Meet KidKare

Contact The Association for Child Development to get started with KidKare
Phone: (800) 234-3287
Email: mifrontdesk@acdkids.org
Introducing KidKare

- User-Friendly.
- Web based.
- Works on MAC computers, tablets and smartphones.
- Three different languages: English, Spanish and Russian.
- Username and Password will be sent via email or you can call ACD to get setup.
Add KidKare to your home screen or favorites menu on your device.

Add website to Favorites on your Internet browser.
**My Kids** is the default on my **Home Screen** and you can filter what kids are shown.

- Click or tap on the **Gear** button on the top left and click or tap on the children you would like to see by default. It varies from Active, Pending, Withdrawn, Infant and Non-Infant.
- Sort your children by **First Name** or **Last Name**.
- You can add a picture of the child by clicking on the camera underneath their name. A screen will appear to click or tap on **Choose** so you can choose a picture from your gallery. Once you chose the picture click on the white check mark.
Home Screen: My Kids

- **Withdraw, Expiration date** and **Status** is shown below the child’s photo.
- **Child Details**: The child information will appear under this tab. Name, date of birth, enrollment date, participates in CACFP, race, ethnicity, gender, relation to provider, is child of migrant workers, special needs, special diets
- **Contact Details**: The parent’s information will appear under this tab. Parent’s name, address and phone number.
- **School Details**: The child’s school information will appear under this tab. School district, school name, grade/level, days in school, depart time and return time.
- **Attendance Details**: The child’s meals, times and days in care will appear under this tab along with the option if days and times will vary.
Home Screen: My Kids

- An example of what the information looks like under the child.
- You can only edit the parent’s information.
**Home Screen: My Site**

- **Provider Detail** will coincide with what ACD has on file.
- You can edit any information as you wish on **Provider Detail**.
- You cannot edit the **Business Detail** information.
- You can reset your password by clicking on the highlighted **Click to reset**.
**Add a Child**

- Fill out all required fields marked with an **Asterisk**.
- **1. Step: Child Information**: First, Middle and Last Name, Birthdate, Enrollment Date (First day you will start claiming on Food Program), Child’s Race, Child’s Ethnicity, Child’s gender, Check if child has a Special need, special diet or if child has Migrant Worker parents.
- **Participates on CACFP** should always be checked if child is being claimed on the Food Program.
- **2. Step: Parent Information**: If the child has a sibling already enrolled on the Food Program, click or tap on Existing and it will pull up the Parent information that already exist in the program. If parent is not in the system fill in the required information.
- **Step 3: Days in Care**: Click or tap on the days the child will be attending and the hours. Click or tap on the **Participating Meals** that child will be served while in care. If the child is an infant, fill in the required details for infants.
• Child In/Out is **NOT** required through ACD.
• Click or tap on the child when they first arrive and it will record the exact time they are in.
• Click or tap on the child when they leave and it will record the exact time they are out.
• Click or tap on Apply Enrollment times and it will apply the times that are on the Child Enrollment times.
Meals: Enter Meals

- Click or tap on the desired Date.
- Click or tap on Infants or Non-Infants.
- Click or tap on Select Meal to record desired meal.
- If you do not shift Serving 1 will have a time and Serving 2 will be blank. If you shift Serving 2 will also have a time.
- Click or tap on meal components until each one is filled in.
- Click or tap on Menus to choose a Master Menu meal or from menus created by you the provider.
- Repeat steps for infants if non-infants was recorded first.
**Meals: Enter Attendance**

- Click or tap on the child’s name who was in care for the recorded meal.
- Click or tap on the three bars at the end the child’s name to record if child was Sick, No School or Present on Holiday.
- If shifting click or tap on the number 2 next to the child’s name.
- To uncheck a child for attendance click or tap on the child’s name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer, Abree</td>
<td>3y</td>
<td></td>
</tr>
<tr>
<td>Ball, Lucy</td>
<td>5y</td>
<td></td>
</tr>
<tr>
<td>Bashore, Anne</td>
<td>6y</td>
<td></td>
</tr>
<tr>
<td>boy, baby</td>
<td>1y</td>
<td></td>
</tr>
<tr>
<td>Boy, stan</td>
<td>1y</td>
<td></td>
</tr>
<tr>
<td>cddoper, johnny</td>
<td>2y</td>
<td></td>
</tr>
</tbody>
</table>
- Click or tap on **Infants** or **Non-Infants**.
- Click or tap on **Add Menu**.
- Click or tap on the meal you would like to created.
- Name the menu.
- Click or tap on each meal components until they are all filled in.
- Click or tap on **Save** once you have created the menu.
- If you click on **MyMenus**, your meal will appear on the list along with the Master Menus created in the program.
- The meals shown can vary by what is highlighted on the screen. I.E. if you click or tap on **Breakfast**, only the Breakfast menus will appear.
Meals: Schedule Menus

