, go to the Bill Parents and Record Payments section.

Schedule C Detailed Expenses

This report lists each separate item you purchased that will be claimed on IRS Form Schedule C Profit or Loss from Business. (To see a summary report of these expenses, go to the Schedule C Worksheet report.) Each item is listed under an expense category that corresponds to this tax form. We have created five expense categories that can be claimed under the "Other Expenses" category listed on the Schedule C. These five categories include: Toys, Household Items, Cleaning Supplies, Activity Expenses, and Food. The business use of each item is identified as either "100% Business", "Time-Space Percentage", or "Actual Business Use%". If you feel that the business use of a particular item needs to be adjusted, you can edit the item in the Record Expenses section.

Schedule C Worksheet

This report tracks all business income and deductions that you are entitled to claim on IRS Form Schedule C Profit or Loss from Business. All deductions are listed under an expense category that corresponds to this tax form. To see a detailed breakdown of each expense go to the Schedule C Detailed Expenses report. This report does not include deductions for depreciation expenses. See the Depreciation Worksheet report for a listing of all depreciation items.

Standard Meal Allowance

This report calculates your business food expenses using the Standard Meal Allowance method, according to IRS Revenue Procedure 2003-22. The meal counts on this report are taken from the meals you entered under the Meal Planner section. If the number of meals on this report seems low, double-check your entry of meals under the Meal Planner section. The meal rate is based on the Food Program Tier I rate in effect on January 1 of each year. This number is to be used on all meals and snacks served for the entire year.

Statement of Account

This report lists all payments and charges by parent and it shows if there is any balance due. It can be given to the parent as summary of their account. To update this information go to the Bill Parents and Record Payments section.

Statement of Payments

This report details payments made by each parent. To update this information, go to the Bill Parents and Record Payments section.

Vehicle Deduction Comparison

This report compares your vehicle deductions using two different methods: the Standard Mileage Rate Method and the Actual Vehicle Expenses Method. You can choose either method to determine your vehicle deduction. You can choose different methods for different vehicles. If in the first year you use your vehicle for your business you use the Standard Mileage Rate Method you can switch to the Actual Vehicle Expenses Method in later years. If in the first year you use the Actual Vehicle Expenses Method you cannot switch to the Standard Mileage Rate Method in later years.

Vehicle Mileage

This report summaries all of the business trips you took and multiplies these miles by the standard mileage rate for the year. If you have not entered all of your business trips, do so in the Record Vehicle Mileage section. You can claim business trips by using either the standard mileage method or the actual vehicle expenses method. To compare both methods go to the Vehicle Report.

Daily Reports

Daily Reports allows you to quickly create reports that you can give to parents each day. The reports outline the day's activities, meals, books, TV, naps, quiet times, bottles, diapers and individual notes. You can be as individualized or as general as you wish. In daily reports, you enter the general information **one time** and it automatically gets added to each child's report. Parents love hearing what happened during the day, and on those hectic pickup days, it is nice to have a note.

When you enter the Daily Reports feature, you see the following screen.

The screenshot shows the 'Daily Reports' web interface. At the top, there's a navigation bar with 'Return', 'Reports', and 'Help' links. Below this, a dropdown menu shows 'Smith, Mary' and a 'Show All Information' button. A callout box points to the 'Smith, Mary' dropdown, stating: 'Choose which child's report you'd like to view or General Report Information.' Another callout box points to the 'Show All Information' button, stating: 'Allows you to choose from 10 report styles.' The main content area has a date selector showing 'Wednesday - 5/6/2009' with buttons for '<< Previous Day', 'Today', 'Calendar', and 'Next Day >>'. Below the date, there's a section titled 'Activities and Notes:' with a text area containing 'The morning was rainy so we stayed inside and read lots of books.' and a red cup icon with pencils. Below this, there's a section titled 'We read these books today:' with a text area containing 'Dr. Suess Collection' and a stack of books icon. A callout box points to this section, stating: 'Information is added to these fields automatically by entries made in Day Planner & Record Meals'. At the bottom, there's a 'Meals' section with a table showing 'Breakfast' (Cherries, Waffles, Milk) and 'AM Snack' (Kiwi, Graham Cracker). Each row has a dropdown menu to its right.

