Manage the Child Calendar

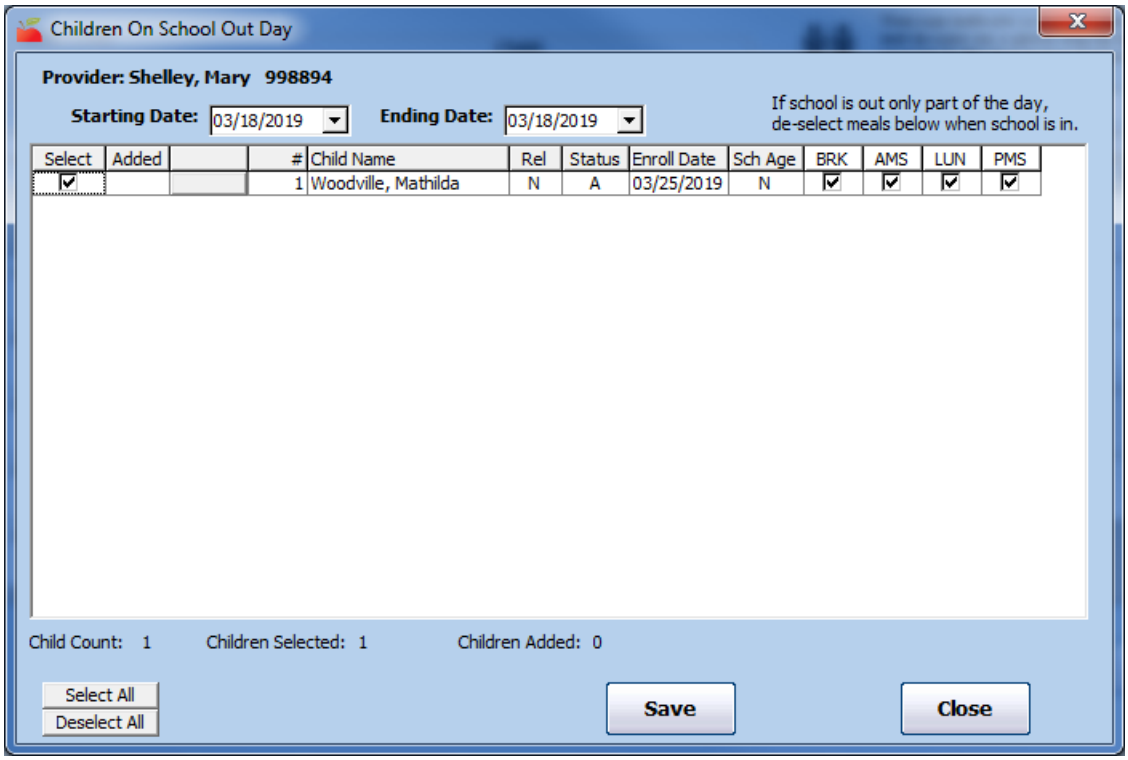
Last Modified on 06/10/2020 1:30 pm CDT

If your providers use scannable forms for claims processing, use the Child Calendar to track children who are sick, school out days, children not present days, and children present on holidays. If your providers use KidKare, they can input this information directly into the system.

