Scheduling Menus Using KIDKARE

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

Step 2: 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. **

Step 3: 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.
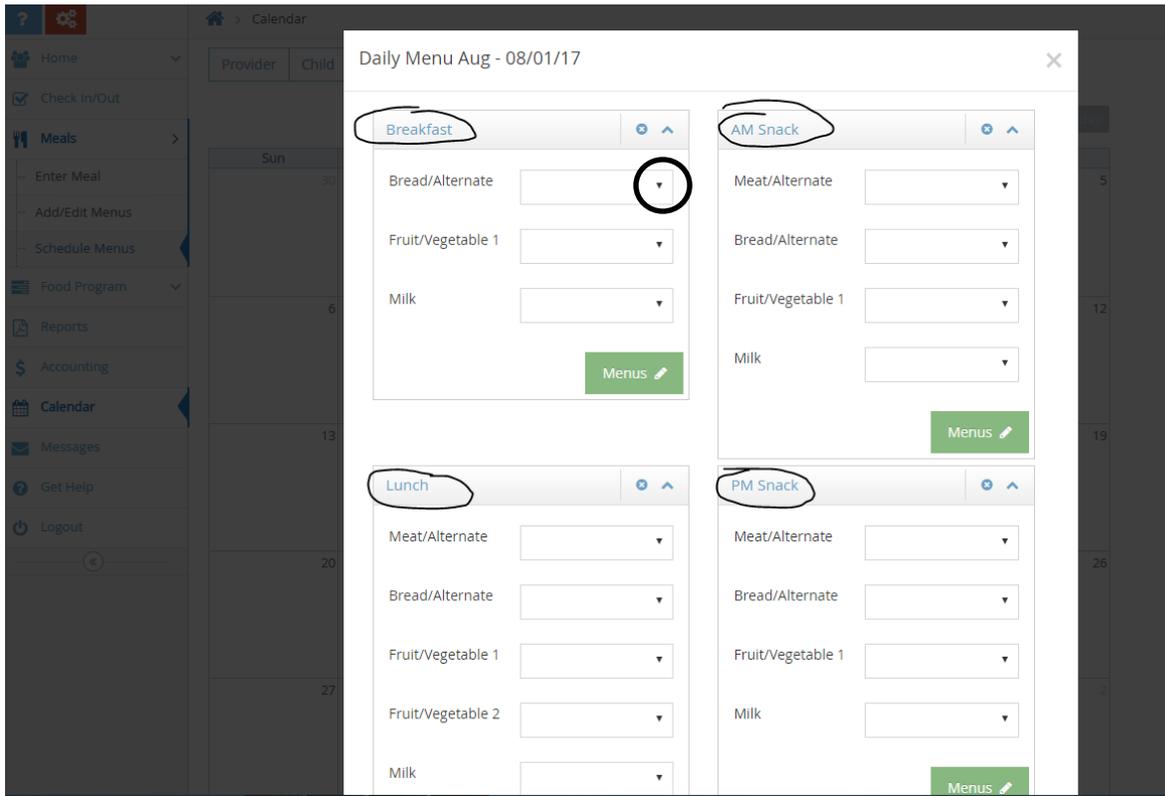
Step 4: After you choose each component for the meals you serve, **be sure to click "Save".**
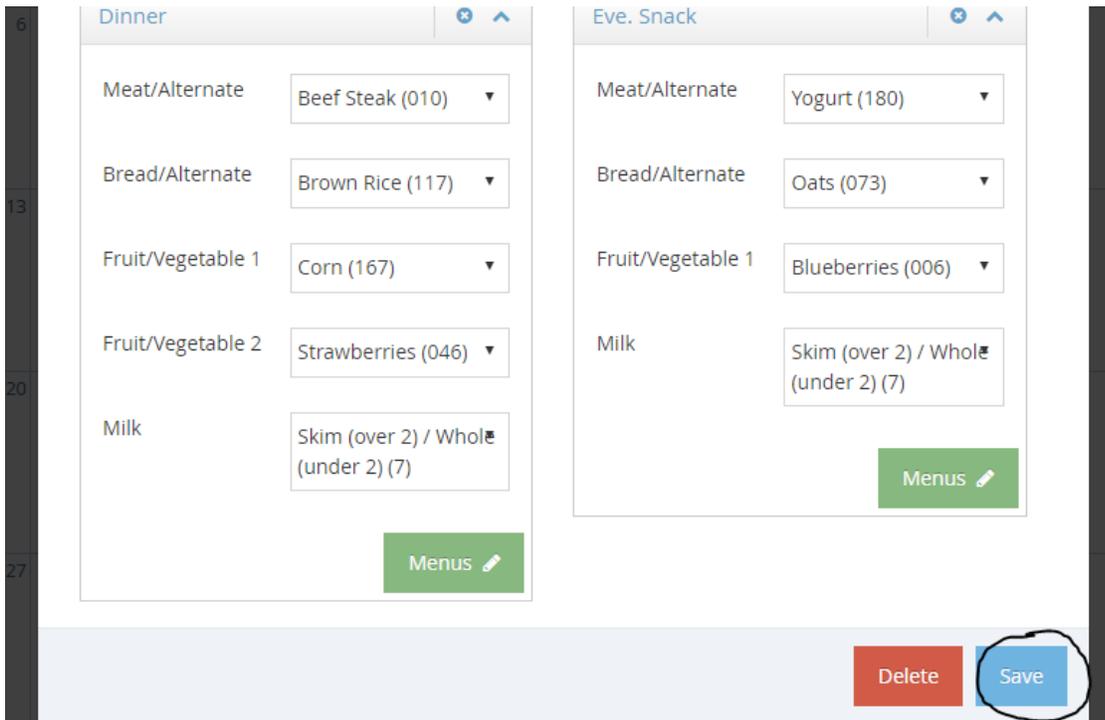
Once you save the meals for that day this will appear on your calendar.

