



KidKare Training Manual

My Kids:

Enroll a child: You can enroll a new child by going to **My Home >> My Kids**.

- Click on the + Add Child button on the right of the screen.
- Complete the three pages of information as follows. As a reminder, only items with an asterisk are required fields.
- If any errors are found, you will not be able to go to the next page unless these issues have been fixed.
- Once you have finished filling out all the necessary items, you can choose **Enroll/Print**

Print a Blank Enrollment Form: To print a blank enrollment form

- Select the Reports option from the main menu
- Select the Worksheets category
- Select the Blank Enrollment Form option
- A PDF will be generated

View Pending and Withdrawn Children: You can view a complete list of your children under **My Home >> My Kids**.

- Click on the gear icon () on the right side of the screen to change your view settings.
- Choose the list(s) you wish to view, such as "active," "pending," and "withdrawn."
- You may also decide to sort the children by first or last name.
- Once you've made your selection(s), click the gear icon () to close the tab and view the list of children.

Withdraw a child: You can withdraw a child under **My Home >> My Kids**.

- Check your filter settings by clicking on the gear icon (). You should be viewing your "active" children.
- Find the child you need to withdraw and click their name to view the account.
- Hit the red, "Withdraw" button under their photo.
- Select the date of the withdrawal.
- Click "ok" to complete the process.

View Kids by Enrollment Status: You can view your children by enrollment status under My Home >> My Kids.

- Click the gear icon (⚙) to the right of the screen.
- Select the enrollment status you would like visible.
- Click the gear icon (⚙) again to close the filter options.
- With all the enrollment status filters selected you may need to scroll down to view all of your children.

Sort Children by First or Last Name: To sort children by first or last name, go to Home > My Kids.

- Click the (⏴) icon. Select to sort children by first or last name, whichever is the most convenient for you. Children will be sorted in the order selected on all screens throughout the program.

Upload Child Photos: How to upload child photos using an image already stored on your device:

- Select the child then click the camera icon to the bottom right of the child's default image
- Click the "choose" button and select "photo library"
- Browse to the folder containing the photo you'd like to upload and click on the photo
- Click the check mark at the bottom right of the child's "default image" box to complete the upload.

How to upload child photos using the camera on your device:

- Select the child then click the camera icon to the bottom right of the child's default image
- Click the "choose" button and select "take photo"
- Take the child's picture and click the "use photo" option at the bottom right
- Click the check mark at the bottom right of the child's "default image" box to complete the upload.

How to Reactivate Withdrawn Children: Withdrawn children cannot be reactivated from KidKare. To reactivate (re-enroll) a withdrawn child, print the withdrawn child's enrollment form, update the form using a pen (preferably with colored ink), and mail the enrollment form to the Sponsor for reactivation.

How to Edit Child Enrollment Forms: To edit child enrollment forms, print the child's enrollment form, update the form using a pen (preferably with colored ink), and mail the enrollment form to the Sponsor.

Printing Enrollment Renewal Sheets: Go to Reports > Worksheets > Enrollment Renewal Worksheet.

- Select a month.
- Hit "run."
- A .pdf will be generated.
- To print this report, look for the printer icon on your device.
- Parents should review the child information, make changes as needed, and then sign the report.
- The form should then be submitted to your food program sponsor for processing.


Check In/Out

You can view all in and out times under Check In/Out.

- Select the date you want to record
- Click the children who were present for the specified day (names will turn green when marked "in").
- Click the children again to record their out time
- By using the drop down arrows next to each child's name, you can individually record the in and out times or click the Expand All button.
- You can also click the Apply enrollment times button at the top of the page to auto-fill the in and out times indicated on their enrollment forms.
- Do the same process for children who come and go more than once per day and both sets of in/out times will be recorded.

Meals

Record a Meal: You can record meals by going to Meals >> Enter Meal.

- Pick the date the meal was served.
- Select "Non-Infants."
- Choose the type of meal that was served from the dropdown box: breakfast, AM snack, lunch, PM snack, etc.
- Under the "Serving 1" field, provide the meal time.
- Using the drop down menus, select the food items you served at this meal.
 - ***Hint! Start typing the food name to find the food faster!***
- Tap the whole grain-rich slider to indicate whether the food was whole grain-rich or not. (The new CACFP meal pattern requires at least one whole grain-rich food to be served each day.)
- Tap the child names to mark meal counts.
- For those who provide 2 meal servings of a meal, double tap/click the child's name to mark the child present at both servings so that the 1 and 2 are both highlighted, or just tap the number to indicate the serving the child was present at.
- Hit the  icon (to the right of the child's name) to indicate that a school-aged child was present when he should have been in school either because school was out or because the child was too sick to attend school.

- **Save** the meal before leaving the screen.

***Enter Meal for Infants:* You can record meals by going to Meals >> Enter Meal.**

- Find the correct date.
- Select "Infant."
- Choose the meal you want to record.
- Enter a serving time if you have not already provided one.
- Add a menu by clicking the "Menus" button to choose a reusable menu or enter each infant meal individually.
- Hit "Save" once you have finished.

