

KidKare Menus

1. You will receive a welcome message from KidKare that will contain your password and username. If you lose this information contact Aimee.
2. Use Mozilla Firefox as your browser, it is the most compatible
3. Sign in and enroll children. You will be unable to make changes to the enrollment so call me if you have troubles.
4. Print the enrollment, if no printer call and I'll print them for you.
5. Have a copy on file for your records.
6. Have parents and provider sign the enrollment and it should be dated for the first date of the service and as children enter your program
7. Mail signed enrollment to our office (PO BOX 186, Ferndale NY 12734)
8. Go to enter meal- pick date and meal and enter the foods you served.
9. On the bottom check off children if they had that meal. Check the shift the child was there according to the times you set.
- 10.SAVE
- 11.Document daily
- 12.At the end of the month Submit to sponsor

Reminders

Do not enter time in/out

Use the calendar to mark when you are closed or children did not have school

Check out reports like your claim reports and tax write off reports

If child is not in school that day mark them on their attendance bar, after shift click the 3 lines (the hamburger) and mark them there all day.