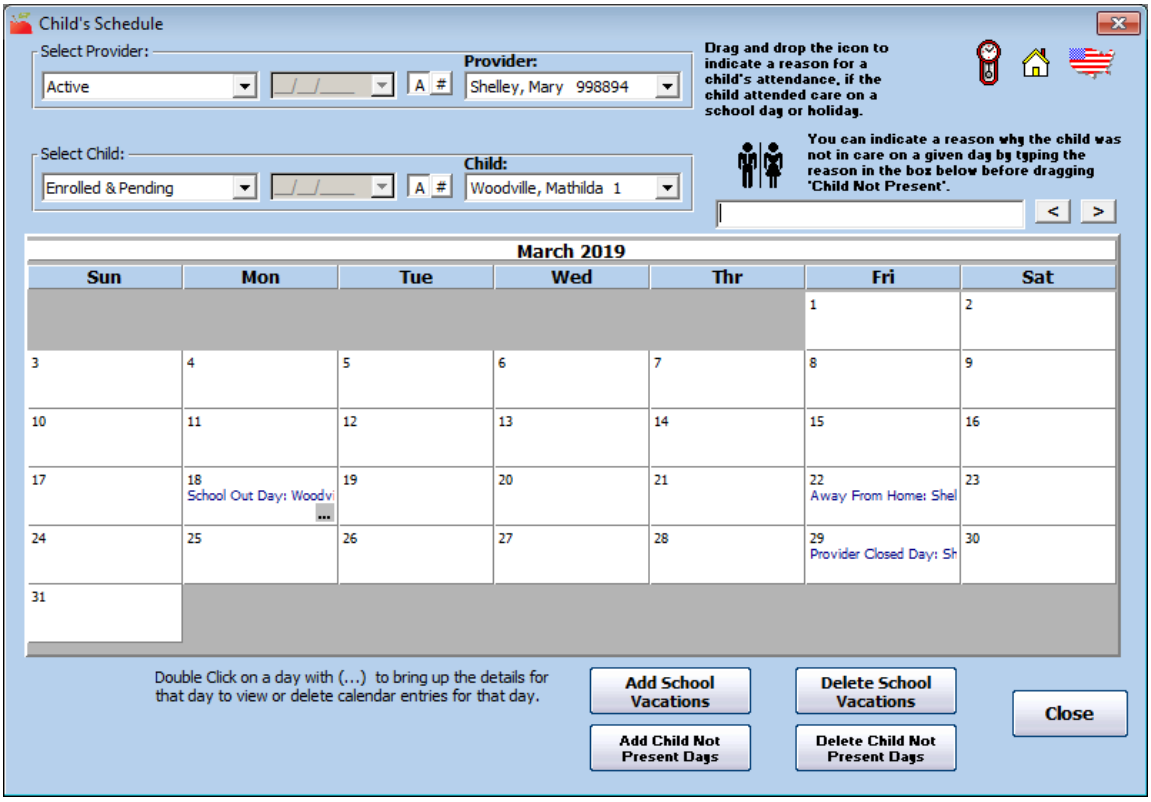
1. Click the **Tools** menu and select **Child Calendar**. The Manage Child's Schedule window opens.

   > **Note:** You can also access this window from the Child Information window. To do so, click **Calendar** (to the right).

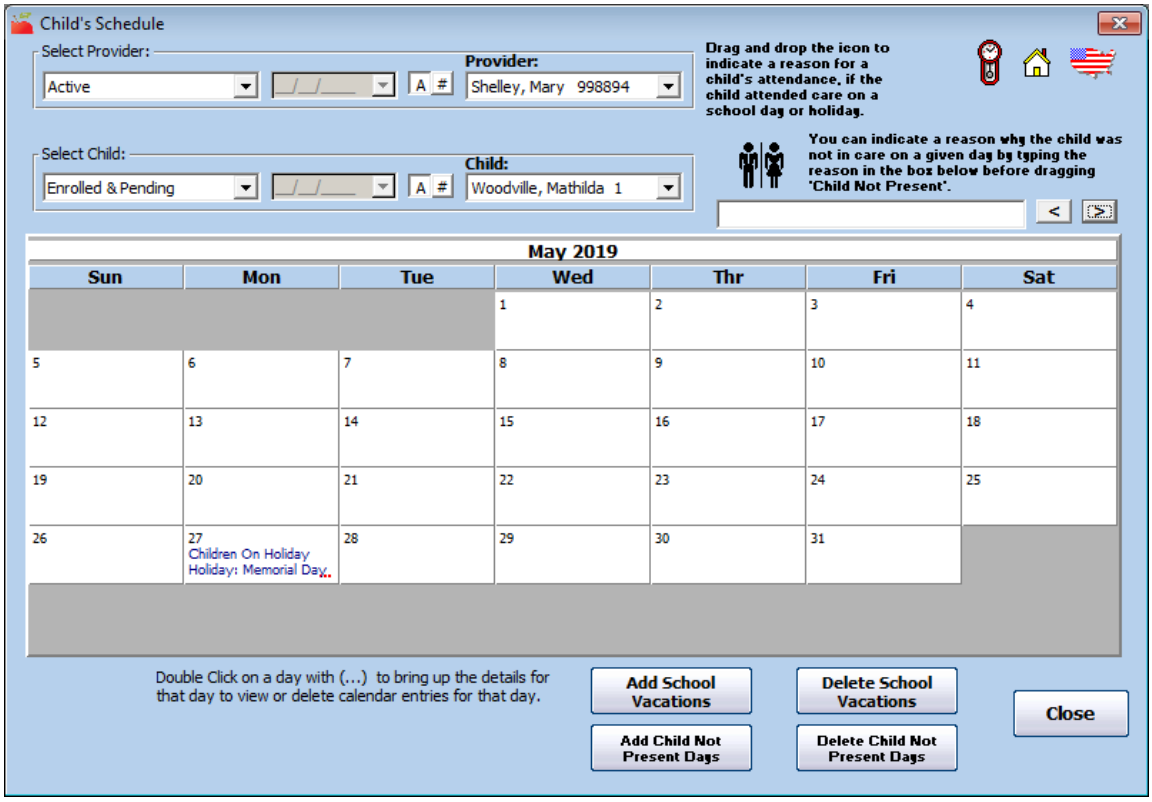
2. Click the **Provider** drop-down menu and select the provider.
3. Click the **Child** drop-down menu and select the child to view.
4. Click < and > to select the month in which to work.
5. To indicate that school was out:
   a. Click , drag it, and drop it on the appropriate day. The Children On School Out Day window opens.