- Click or tap on a day on the calendar to schedule a menu.
- Daily Menu screen will appear, start adding the individual meal components for each meal you want schedule for the day. You can use Menus to choose from the Master menu list or your list of meals created.
- Once the meals are entered, click or tap on Save at the bottom of the screen.
- Your meals scheduled will show on the calendar by the name of the meal on the day they are scheduled for.
Click or tap on the **Repeat** icon under the infant box.

You have two options to copy: **Day** or **Multi-day**, click or tap on the desired option.

Click or tap on **Day** and it gives you three different options to copy: **Daily**, **Weekly** and **Monthly**. Click or tap on the desired option. Follow the prompts to copying as seen on the right.

Click or tap on **Multi-Day** and select the starting day and end date to copy. Click or tap on the day you would like to start pasting and you can skip weekends if desired.
• **Provider Calendar**: You can use the **Closed for Business** and **Off-Site Meal** bars to drag on a day that you will be doing either or.

• **Child Calendar**: You can use the **No School**, **Sick**, or **Present on Holiday** bars to drag on the day the day it pertains to the child’s schedule. Please remember you still have to send in a Holiday Note to receive reimbursement through the food program.

• **Meals Calendar**: You can see what meals were claim on a day of the month. Click or tap on the abbreviation and the meal and attendance will appear. They are shown by abbreviation **B**: Breakfast, **A**: Am Snack, **L**: Lunch, **P**: Pm Snack, **D**: Dinner and **E**: Evening Snack.
• **Child**: Under this category you can print two forms; the child enrollment form which is used to renewal expired forms or print pending children. The child In/Out Times report is for your personal use.

• **Meals and Attendance**: Under this category you can print a variety of reports that pertain to what you have recorded for meals and attendance for the month.

• **Claim Statements**: Under this category you can print a variety of forms that pertain to your monthly claim submission.

• **Worksheet**: Under this category you can print a variety of reports that pertain to forms that can be used for your personal use for daycare.

• **Menu Planning**: Under this category you can print a variety of reports that pertain to meals already created by USDA, Minute Menu and Menus created by you the provider.
Food Program: Send to Sponsor

- When meals and attendance is completed for the month, provider has to submit the claim to the sponsor.
- Under Send to Sponsor there is all the number of meals claimed, days with meals claimed and the number of children claimed. It will also show you if there is any pending children that need enrollment forms sent to ACD.
- Next to the month you will see if the claim has been submitted to the Sponsor. If it has you will see the date and time it was submitted.
- If it has not yet been submitted you can submitted without switching claims months or calling ACD.
### Food Program: View Claims

- The number of meals claimed.
- The date the claim was submitted to the sponsor.
- The date the claim was submitted to the State by your Sponsor.
- The date the claim was paid.
- The reimbursement amount.

<table>
<thead>
<tr>
<th>Meals</th>
<th>Tier 1</th>
<th>Sent to sponsor</th>
<th>Processed</th>
<th>Sent to state</th>
<th>Paid</th>
<th>Total Federal $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>254</td>
<td></td>
<td>04/11/2016</td>
<td>04/11/2016</td>
<td></td>
<td>$1,149.90</td>
</tr>
<tr>
<td>AM Snack</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM Snack</td>
<td>263</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eve. Snack</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• **Inbox**: Any messages sent from a mass message from ACD or the field monitor will appear in your inbox of messages.

• **Sponsor Call Log**: Any messages sent from ACD personally for only the provider.

• **Archived**: Any messages you would like to save can be saved under the archived tab.
Create a Ticket

Welcome to the KidKare Knowledge Base

How can we help?

Subject:

How do I...

- Online Website: https://help.kidkare.com/help/contact-us and follow the prompts.
- Email: support@kidkare.com
Any Questions?