

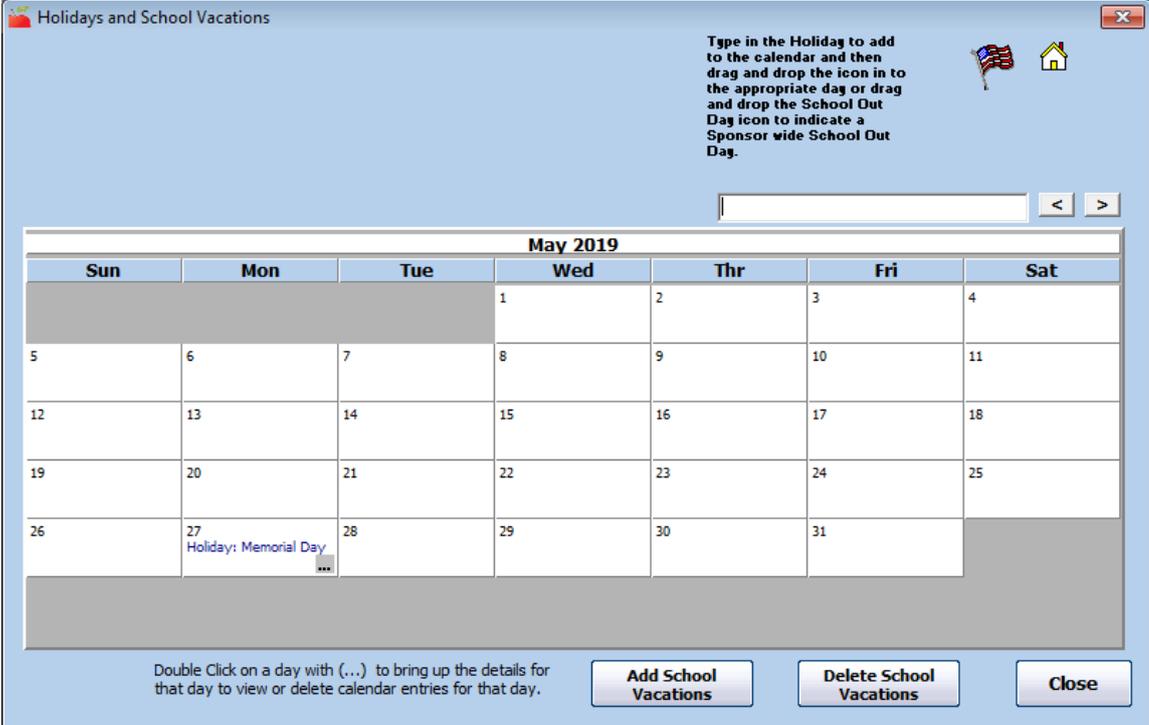
Update the Sponsor Calendar

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  and  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 , drag it, and drop it on the appropriate day on the calendar. The holiday displays on the calendar.