****KEY****

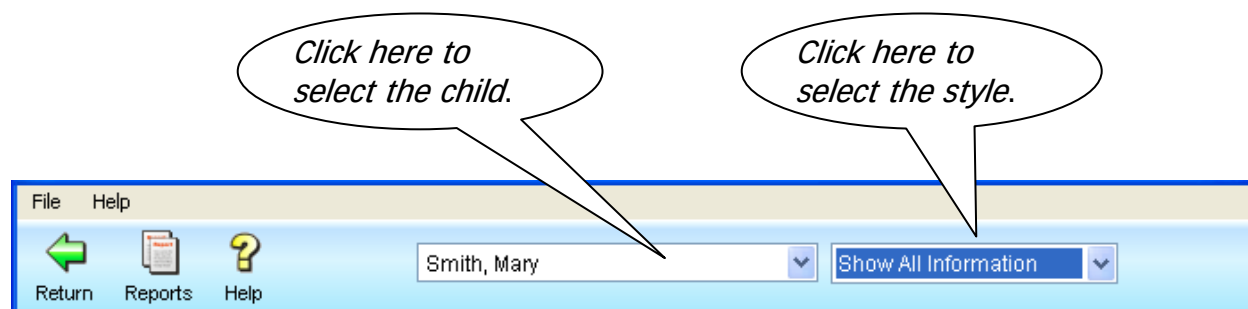
When you are **viewing the General Report Information**, you can edit the information, and the changes will appear on **all** individual reports.

However, if you are viewing a report for an individual child, and you make changes to the daily information, those changes **WILL ONLY APPEAR** on the report for that individual child.

Choosing a Report Style

There are many different ways that you can use Daily Reports. However you decide to use the Daily Reports feature, there is one thing you must decide for each child. You must choose which of the 10 report styles you will use. To select the style:

1. Select the child
2. Select the style



You can make these selections for all children before you get started, or you can select the style for each child as you go.

A couple of additional notes related to this:

1. You can select a different report style for each child.
2. You can change the report style everyday or just leave it the way it is. The report style will remain the same for a child until you choose a new one. So, if you decide to use the "Toddler 1" report for a child, you only have to make this selection one time, and you are done!

Customizing Individual Reports

Now, let's look at a number of different ways that you can proceed. Two possible methods will be covered here. There are many others.

Method 1 - Minimal customizing

You have entered the daily plan using Day Planner, and have planned the meals for the day using Meal Planner. Now, use the drop down lists for children, and report styles to select a report style for each child.

If you do not select a style, the "Show all information" report style is used as the default when printing. **We recommend** that you **choose a style for each child** since information on some of the reports may not make sense for a certain age child. For example, the "Infant 1" report style contains information on the number of bottles and diaper changes. This information would not be appropriate for a school age child.

After you have chosen a report style for each child, just click the print icon.

In this example the only customizing done was to select a unique report style for each child.

Method 2 – Some individual customizing

You can customize each report while leaving the main information the same for each child. Here is how you do it:

1. Select the child whose report you would like to work on.
2. Tab, or click to, any part of the report that contains information you would like to add or change.
3. Move to another part of the report, and add or edit any additional information for the child.

Any information added or changed *while viewing an individual child's report* only impacts that child's report. Even if you edit the Activities and Notes, Books, or TV they are only changed for that child.

Here is an example of a situation where you might want to customize an individual child's report:

Susie is a kindergartner who is only at daycare in the afternoon. In the morning, the other 5 kids had breakfast, practiced the alphabet, painted a picture, and had some free playtime. Since 5 of the 6 kids at your daycare participated, you entered the information in "Day Planner", and it was added to all the daily reports, including Susie's. To update the information on Susie's report:

1. Enter the Daily Reports screen.
2. View Susie's Daily Report.
3. Update the information where needed.

Some report styles allow you to enter individual appetite information.

