



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

Creating Split Shifts in Minute Menu

Want Minute Menu to *automatically split your meals?* Here are 5 simple steps to set up the feature in the program:

1. From the main menu, select "Facility Info."
2. Click on "Meal Schedule"
3. Select the meal or snack you need to split shift
4. Enter the beginning and ending times for 1st shift
5. Enter the beginning and ending times for 2nd shift

A red bar covering the time frame you selected will represent the 1st shift. A blue bar covering the time frame you selected will represent the 2nd shift.

You're Done! Just click on the "Return" icon (the blue door at top left of screen) to exit back to the main menu. Your information will be saved. Then, as you enter the times in and out for your children daily and click the meals they received, it will

automatically place them in the first or second shift!

Don't forget that we need your split shifts identified on your application, or amend your application by sending us a note when you submit your claim for the month. Just tell us which meals need splitting and the times of the early children eating the meal or snack (then leaving daycare) and what time the late children (who come after the early ones leave) are receiving their late meal or snack.

Time/Space Calculations in Minute Menu

Did you know that the program will *automatically change your time/space formula when your children's hours change?*

To set that up correctly,

1. From main screen select ACCOUNTING
2. Click on the Time/Space percentage button
3. Click the button that says, "Calculate Selected Month's Hours from Attendance Records"