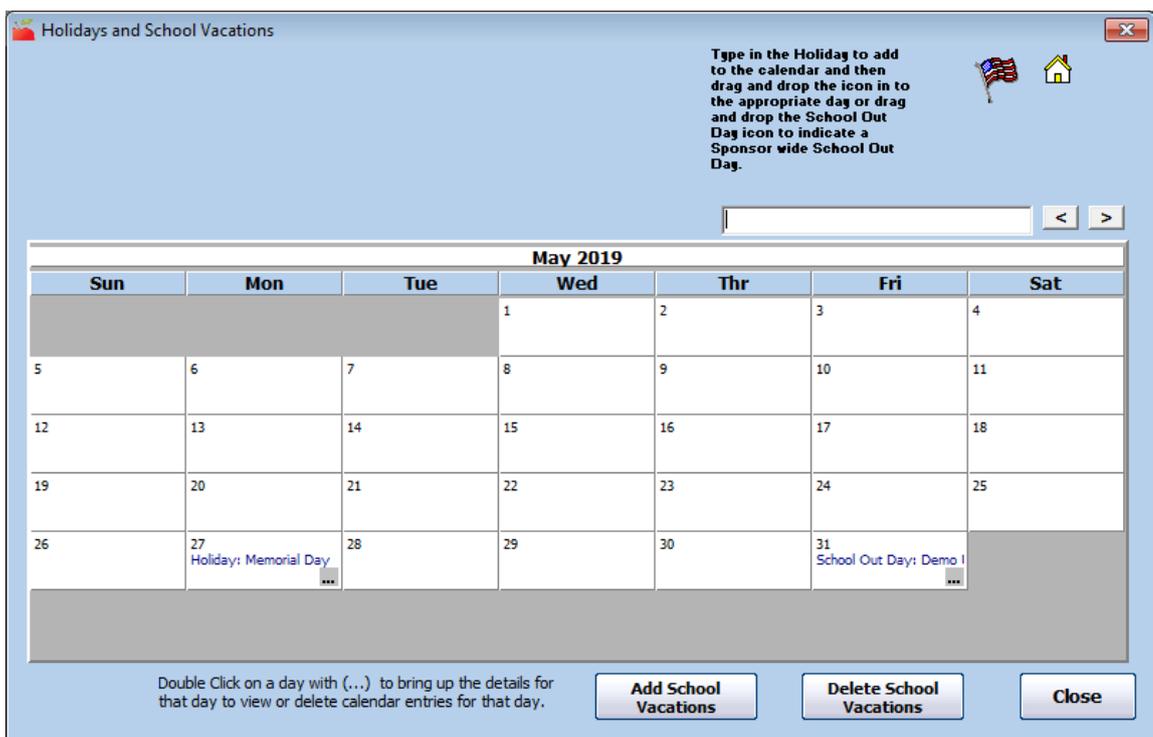


The screenshot shows a window titled "Holidays and School Vacations". At the top right, there is a text box with the instruction: "Type in the Holiday to add to the calendar and then drag and drop the icon in to the appropriate day or drag and drop the School Out Day icon to indicate a Sponsor wide School Out Day." Below this text box are two icons: an American flag and a house icon. A search bar with left and right arrow buttons is located below the text box. The main area of the window is a calendar for "May 2019". The calendar has columns for Sun, Mon, Tue, Wed, Thr, Fri, and Sat. The dates are listed in the cells. On May 27th, under the "Mon" column, it says "Holiday: Memorial Day" with a small icon and three dots below it. At the bottom of the window, there is a footer with the text: "Double Click on a day with (...) to bring up the details for that day to view or delete calendar entries for that day." To the right of this text are three buttons: "Add School Vacations", "Delete School Vacations", and "Close".

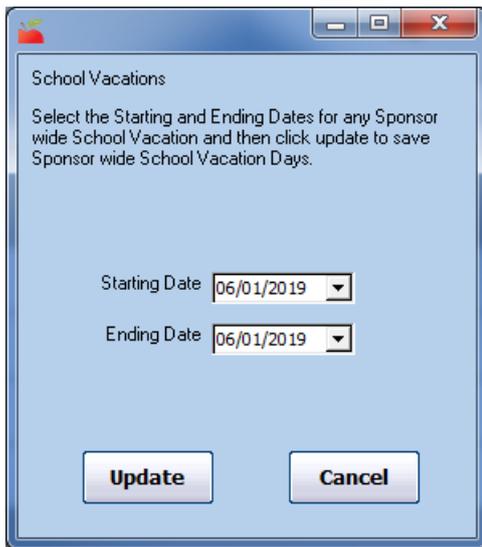
4. To add a sponsor-wide school out day:
 - a. Click , drag it, and drop it on the appropriate day on the calendar. The School Out Meals dialog box opens.



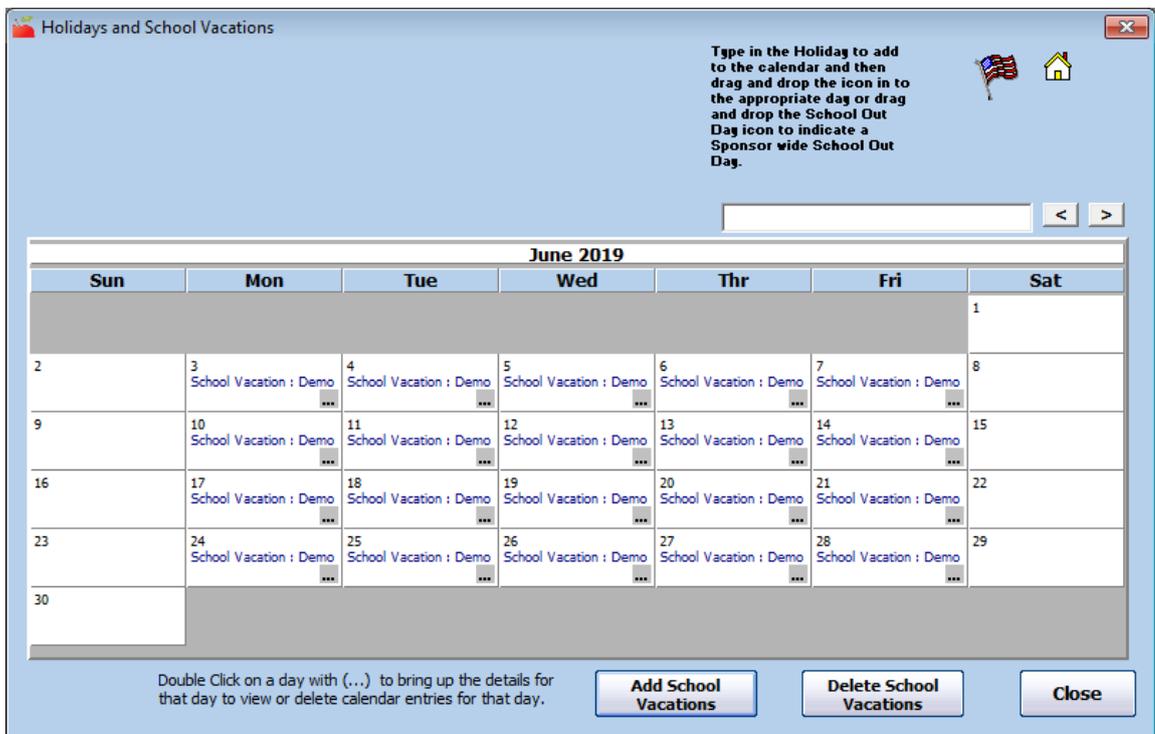
- b. Check the box next to each meal to which this applies. If school is out for only part of the day, clear the box next to each meal that does not apply.
- c. Click **OK**. The school-out day is added to the calendar. This holiday applies to all school-aged children.



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



- 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.



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