Meals		
Breakfast	Oranges, Hot Cereal, Milk	Ate All ▾
AM Snack	100% Juice Punch, Crackers	Ate All ▾
Lunch	Grilled Ham & Cheese Sandwich, Pineapple, Green Beans, Milk	Ate Most ▾
PM Snack	100% Juice Punch, Tortilla Chips & Salsa	Ate Some ▾
Supper		▾
EV Snack		▾

To change the information for all the children you have two options.

Option 1:

Enter "Daily Reports" and view the General Report Information by selecting "General Report Information" from the name list. Then, enter the new information for "Activities and Notes", "Books", "Videos / TV", or "Naps and Quiet Time".

Option 2:

Enter the "Day Planner" or "Meal Planner" screens and update the information there.

**** Note:** If you update the information for all children by making changes in "General Report Information", "Day Planner", or "Meal Planner" those changes will replace any custom entries you made for a specific child.

Certificate Maker

Certificate maker allows you to create customized certificates for an accomplishment, goal reached, good effort, or anything you want. Six templates are available. You can enter all the information on the computer, or just print a blank certificate to complete by hand.

The screenshot shows the Certificate Maker interface with the following elements and callouts:

- Certificate:** A dropdown menu showing "Certificate of Achievement". Callout: "Select the type of award."
- Name:** A text input field. Callout: "Enter the name or names of kids receiving the award."
- Message:** A large text area for the award message. Callout: "Enter a short or detailed description of the reason for the award."
- Preview:** A thumbnail image of a certificate template. Callout: "View a sample of the certificate."

The preview image shows a certificate titled "Certificate of Achievement" with the text "This certifies that" followed by a blank line. A yellow starburst sticker in the bottom left corner says "SPECIAL MERIT AWARD".

That's all there is to it! You can easily create fun and exciting awards, for kids, parents, or whomever. Add stickers to decorate if desired.

Click on the Preview button to generate and print the certificate. To close the print preview screen, click the  in the upper right corner.

Chart Maker

Chart maker allows you to create a checklist that can be used to track progress toward a goal, measure attendance, or keep track of whatever you want. Charts can help provide the motivation for a child to succeed. There are 6 "built-in" charts, but you can also create a custom checklist for anything you want! To use Chart Maker:

1. Enter the Chart Maker program
2. Select the chart title, or enter a custom chart name.
3. Add the children's names to the chart.

File Help

Return Preview Help

Create a chart to track attendance, measure progress, or whatever you want!

Select a chart title or select "Custom" to create your own: Perfect Clean Up

Select the children from the list on the right and click the Add button to add them to the chart. Rows to the chart by entering the text in the Custom field below and clicking the Add button.

<< Add Remove Up Down Clear

Jonny Adams Taylor Meadows

Number of chart columns: 10

Custom line:

4. Click on the  Preview Button to generate and print the chart.

Help

Clicking on Help will bring you to MMKids common questions. Search for the question you need an answer for by entering several words that relate to your question and then click the search button. To broaden your search, click on [Search All Help Topics](#). Then, you can also click the link to review ALL available questions.

Minute Menu Kids

It is highly recommended that you read the Minute Menu Kids manual to familiarize yourself with how Minute Menu Kids works. [Click here to view the Minute Menu Kids manual now.](#) If you want to save a copy of the manual to your computer for future reference, right-click on the link above and select Save As... from the menu that appears.

Search for the question you need an answer for by entering several words that relate to your question in the box below then click the search button.

Search for:

[Click here to view a list of all questions.](#)

[If you are unable to find an answer to your question please click here to fill out a customer service request form.](#)

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Customer Service

If you have a question, you can submit a ticket by clicking on [? Help](#) and then [Contact Minute Menu Support](#). Or you can click [here](#).

Minute Menu Systems will contact you and provide assistance.

Exit

Click  to close out of your MMKids session.

Minute Menu Systems

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