

# HOLIDAY PERIODS

Holiday Periods enables the service to block out days of care when the service does not want to charge parents.

For example: After School Care children over the school holidays.

This tip sheet will walk you through:

- [Creating a Holiday Period](#)
- [Edit a Holiday Period](#)
- [Delete a Holiday Period](#)
- [Troubleshooting](#)

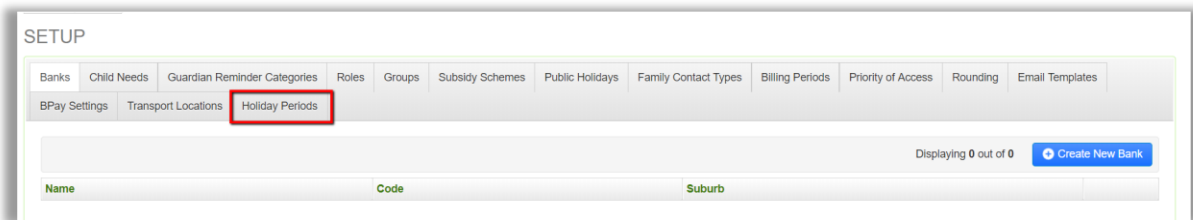
## Summary

1. Click on the Settings Cog
2. Select Setup
3. Click on Holiday Periods Tab
4. Click Create Holiday Period
  - a. Enter Name
  - b. Enter Start Date (first day of the holiday)
  - c. Enter End Date (last day of the holiday)
  - d. Select Program (either select all or individual)
  - e. Select Children (either select all or individual)
  - f. Click Save

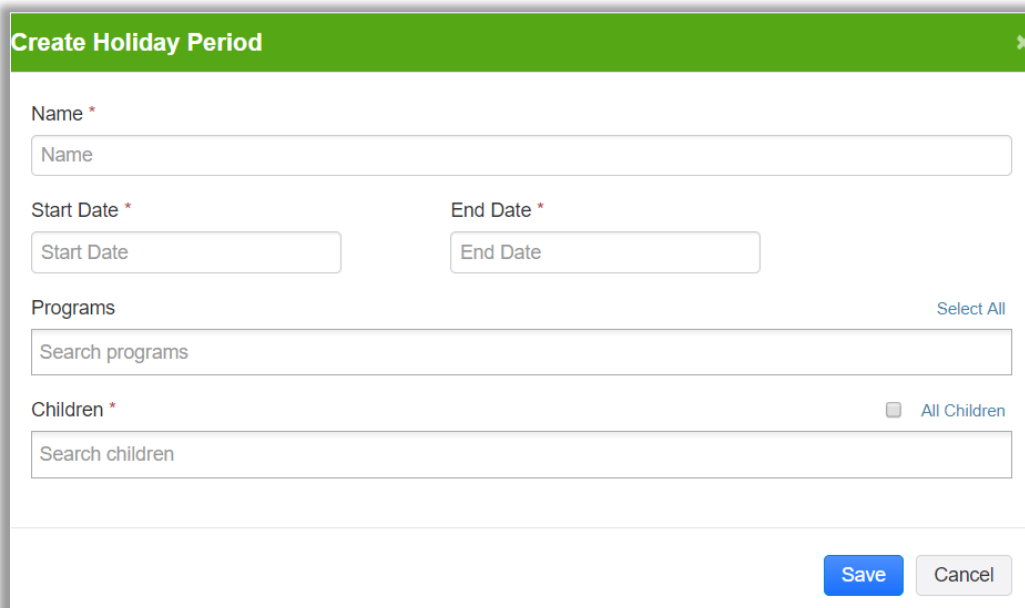
# HOLIDAY PERIODS

## Detailed

Holiday Periods are located in the **setup** option within cog settings:



Holiday Periods can be easily added by selecting the **Create Holiday Period** button and entering the **name**, **start** (first day of the block out period) and **end date** (last day of the block out period).

