## Scheduling Menus Using KIDKARE

**<u>Step 1:</u>** Log in to KIDKARE. Click "Meals" on the left-hand side, and then click on "Schedule Menus".



**<u>Step 2</u>**: A calendar will pop up on the screen; click on "Schedule Menus" and "Non-Infants" tabs above the calendar. Be sure "Schedule Menus" and "Non-Infants" appear in blue. \*\*

?	08		🕋 > Calendar						
缩	Home	~	Provider Child	i Meals Schedu		Infants No	on-Infants		
	Check In/Out				August	2017		and the second se	
۲٩	Meals	>			August	2017	_	Copy days	< > Today
	Enter Meal		Sun 30	Mon 31	Tue 1	Wed 2	Thu 3	Fri 4	Sat
	Add/Edit Menus								
	Schedule Menus								
	Food Program	~		•					
	Reports			7	8	9	10	11	12
\$	Accounting								
<b>**</b>	Calendar								
	Messages		13	14	14 15	5 16	17	7 18	19
0	Get Help								
ወ	Logout								
	۲		20	21	22	23	24	25	20
			27	28	29	30	31		

**<u>Step 3</u>**: Click on the day you want to schedule meals for. A box will pop up with tabs for each meal and component for that day. Arrow down and choose each meal component for each meal.

? \$	🕋 > Calendar			
🚰 Home 🗸 🗸	Provider Child	Daily Menu Aug - 08/01/17		×
Check In/Out				
Meals >	C	Breakfast 8	AM Snack © ^	day
Enter Meal	<b>Sun</b> 30	Bread/Alternate	Meat/Alternate	5
··· Add/Edit Menus				
··· Schedule Menus		Fruit/Vegetable 1	Bread/Alternate	
Food Program V	6	Milk	Fruit/Vegetable 1	12
Reports				
\$ Accounting		Menus 🖋	Milk	
🛗 Calendar				
Messages	13		Menus 🖋	19
😮 Get Help		Lunch O 2	PM Snack	
ပံ Logout		Meat/Alternate	Meat/Alternate 🗸	
(>)	20			26
		Bread/Alternate	Bread/Alternate 🔹	
		Fruit/Vegetable 1	Fruit/Vegetable 1	
	27	Fruit/Vegetable 2	Milk	2
		Milk	Menus 🖋	

Step 4: After you choose each component for the meals you serve, be sure to click "Save".

6	Dinner	© ^	Eve. Snack	◎ ^
	Meat/Alternate	Beef Steak (010) 🔹	Meat/Alternate	Yogurt (180) 🔻
13	Bread/Alternate	Brown Rice (117) 🔻	Bread/Alternate	Oats (073)
	Fruit/Vegetable 1	Corn (167) 🔻	Fruit/Vegetable 1	Blueberries (006) 🔻
20	Fruit/Vegetable 2	Strawberries (046) 🔻	Milk	Skim (over 2) / Wholæ (under 2) (7)
	Milk	Skim (over 2) / Whole (under 2) (7)		Menus 🖋
27		Menus 🖋		
				Delete Save



Once you save the meals for that day this will appear on your calendar.

**<u>Step 5</u>**: Continue adding your meals for each day.

<u>Step 6:</u> If you wish to copy days.... Click on the "Copy days" tab and a window will appear and ask you what days you want to copy and where to copy them. Then, select "OK" (Hint: You can even copy the whole month.)

Provider	Child	Meals	Schedule Menus		Infants	Non-Infan	its		
			Aug	gust 2	017			Copy days	< > today
Sun		Mon	Tue		Wed		Thu	Fri	Sat
			31 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	1		2	3	4	5

Mools Schodule	Monus	Infants	Non Infants										
Repeat menu	Day Multi-	Day Infants	Non-Infan	ts	2	×							
What days would you like to copy?													
From	08/01/20	017	То	08/01/2017	<b>m</b>								
Begin pasting on:		08/02/2017	Ê	Skip weekends									
When you press OK, a you have selected wil	ОК												

