



### It Is Re-Enrollment Time!

Every year all of the children that you claim for need to be re-enrolled.

#### Important things to remember:

1. Later this month you will receive by mail an envelope with two identical sets of re-enrollment forms. Please call the office if you have not received it by the end of March.
2. This packet must to be returned to the office by **April 12th**. If we do not receive your re-enrollment packet by the due date, all children will be removed from the system automatically!

#### Suggestions:

1. If a child's re-enrollment form gets misplaced (parent lost it, document got ruined, etc.), simply have the parent fill out a blank enrollment form. If you need extra enrollment forms, you can always call the office for more.
2. Please read the instructions that will be given in the Re-enrollment Packet. This will help you and us to make this process a success!
3. When April 12th is approaching, if you do not have all your re-enrollments signed by the parents, please send what you have and the rest can be sent separately.
4. If you start a new child in the month of March, he or she will not be part of your re-enrollment packet because the original enrollment for March is valid for the entire year. They do not need to be re-enrolled.

### Creating KidKare Menus in Advance

Did you know that you can enter your menu components for each meal served for a week or month in advance?

This is a great way to plan in advance, know what to shop for and print/post so that the parents can see what is being served!

#### Follow the steps below:

1. Log in to your KidKare.
2. From the menu to the left, click **Calendar**. Note that any meals you have already scheduled display on the calendar.
3. Click on **Schedule Menus**.
4. Select **Infants** or **Non-Infants** (whichever age group menu you are posting).
5. Click the **date** for which to schedule menus. The **Daily Menu** pop-up opens.
6. Use the **drop-down** menus to select the components for each listed meal. You can also click **Menus** to select a saved menu.
7. When finished, click **Save**. The meal automatically displays on the "Enter Meal" page for that day when you select a meal time.
8. To add additional meals, just repeat the process until the week or month is complete up to what works for you.

Lastly, if you plan to use this feature of KidKare please note that you will need to go in to "edit" any meal that you swap a food. An example would be a Breakfast posted in advance of:

**Milk, UFL Whole 1-2 yrs/UFL 1% or Skim 2-12 yrs/FL Fat-Free 6-12 yrs, Bananas, Rice Krispies**

But you are out of Bananas on the day it was listed, you would need to edit by taking the Bananas off and adding a different fruit.



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