   b. Check the box next to each meal for which school was out. All meals are selected by default. If school was out only for a partial day, clear the box for those meals that do not apply.
   c. If any other children were affected by school being out, check the box next to each additional child to include.
   d. Click **Save**.
   e. Click **Close**. The school out day is marked on the calendar.



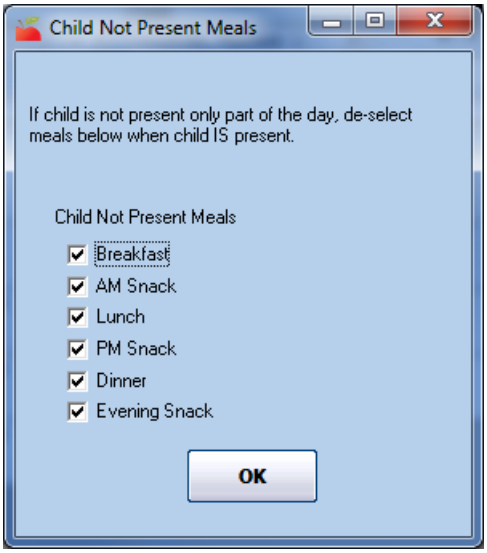
6. To note a child as present on a holiday:
    a. Click , drag it, and drop it on the appropriate day on the calendar. The Children Present on Holiday window opens.
    b. If in other children were present during the holiday, check the box next to each child to include in this notation.
    c. Click **Save**.
    d. Click **OK** at the confirmation prompt, and click **Close**. The entry is added to the calendar.



7. To note a child as out of school because they were sick, click , drag it, and drop it on the calendar for the appropriate day. The sick day is added.
8. To note a child was not present:
    a. Click the box at the top of the window and enter a reason why the child was not in care that day, if needed.