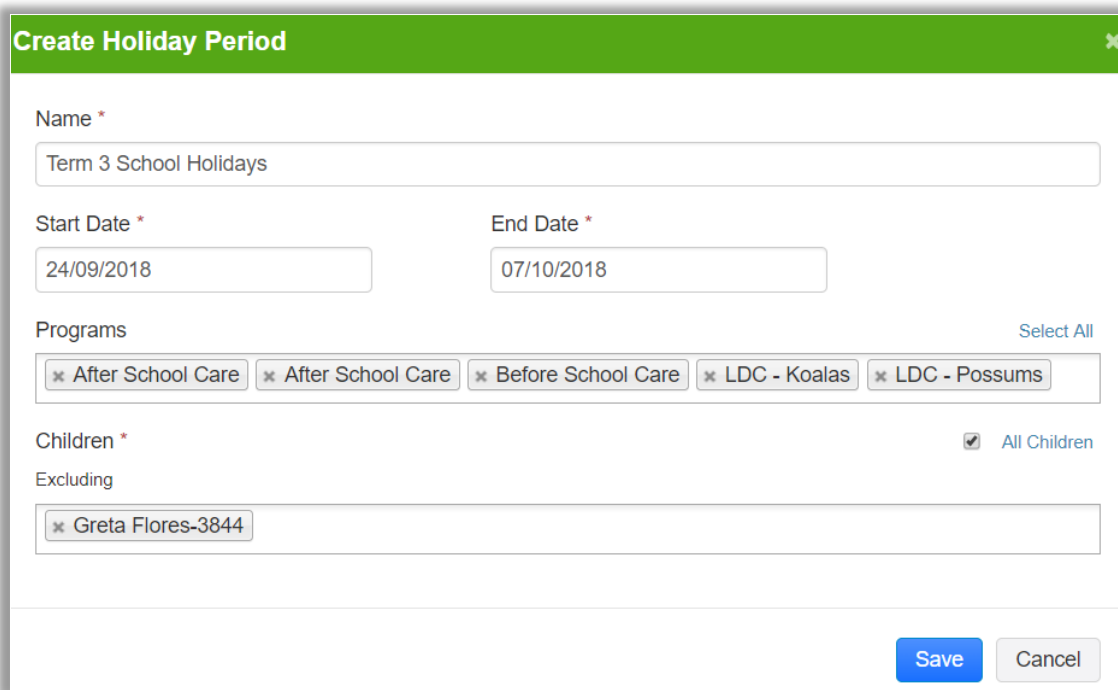


The screenshot shows the 'Create Holiday Period' form in the Redbourne Child Care Services application. The form has a green header with the title 'Create Holiday Period' and a close button. The form fields are: Name \* (text input), Start Date \* (date input), End Date \* (date input), Programs (text input with a 'Select All' button), and Children \* (text input with a 'All Children' checkbox). The 'Save' and 'Cancel' buttons are located at the bottom right of the form.

## Detailed cont.

Next select the **program** and the **children** you wish to apply this to.

If you select all children, you do have the option of excluding certain children if you need by clicking on the X within their name box:



**Create Holiday Period**

Name \*

Term 3 School Holidays

Start Date \*      End Date \*

24/09/2018      07/10/2018

Programs Select All

✕ After School Care   ✕ After School Care   ✕ Before School Care   ✕ LDC - Koalas   ✕ LDC - Possums

Children \*  All Children

Excluding

✕ Greta Flores-3844

Save   Cancel

Then, **save** the holiday period.

Now that you have created the holiday period, if you forecast for this period no children will forecast in daily sessions for these dates or programs.

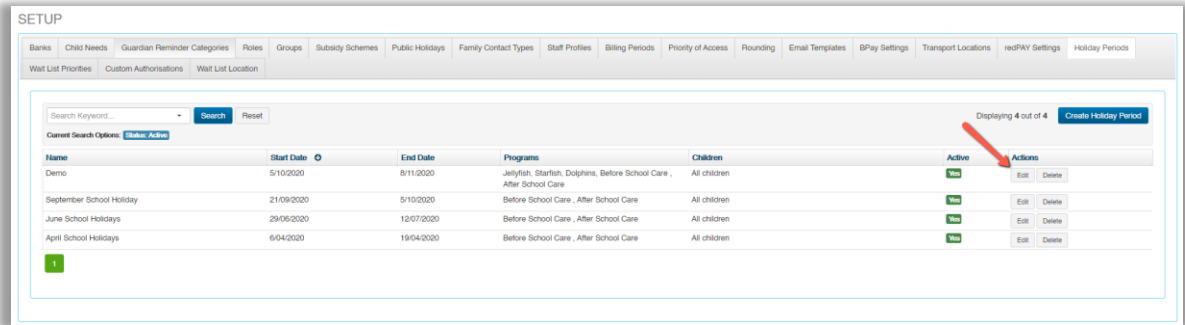
***NOTE:** If a public holiday falls in the holiday period time and you want to charge for the public holiday you will need to make sure you set the holiday period dates not to include this day. The public holiday will also need to be entered into the public holiday register in the setup menu.*

# Detailed cont.

## Edit a Holiday Period

If you have entered in the wrong date, or chosen the wrong room you can edit the holiday period.

