



## Minute Menu (Formerly C-K Kids) Tips & Shortcuts!

### PLANNING ACTIVITIES & MENUS

Want Minute Menu to help you schedule events for a day, week or month ahead of time? When you use this feature of the program, you will dazzle parents with personalized reports of what their children can expect while in care with you! What a GREAT communication tool! It will only take 5-10 minutes!

1. From the main menu, select "Calendar keeper icon."
2. Enter a quick summary of the activities you plan for the next day, including books & tv shows.
3. Click the meal planner icon and choose the meals from the meal list into the day you are planning.
4. Click the reports icon and select "General Reports" category. Click on Daily reports, select children's names and then print the report for each child. This can be sent home with the parent for the next day. It will include the planned activities and menus!

## MINUTE MENU TRACKS LICENSE CAPACITY!

You can change and manage the ages in the licensed class to show correctly on your program. For instance, now the default setting for a school aged child in

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the system is 72 months (6 years).

However, in Minnesota, children who will be eligible to start Kindergarten 90 days before school starts are considered school aged (so each May 10 five-year olds are considered school aged). WE SUGGEST changing that setting to 60 months.

**However remember that a child turning 5 years old from September – May Will NOT be considered school aged until May 10 of the year eligible to start school.**

To set up license classes, follow the steps below:

1. From "Facility Information", click on the license tab.
2. Description of the maximum age for each group is decided in months
3. Set infants Max age box as 12 and limit according to your license class
4. Repeat by setting toddler at 24 months, preschool at 60 months (remember Sept-May rule) and school age at 1200 months.
5. You can put the maximum amounts of children in the "Limit" box if you want the system to help you count your capacity in the different age groups.