***Create a Reusable Menu:* You can create a reusable menu under Meals >> Add/Edit Menus.**

- First, select either infants or non-infants, depending on which age group you'd like to create a menu for.
- Click the + Add Menu button on the top, right of the screen.
- Indicate the meal type for the new menu (breakfast, snacks, or lunch/dinner).
- Give your menu a name.
- Select the food items for each component.
- Starting Oct. 1st and sooner for some, a new option to indicate if the bread/alternate was whole grain-rich will be visible. The program will remember this setting when you record the menu.
- Be sure to **Save** when you're done!
- Back on the main Add/Edit Menus screen, you can scroll down to view your menu or change the filter settings at the top of the page to narrow the list.

***Select a Pre-Planned Menu:* You can select a pre-planned menu by going to Meals >> Enter Meal.**

- Be sure the items at the top of the screen are complete: date, infants or non-infants, meal type, and time.
- Click the Menus button.
- A list of your pre-planned menus will appear.
- Select the menu you want.
- **Save** and you're done

***Print Scheduled Menus:* To print a week of scheduled menus:**

- Open KidKare and select the Reports option from the main menu.
- Select Menu Planning from the dropdown box.
- Select the Scheduled Menus report.
- Select a day (the report will print the entire week).
- Hit the Run button.
- Hit the printer icon below the "Run" button to send the report to your printer.

View and Print Recorded Menus: To print the menu of foods that you served:

- Open KidKare and select the Reports option from the main menu.
- Select Meals and Attendance from the dropdown box.
- Select the Food Served report.
- Hit Run.
- Hit the printer icon (below the "Run" button) to send the report to your printer.

Go Back and Look at Meals and Children Who Were in Attendance: To view meal and attendance information by child:

- Open KidKare and select the Reports option from the main menu.
- Select the Meals and Attendance option.
- Select the Attendance Detail report.
- Select a month.
- Hit the Run button.
- Hit the printer icon (below the "Run" button to send the report to your printer). Hint: If printing this report, collapse the header before printing it by hitting the up arrow (on the same row as the report name and date). This will collapse that section and take up less room on your printed report

Copy and Paste a Menu from One Month to another Month

Before you begin copying menus, please note that only Scheduled Menus can be copied from one month to the next.

- Click on Meals > Scheduled Menus
- Use the arrow on the right next to the blue "Copy Days" button to move to the month you're interested in copying (You can skip this step if you don't need to review any previous month's menus before copying).
- Once you've found the month from which you want to copy the menus, click on the "Copy Days" button.
- Make sure the "Multi-Day" box is selected (blue) and enter the start and end date for the days from that previous month for which you'd like the menus copied over to the current month.
- If you have no menus on weekends, be sure and put a check mark in the "skip weekends" box.
- In the "Begin Pasting On" box, enter the date of the current month that you'd like to begin copying menus.

For example: if you'd like to copy all weekday menus from June 2018's menu to July 2018's menu:

In the From and To boxes you would enter 01/02/2017-01/29/2017 (You can enter 01/31/2017 as the ending date - it won't hurt anything).

In the "Begin Pasting On" box, enter 02/01/2017 and make sure "skip weekends" is checked if you are not open on weekends.

Click the OK button and spot check a few February days to make sure the menu looks accurate.

Delete a meal: To delete a meal that has been saved, open KidKare and go to:

- Meals > Enter Meal
- Select the date and meal that you wish to delete
- Hit the Delete button

Food Program

Send to Sponsor: You can send a claim to your sponsor by going to Food Program >> Send to Sponsor.

- At the top of the report you will see a notice that reads, "Not Sent to Sponsor" indicating this claim has not been sent.
- Review your report and check for any issues.
- Once you are ready to send your claim, check the box indicating you agree to the terms and conditions.
- Send your claim.
- Your food program information (menus, attendance, meal counts) will NOT be editable once you send your claim. If you send your claim and then realize a change is needed, please contact your food program sponsor.

Reports

Verify In/Out Times: To view the Verify In/Out Times report and see the in/out time of the children for a selected month:

- Open KidKare and go to Reports
- Select the Meals and Attendance category
- Select the Verify In/Out Times report
- Select a month
- Hit the Run button
- You will see the list of children with their in/out times, grouped by date.

Children who have been marked in, but not out will have a "problem" listed.

Calendar

Use the provider calendar: You can document days that you are closed for business, open on a holiday, or doing an off-site meal using the provider calendar.

- Go to the Calendar option from the main menu.
- Make sure the "Provider" option is selected at the top
- Drag and drop the "draggable events" onto the calendar
- To delete an event that you added by mistake, just click/tap the event on the calendar and you will see a red delete button.

Use the child calendar: You can document children that are present on a holiday, in your care when school was out, or in your care because they were too sick to go to school.

- Go to the Calendar option from the main menu.
- Make sure the "Child" option is selected at the top
- Select a child from the drop-down box (either by typing their name or click the "+" to expand the categories)
- Drag and drop the "draggable events" onto the calendar