To do this navigate to the holiday period and click on edit:



The edit holiday period screen will open, this is where you can make the changes required then click save:

**Edit Holiday Period** ✕

Name \*

Start Date \*  End Date \*

Programs Select All

After School Care
  Before School Care
  Dolphins
  Jellyfish
  Starfish

Children \*  All Children

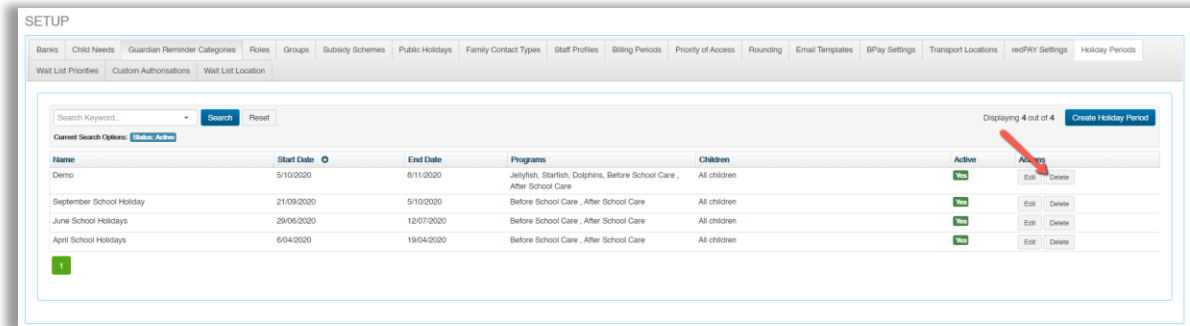
Excluding

Active

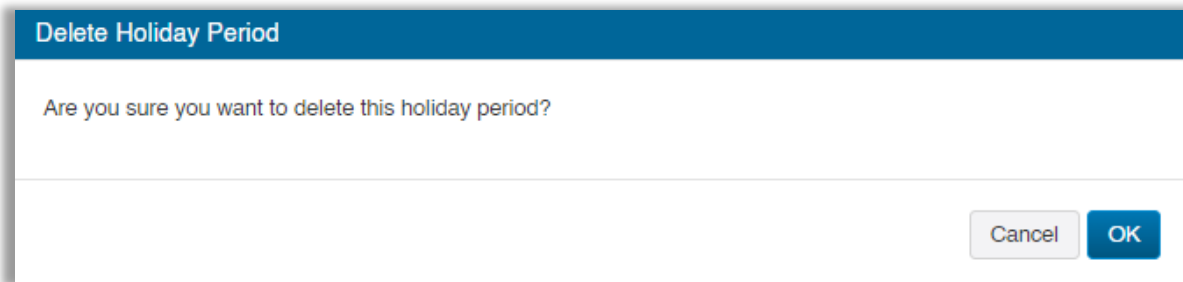
# Detailed cont.

## Delete A Holiday Period

If you want to remove a holiday period, find the holiday period and click on the delete button:



You will then receive a confirmation message:



Once you click ok, the holiday period will be removed.

# HOLIDAY PERIODS

## Troubleshooting

**Issue:** Daily sessions have still forecasted.

**Why?** Holiday periods need to be entered prior to forecasting for the week of the holiday period

If you have already forecasted for the week of the holiday period, it will not remove the sessions.

**Resolution:** You will need to cancel these sessions.

**Issue:** I have entered in the wrong dates, what now?

**Resolution:** You can edit the holiday period and adjust the dates. To do this:

1. Click on the settings cog
2. Select Setup
3. Click on Holiday Periods Tab
4. Find the holiday period and click Edit
5. Adjust the date and click Save

**Question:** How far in advance can I enter a holiday period?

**Resolution:** There is no restrictions here. Just as long as you enter the holiday period in *before* you forecast.