**Introduction to KidKare**

# Log In to KidKare

1. Go to [kidkare.com](http://kidkare.com/) and click ***LOG IN***. If you’re on a smartphone or tablet, tap the menu icon to display the LOG IN option.
2. Enter the username and password that has been provided to you by your Sponsor.

**Note**: KidKare is a web-based application that works in most web browsers. There's no need to download or install any software on your computer or phone to use KidKare.

**Use the Navigation Menu**

All the KidKare features are accessible from the navigation menu located on the top left under the KidKare logo.

* The navigation menu can be collapsed to provide more room in the main window. Click the “«” button located at the bottom of the navigation menu.
* Quickly get help by using the Help overlay. Click the “?” button to turn the overlay on/off. Click the light bulb icon to view the quick help for an item.
* Click the settings button to access application settings.

**Note:**When using a mobile device the navigation menu is collapsed and can be expanded by taking the “≡” located at the top, left of the KidKare logo.

**Enrolling a New Child**

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

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

**Note**: On the third page of the enrollment form, you will find the "Days in Care" section. Select the first day of the week the child will be in your care and provide the in and out times. Once this is done for the first day, KidKare will automatically set this time for each following day you include.

# View Pending and Withdrawn Children

You can view a complete list of your children under ***My Home >> My Kids****.*

1. Click on the gear icon on the right side of the screen to change your view settings.
2. Choose the list(s) you wish to view, such as "active," "pending," and "withdrawn."
3. You may also decide to sort the children by first or last name.
4. 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***.

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

# View Kids by Enrollment Status

You can view your children by enrollment status under **My Home >> My Kids**.

1. Click the gear icon to the right of the screen.
2. Select the enrollment status you would like visible.
3. 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 your children.

**Note**: You can also sort children by infant or non-infant.

# Upload Child Photos

**How to upload child photos using an image already stored on your device:**
 1) Select the child then click the camera icon to the bottom right of the child's default image
2) Click the "choose" button and select  "photo library"
3) Browse to the folder containing the photo you'd like to upload and click on the photo
4) 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:**
 1) Select the child then click the camera icon to the bottom right of the child's default image
2) Click the "choose" button and select "take photo"
3) Take the child's picture and click the "use photo" option at the bottom right
4) Click the check mark at the bottom right of the child's "default image" box to complete the upload.

**Print an enrollment renewal worksheet**

To print an enrollment renewal worksheet that you can use to re-enroll children into the CACFP:

* Login to [app.kidkare.com](http://app.kidkare.com/).
* 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.

# 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](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf) 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.

# Create a Reusable Menu

You can create a reusable menu under ***Meals >> Add/Edit Menus****.*

1. First, select either infants or non-infants, depending on which age group you'd like to create a menu for.
2. Click the + Add Menu button on the top, right of the screen.
3. Indicate the meal type for the new menu (breakfast, snacks, or lunch/dinner).
4. Give your menu a name.
5. Select the food items for each component.
6. 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.
7. Be sure to **Save**when you're done!
8. 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.

Note: You can revisit these menus at any time to make adjustments.

# Select a Pre-Planned Menu

You can select a pre-planned menu by going to ***Meals >> Enter Meal***.

1. Be sure the items at the top of the screen are complete: date, infants or non-infants, meal type, and time.
2. Click the Menus button.
3. A list of your pre-planned menus will appear.
4. Select the menu you want.
5. 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.*

# Bold Meals in Scheduled Menus Calendar

When you access your Scheduled Menus Calendar, you may notice that some meals are bold and some are not. The menus that are in bold were created using a menu template. This could be any of your *[MyMenus](https://help.kidkare.com/help/create-a-reusable-menu%22%20%5Co%20%22Create%20a%20Reusable%20Menu%22%20%5Ct%20%22_blank)*, or a Master Menu from your sponsor. The ones that are not bold are ones that you have entered individual food items for.

**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.

1. Click on ***Meals > Scheduled Menus***
2. 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).
3. Once you've found the month from which you want to copy the menus, click on the "Copy Days" button.
4. 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.
5. If you have no menus on weekends, be sure and put a check mark in the "skip weekends" box.
6. 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 January 2017's menu to February 2017'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.

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

# Recording whole grain-rich

Under the [new meal pattern](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_MealBP.pdf), providers are required to serve at least one [whole grain-rich food](https://fns-prod.azureedge.net/sites/default/files/whole_grains.pdf) per day and indicate that the food was whole grain-rich when recording menus.

When your account has been upgraded for the new meal pattern, you'll notice a new option on the [Enter Meals](https://help.kidkare.com/help/record-a-meal-d07151e) screen.

When you serve a whole grain-rich food, *after* you have selected the bread/alternate, be sure to click/tap the "Is this whole grain-rich" option to make it say **Yes**.

After you **Save**this menu, if it’s something you plan to serve again, you can hit the **+Create MyMenu** button, give the menu a name, and your menu and whole grain-rich option will be saved for you for next time!

# Send To Sponsor

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

1. At the top of the report you will see a notice that reads, "**Not Sent to Sponsor**" indicating this claim has not been sent.
2. Review your report and check for any issues.
3. Once you are ready to send your claim, check the box indicating you agree to the terms and conditions.
4. Send your claim.
5. 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.

**Note**: After you send your claims, the notice at the top of the screen will change to "Sent to Sponsor" in green writing and will include the date and time you sent the claim

# Print an Enrollment Form

You can print an enrollment form under ***Reports****.*

1. For the "Select a category" drop down box, choose "Child."
2. For the "Select a report" drop down box, choose "Child Enrollment."
3. Select the child.
4. Click or tap on the Run button.
5. The report will download. Click on the report at the bottom of your screen once it has finished downloading.
6. Review and print the report. A parent and provider signature is required at the end of the report.
7. Send the signed enrollment form to your sponsor.

**Note**: This video was made using Google Chrome. Printing from a different web browser may be different.

# Print a blank enrollment form

To print a blank enrollment form:

1. Select the **Reports**option from the main menu
2. Select the **Worksheets**category
3. Select the **Blank Enrollment Form**option
4. A PDF will be generated

# 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

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.