## Once your Schedule Menu is complete for the month you can now print.

Provider	Child	Meals Sc	hedule Menus			Infants		Ion-Infants							
August 2017 Copy days <												ау			
Sun		Mon	Tue			Wed		Thu		Fri		S	at		
				1			2		3	4				5	<b>A</b>
			Breakfast		Breakfa	st		Breakfast		Breakfast	Break	dast			
			AM Snack		AM Sna	ck		AM Snack		AM Snack	AM S	nack			
			Lunch		Lunch			Lunch		Lunch	Lunch	h			
			PM Snack		PM Sna	ck		PM Snack		PM Snack	PM S	nack			
			Dinner		Dinner			Dinner		Dinner	Dinne	er			
			Eve. Snack		Eve. Sna	ack		Eve. Snack		Eve. Snack	Eve. 9	Snack			
	6		7	8			9		10	11				12	
Breakfast		Breakfast	Breakfast		Breakfa	st		Breakfast		Breakfast	Break	dast			
AM Snack		AM Snack	AM Snack		AM Sna	ck		AM Snack		AM Snack	AM S	nack			
Lunch		Lunch	Lunch		Lunch			Lunch		Lunch	Lunch	h			
PM Snack		PM Snack	PM Snack		PM Sna	ck		PM Snack		PM Snack	PM Si	nack			
Dinner		Dinner	Dinner		Dinner			Dinner		Dinner	Dinne	er			
Eve. Snack		Eve. Snack	Eve. Snack		Eve. Sna	ack		Eve. Snack		Eve. Snack	Eve. S	Snack			
	13		14	15			16		17	18				19	Ĵ.
Breakfast		Breakfast	Breakfast		Breakfa	st		Breakfast		Breakfast	Break	dast			
AM Snack		AM Snack	AM Snack		AM Sna	ck		AM Snack		AM Snack	AM S	nack			
Lunch		Lunch	Lunch		Lunch			Lunch		Lunch	Lunch	h			
PM Snack		PM Snack	PM Snack		PM Sna	ck		PM Snack		PM Snack	PM Si	nack			
Dinner		Dinner	Dinner		Dinner			Dinner		Dinner	Dinne	er			
Eve. Snack		Eve. Snack	Eve. Snack		Eve. Sna	ack		Eve. Snack		Eve. Snack	Eve. S	Snack			
	20		21	22			23		24	25				26	i.
Breakfast		Breakfast	Breakfast		Breakfa	st		Breakfast		Breakfast	Break	ƙast			
AM Snack		AM Snack	AM Snack		AM Sna	ck		AM Snack		AM Snack	AM S	nack			
Lunch		Lunch	Lunch		Lunch			Lunch		Lunch	Lunch	h			
PM Snack		PM Snack	PM Snack		PM Sna	ck		PM Snack		PM Snack	PM S	nack			
Dinner		Dinner	Dinner		Dinner			Dinner		Dinner	Dinne	er			
Eve. Snack		Eve. Snack	Eve. Snack		Eve. Sna	ack		Eve. Snack		Eve. Snack	Eve. 9	Snack			
	27		28	29			30		31						
Breakfast		Breakfast	Breakfast		Breakfa	st		Breakfast							
AM Snack		AM Snack	AM Snack		AM Sna	ck		AM Snack							•

<u>Step 7</u>: To print your menu click on "Reports" on the left-hand side. Arrow down and select the category "Menu Planning". Select the report "Scheduled Menus". Select the day.

ω.			
÷	→ C Secure	e   ht	ss://app.kidkare.com/#/reports
	<b>KidKar</b>	е	
?	¢\$		A > Reports
-	Home	~	
	Check In/Out		Scheduled Menus
- 11	Meals	~	Menu-Planning
	Food Program	~	
	Reports		
\$	Accounting		

You can only print them out by week. (For example, if you click August 1<sup>st</sup> then it will generate a report for the first week.) Click "Run", and then click on the printer icon.\*

1	KidKar	е						2
?	OS SO		🚷 > Reports					
섵	Home	~						
3	Check In/Out		Scheduled Menus	- 08/01/2017				
¥1	Meals	~	Menu Planning	. ۳.	Scheduled Menus	• 08/01/201	17 🛍 Infan	ts Non-Infants
	Food Program	~	Run					
	Reports							
\$	Accounting		Provider Name :					
6	Calendar		Meals Tue -	08/01	Wed - 08/02	Thu - 08/03	Fri - 08/04	Sat - 08/05

\*Be sure to print the entire month and post them for parents to see.

\*\*If you have infants return to Step 2 and click "Infants" instead. Click the ages of your infants. You will notice if you have more than one infant it gives you the option to select for "All Children". You can also click the drop down arrow and select the child by name. (See below) Remember to click "Save". Repeat steps above.

ar Child	Daily Menu Aug	- 08/01/1 0-3 4-7 8-	All Children	¥	×
	Breakfast	0 ^	AM Snack	8 ^	ау
30	Infant Milk	Reset Type to search	Infant Milk	🔹	5
6	Lunch Infant Milk	Breast Milk / Iron Fort. Infant Formula (11) Non-Iron Fort.	PM Snack Infant Milk	· · ·	12
13	Dinner	Infant Formula, Dr Statement Required (12) Parent Supplied Formula (13)	Eve. Snack	Menus 🖋	19
	Infant Milk	T	Infant Milk	•	
20		Menus 🖋		Menus 🖋	26
27				Delete Sav	e2