## Update the Sponsor Calendar

Last Modified on 06/10/2020 1:25 pm CDT

Use the Sponsor Calendar to set up state and federal holidays that your agency recognizes to ensure the system properly applies the holiday-based processing rules you have set up to those days. You can also set up school out days for the same purposes.

We recommend that you set up holidays and school out days at least one to two months ahead of time. By doing so, providers that use KidKare also have these days on their calendars as they edit information for that month.

- 1. Click the **Tools** menu and select **Sponsor Calendar**. The Holidays and School Vacations window opens.
- 2. Click  $\leq$  and  $\geq$  to select the month in which to work.
- 3. To add a holiday:
  - a. Click the text box at the top of the window and enter the name of the holiday you are adding.
  - b. Click r, drag it, and drop it on the appropriate day on the calendar. The holiday displays on the calendar.

Holidays and Sch	nool Vacations			Type in the H to the calend drag and drop the appropria and drop the Day icon to i Sponsor wide Day.	oliday to add ar and then t the icon in to te day or drag School Out dicate a School Out	
			May 2019	,		
Sun	Mon	Tue	Wed	Thr	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Holiday: Memorial Day	28	29	30	31	
						-
D	ouble Click on a day with hat day to view or delete	() to bring up the d calendar entries for th	etails for Ad at day. Va	d School acations	Delete School Vacations	Close

- 4. To add a sponsor-wide school out day:
  - a. Click 🛱 , drag it, and drop it on the appropriate day on the calendar. The School Out Meals dialog box opens.

🎽 School Out Meals		- • ×				
If school is out only part of the day, de-select meals below when school is in.						
School Out Meals Breakfast AM Snack Lunch PM Snack	Late Start × ×	Early Release X X				
	ок					

- b. Check the box next to each meal to which this applies. If school is out for only part of the day, clear the box next to each meal that does not apply.
- c. Click **OK**. The school-out day is added to the calendar. This holiday applies to all school-aged children.

Holidays and Sc	hool Vacations			Type in the H to the calend drag and droy the appropria and drop the Day icon to i Sponsor wide Day.	oliday to add ar and then the icon in to te day or drag School Out ndicate a School Out	P	< >
			May 2019	r			
Sun	Mon	Tue	Wed	Thr	Fri		Sat
5	6	7	8	2	3	4	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27 Holiday: Memorial Day	28	29	30	31 School Out Day: Demo I		
	Double Click on a day with that day to view or delete	() to bring up the d calendar entries for th	etails for Ad Jat day. Va	d School acations	Delete School Vacations		Close

- 5. To add long-term school vacations:
  - a. Click Add School Vacations. The School Vacations dialog box opens.

	J					
School Vacations						
Select the Starting and Ending Dates for any Sponsor wide School Vacation and then click update to save Sponsor wide School Vacation Days.						
Starting Date 06/01/2019						
Ending Date 06/01/2019						
Update Cancel						

- b. Click the Starting Date box and enter the start of school vacation.
- c. Click the Ending Date box and enter the end of school vacation.
- d. Click Update. School vacation for the date range you entered are added to the calendar.

				Type in the H to the calend drag and drop the appropria and drop the S Day icon to in Sponsor wide Day.	oliday to add ar and then the icon it to te day or drag School Dut dicate a School Dut	
			June 2019			
Sun	Mon	Tue	Wed	Thr	Fri	Sat
2	3 School Vacation : Demo	4 School Vacation : Demo	5 School Vacation : Demo	6 School Vacation : Demo	7 School Vacation : Demo	8
9	10 School Vacation : Demo	11 School Vacation : Demo	12 School Vacation : Demo	13 School Vacation : Demo	14 School Vacation : Demo	15
16	17 School Vacation : Demo	18 School Vacation : Demo	19 School Vacation : Demo	20 School Vacation : Demo	21 School Vacation : Demo	22
23	24 School Vacation : Demo	25 School Vacation : Demo	26 School Vacation : Demo	27 School Vacation : Demo	28 School Vacation : Demo	29
30 	Double Click on a day with	() to bring up the d	etails for Ad	d School	Delete School	Close

- 6. To remove any holidays and school out days:
  - a. Double-click a day to view details for that day.

1	Friday, May 31, 2019 Details		-	×			
	Select a row from the list below and click Delete to delete the selected calendar entry. To edit meal specific info, double-click on a row from the list below.						
	Calendar Entry	Created By	Created On				
	School Out Day: Demo Unify Sponsor	993999	03/27/2019 10:25 AM				
	Delete		Close				

- b. Click the holiday/school out day to remove.
- c. Click Delete.
- d. When finished, click **Close** to return to the calendar.
- 7. To remove long-term school vacations:
  - a. Click Delete School Vacations. The School Vacations dialog box opens.
  - b. Click the Starting Date box and enter the beginning of the range to remove.
  - c. Click the **Ending Date** box and enter the ending of the range to remove.
  - d. Click Delete. The vacations are removed.