## 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  $\leq$  and  $\geq$  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.

i	🍒 Children On School Ou	it Day										x
	Provider: Shelley, Mary 998894 Starting Date: 03/18/2019  The Ending Date: 03/18/2019					If school is out only part of the day, de-select meals below when school is in.					, is in.	
	Select Added	# Child Nar	ne	Rel !	Status	Enroll Date	Sch Age	BRK	AMS	LUN	PMS	
		1 Woodville	e, Mathilda	N	Α	03/25/2019	N	V			V	
	Child Count: 1 Child	ren Selected: 1	Childre	n Added	1: 0							
	Select All Deselect All					Save	]			Clos	e	

- 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.

Child's Schedule Select Provider: Active	<b>•</b>	Pro	<b>vider:</b> elley, Mary 998894	Drag and dro indicate a rea child's attende child attende school day o	p the icon to ason for a Jance, if the d care on a r holidag.	8 🖨 🚔	
Select Child:	<ul> <li></li></ul>	Chi	<b>ld:</b> podville, Mathilda 1	· **	You can indicate a re not in care on a giver reason in the boz bel 'Child Not Present'.	ason why the child was a day by typing the ow before dragging	
Sun	Mon	Tue	March 2019 Wed	Thr	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18 School Out Day: Woodvi	19	20	21	22 Away From Home: Shel	23	
24	25	26	27	28	29 Provider Closed Day: Sh	30	
31							
Do tha	uble Click on a day with at day to view or delete	() to bring up the d calendar entries for th	etails for Ad Va Va Add Pre	d School acations Child Not sent Days	Delete School Vacations Delete Child Not Present Days	Close	

- 6. To note a child as present on a holiday:
  - a. Click eiger, 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.

Child's Schedule Select Provider: Provi A # Select Child: Enrolled & Pending			<b>vider:</b> elley, Mary 998894	Drag and dro indicate a rea child's attend child attende school day o	Drag and drop the icon to indicate a reason for a child's attendance, if the child attended care on a school day or holiday.			
			d: odville, Mathilda 1 🔽		You can indicate a reason why the child w not in care on a given day by typing the reason in the box below before dragging 'Child Not Present'.			
			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 Children On Holiday Holiday: Memorial Da <u>y.</u>	28	29	30	31			
Double Click on a day with () to bring up the details for that day to view or delete calendar entries for that day.     Add School     Delete School								
Add Child Not Present Days Delete Child Not								

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

🍒 Child Not Present Meals								
If child is not present only part of the day, de-select meals below when child IS present.								
Child Not Present Meals								
✓ Breakfast								
🔽 AM Snack								
🔽 Lunch								
🔽 PM Snack								
🔽 Dinner								
🔽 Evening Snack								
ок								

- 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.

Child's Schedule Select Provider: Active Select Child:		Pro	vider: elley, Mary 998894	der: by, Mary 998894 by, Mary 998894 by, Mary 998894 by, Mary 998894 by, Mary 998894 by, Mary 998894 by, Mary 998894 child's attended care on a school dag or holidag. You can indicate a n a given a given a given a given a given box				
					Sind Not Pesellt.	< >		
			April 2019	,				
Sun	Mon	Tue	Wed	Thr	Fri	Sat		
	1	2	3	4	5	6		
7	8	9	10 Child Sick Day: Woodvill	11	12	13		
14	15 Day Care Child Not Pres	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						
Double Click on a day with () to bring up the details for that day.       Add School Vacations       Delete School Vacations       Close         Add Child Not       Delete School Vacations       Close       Close								
Add Child Not Present Days     Delete Child Not Present Days     Close								

- 9. To note a child as present on the weekend:
  - a. Click *(intersection)*, 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.

Child's Schedule Select Provider:	<ul> <li></li></ul>	A # Shi	vider: elley, Mary 998894 Id: podville, Mathilda 1	Drag and dro indicate a rea child's attend school dag, h weekend.	p the icon to ison for a lance, if the dolidag or You can indicate a re not in care on a give reason in the box bel 'Child Not Present'.	reate Entries for ntire Weekend n day by typing the low before dragging		
	1	-	February 2019					
Sun	Mon	Tue	Wed	Thr	Fri	Sat		
					1	2 Children On Weekend		
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	28				
Double Click on a day with () to bring up the details for that day to view or delete calendar entries for that day.       Add School Vacations       Delete School Vacations       Close         Add Child Not Present Dags       Delete Child Not Present Dags       Delete Child Not Present Dags       Delete Child Not Present Dags       Close								

## 10. To remove any of these notations:

a. Double-click the affected day to open the details.

1	Saturday, February 02, 2019 Details			x
	Select a row from the list below and click Delete to delete the s To edit meal specific info, double-click on a row from the list bel	elected calenda ow.	ar entry.	
	Calendar Entry	Created By	Created On	
	Child Present On Weekend: Woodville, Mathilda	993999		
				_
	I			
	Delete		Close	

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