Step 5: Continue adding your meals for each day.

Step 6: 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.)

Repeat menu | Day | **Multi-Day** | Infants | Non-Infants | ✕

What days would you like to copy?

From [08/01/2017   📅] To [08/01/2017   📅]

Begin pasting on: [08/02/2017   📅]   ☐ Skip weekends

When you press OK, any existing menus for the date range you have selected will be replaced with the menu.   **OK**

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

| Provider | Child | Meals | **Schedule Menus** | | Infants | **Non-Infants** |

August 2017   Copy days ‹ › today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	2 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	3 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	4 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	5 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack
6 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	7 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	8 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	9 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	10 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	11 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	12 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack
13 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	14 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	15 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	16 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	17 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	18 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	19 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack
20 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	21 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	22 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	23 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	24 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	25 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack	26 Breakfast AM Snack Lunch PM Snack Dinner Eve. Snack
27 Breakfast AM Snack	28 Breakfast AM Snack	29 Breakfast AM Snack	30 Breakfast AM Snack	31 Breakfast AM Snack	1	2

Step 7: 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.
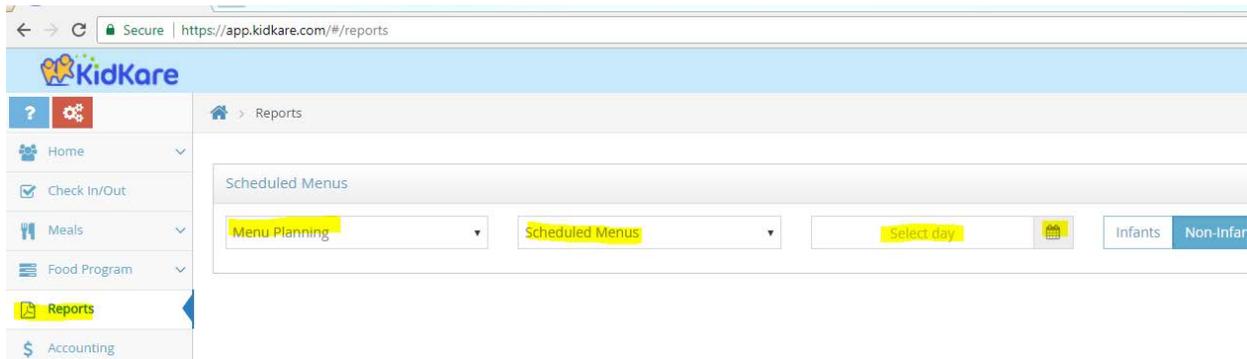
You can only print them out by week. (For example, if you click August 1st then it will generate a report for the first week.) Click "**Run**", and then click on the printer icon.*
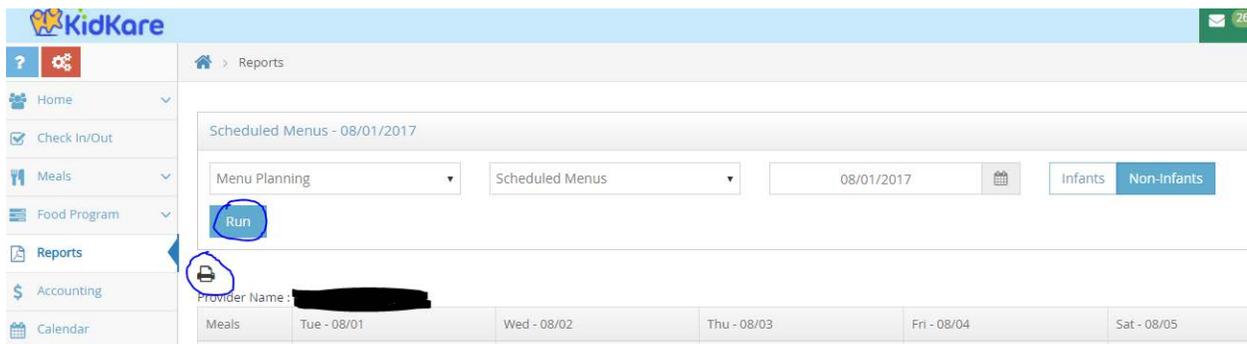
*Be sure to print the entire month and post them for parents to see.

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.