## Manage School District Out Days

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You can set up School District Out Day to ease the process of dealing with school closures. When you create a School District Out Day, every child that is associated with that school district will automatically be noted as out of school on that day.

If you have access to the school district calendar, it is usually a good idea to note school closures or vacations a month or two ahead of time. This way, providers who use KidKare have this information already loaded into their system when they begin entering meal information for that month. This also provides your providers with advance warning ahead of school closures.

- 1. Click the Tools menu and select School District Out Days. The Days School is Out window opens.
- 2. Click the Select School District drop-down menu and select the school district.
- 3. Click d and b to select the month in which to work.
- 4. 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 X X	Early Release X X				
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- 5. Check the box next to each meal served when school was out. All meals are checked by default. If the school was out for a partial day, clear the box next to the affected meals.
- 6. Click OK. The closure is added to the calendar.

≚ Days School is O	ut Select School District:	Beverly Hills Unified	T	Drag and dro ang dag within that the scho school distric closed.	p the icon onto o this month ols in this ols will be	×			
	Nov 2010								
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 School Out Day: Beverly	28	29	30	31				
C	ouble Click on a day with hat day to view or delete	() to bring up the d calendar entries for th	etails for Ad bat day. Va	d School acations	Delete School Vacations	Close			

- 7. To add long-term school vacations (such as summer vacation):
  - a. Click Add School Vacations. The School Vacations dialog box opens.

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.					
Stating Date loc/01/2010					
06/01/2019 V					
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.