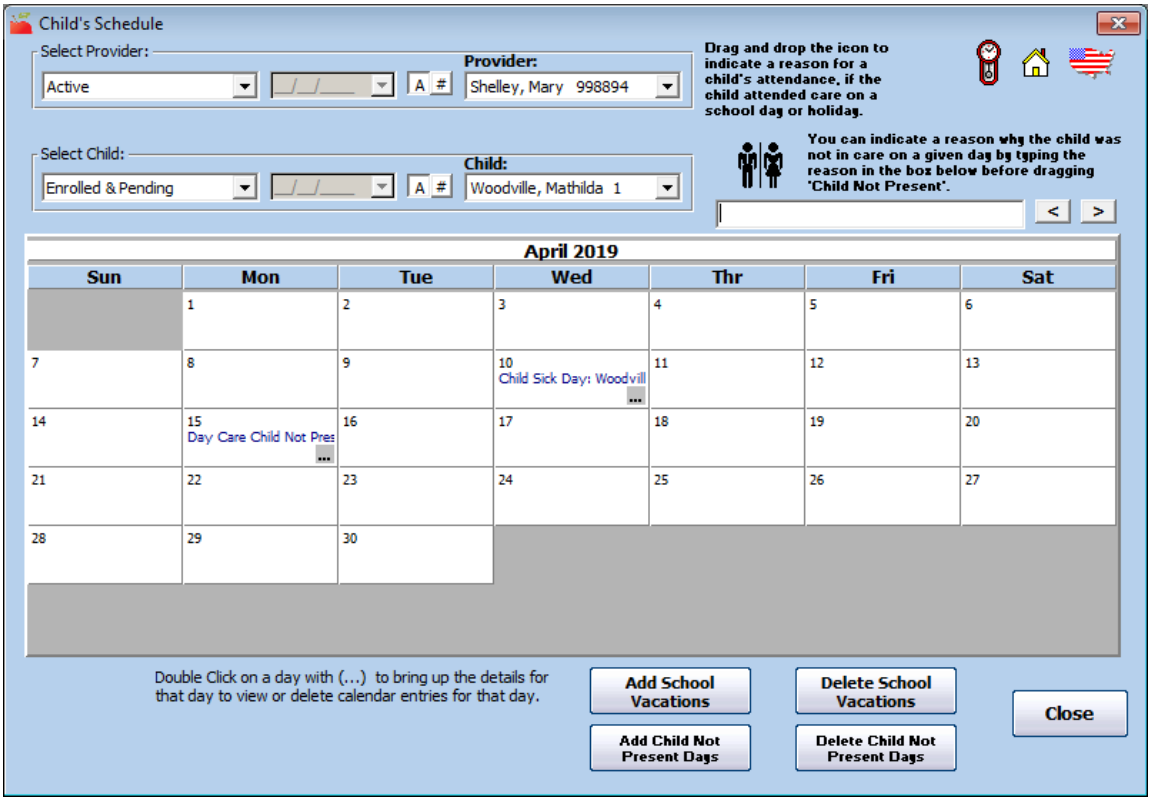
    > **Notes:** Depending on your preferences and/or state policy, you may only be able to note the provider's own children/related non-resident children as not present. When you note that a provider's own child (and possibly Helper or Foster children) is not home on any given day, the child will **not** be included in capacity, unless he child was actively claimed, and the provider is Tier 1 by Income.

    b. Click , drag it, and drop it on the calendar for the appropriate day. The Child Not Present Meals dialog box opens.



c. Check the box next to each meal for which the child was not present. All meals are checked by default. If the child was present for a partial day, clear the box next to the affected meals.

d. Click **OK**. The notation is added to the calendar.



9. To note a child as present on the weekend:

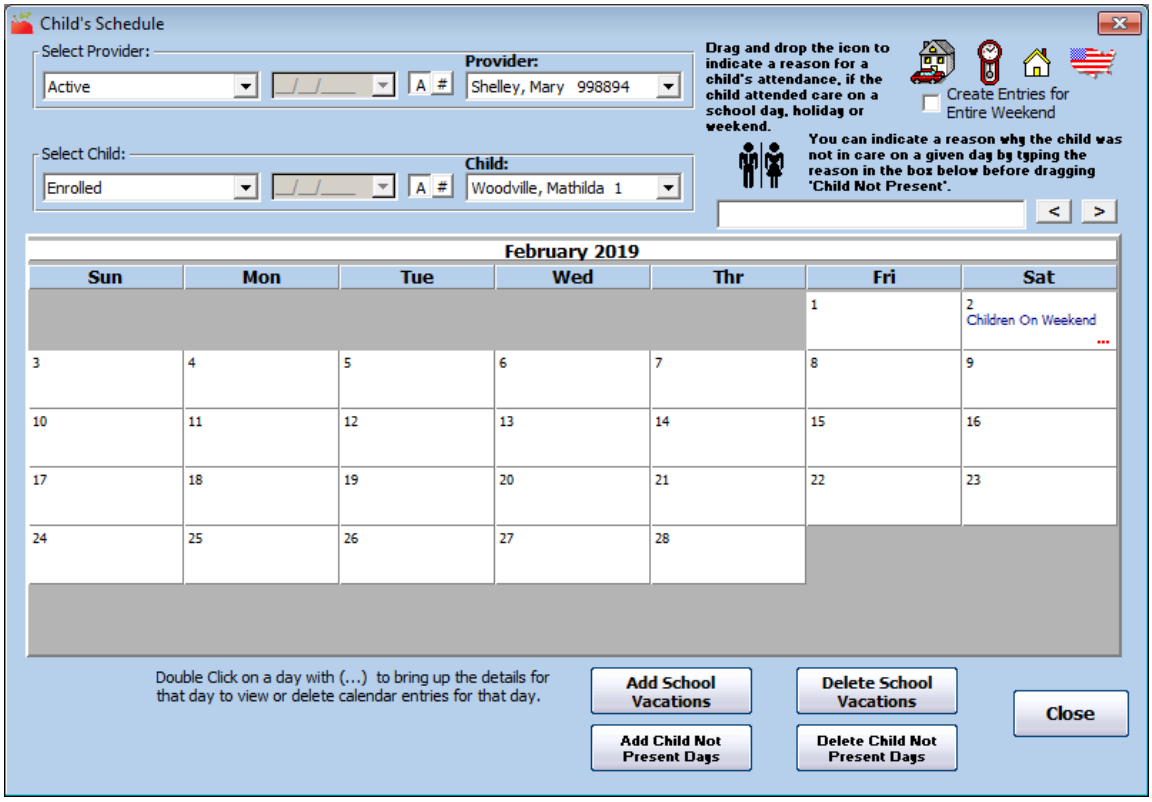
a. Click , drag it, and drop it on the appropriate day on the calendar. The Children Present On Weekend window opens.

