

Single Bubble Menu

Recording your food and attendance is very easy using the single bubble menus.

1. Each page contains 3 days.
2. At the top of the menu page color in the bubble for the correct month. Please use a number 2 pencil and fill in the bubble completely so that the scanner reads your menu accurately.
3. Next bubble in the date for the meal you are recording. All dates need to have two numbers colored in. If it is the 2nd of the month you will color in a "0" on the top row and a "2" on the bottom. If the date is the 16th you will bubble in the "1" on the top row and the 6 on the bottom and so on.
4. Under the date you just bubbled in, you will record the food you are serving for that day. Write in the foods for the meal or snack you are serving.
5. See that little circle in the corner where you are writing your foods? That little bubble tells the computer you are serving the meal, so it is important to color in that bubble.
6. Now here is the important part. Every child in your day care is assigned a number. If the child is already enrolled in our food program then a number has been assigned for them already and you will need to get their number from your home visitor. If it is a brand new child, you get to pick the number for that child. So let's say that Johnny is #1, Vanessa is #2 and Daniel is #3. If Johnny and Daniel were present for breakfast you would color in the #1 and the #3 next to the meal/snack you served. Now let say that Johnny has left for school and Daniel and Vanessa (who has arrived), are present for lunch, you would color in #2 and #3. After school Johnny comes back to your house and now all the children are present for PM Snack, you would color in #1, #2 and #3. See how simple this is. Every child has a number and you color in their number when they are present for a meal or snack.
7. Every provider is issued a 4 digit ID#. You will bubble that number in on the bottom right corner of the page where it says provider ID. Start at the top and leave the bottom two lines blank.

8. Be sure to sign you menu and you are on your way.

9. Remember there are three days on a page. Never skip a column if you were closed a day, just color in the date for the next time you do day care in the next column.

10. At the end of the month, remove the top copy of your menus and place them in a large envelope. Keep you're the copies in a safe place. Never fold your menus as it makes it difficult for the scanner to read them. Send them to:

**Provider Resources, Inc.
800 West Cummings Park,
Suite # 3100
Woburn, MA 01801**

Remember to include any new enrollments. Be sure to write the child's number that you assigned on the enrollment form.

11. And it is that simple. If you have any problems however you can always give us a call at 1-800-487-9190 and we will walk you through it.