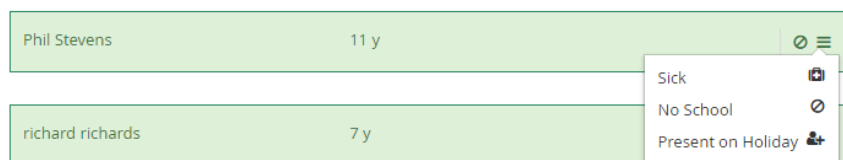


Documenting School Out Days

Document school out days for all school-age children (6 years +) and children attending Kindergarten, Preschool, and Head Start (away from the provider's home). If you serve a child on a weekday while the child would normally be in school, there is usually a reason for it. Perhaps school is out for winter, spring, or summer break. Or maybe it's an in service day. Or perhaps the child is sick, staying home from school but still attending your child care. If a child is home sick, select the "Sick" icon from the menu to the right of the child's name when recording your meals. If a child's school was out that day, select the "No School" icon from the menu to the right of the child's name when recording your meals.



Or, You can use the Child's Calendar to enter this school out information ahead of time, if you like. **#1** Click on "Calendar" from the menu, **#2** select the "Child" filter, **#3** select the child, **#4** drag the "No School" label to each day the child will not be attending school

A screenshot of the KidKare application's calendar interface. The interface includes a sidebar menu on the left with a 'Calendar' option circled in red and labeled '#1'. The main area shows a calendar for November 2016. At the top, there are filters for 'Provider', 'Child', and 'Meals', with 'Child' selected and 'richard richards (7 y)' chosen, both circled in red and labeled '#2' and '#3' respectively. On the right side, there is a 'Draggable events' panel with three event types: 'No School' (purple), 'Sick' (yellow), and 'Present on Holiday' (pink). The 'No School' event is circled in red and labeled '#4'. A 'No School' event is visible on the calendar for Monday, November 14th. A note at the bottom right explains that users must click on an existing event to open the Event Editor.