> **Note:** This option is only available if **Preference P.005** is set to Warn or Disallow.

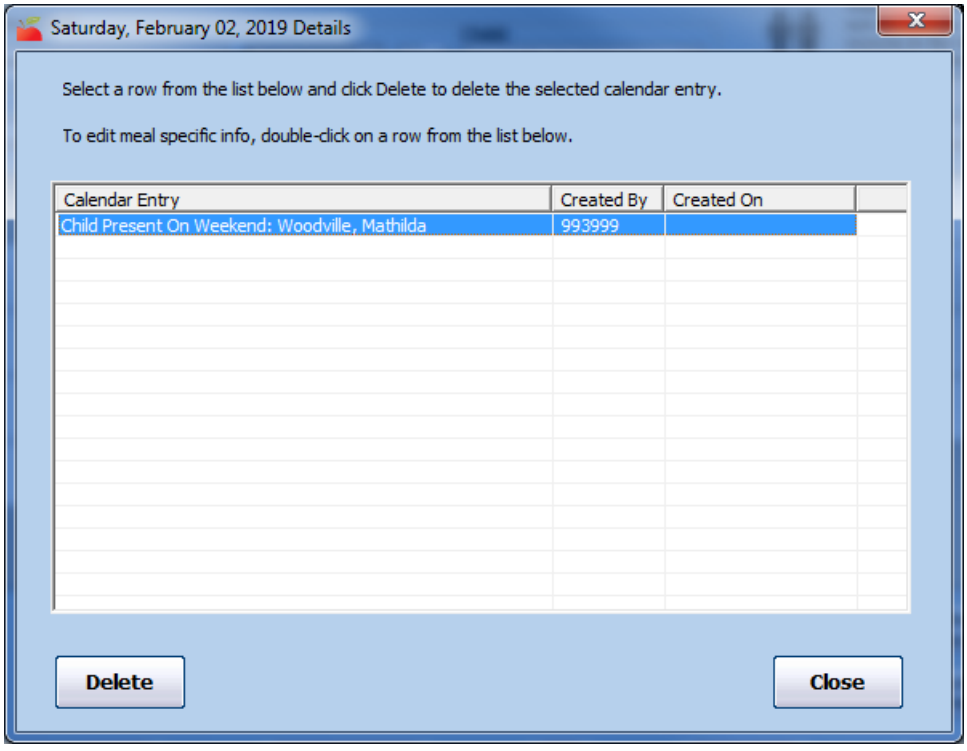
b. If additional children were present on the weekend, check the box next to each child to include.

c. Click **Save**.

d. Click **OK** at the confirmation prompt, and then click **Close**. The entry is added to the calendar.



10. To remove any of these notations:
    a. Double-click the affected day to open the details.



    b. Click the event to remove.
    c. Click **Delete**.