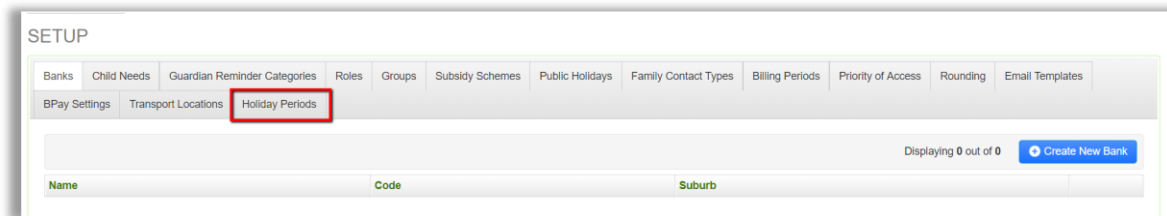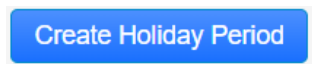# Holiday Periods

Holiday Periods enables the service to block out periods of days when then service does not want to charge parents. For example: After School children over the school holidays.
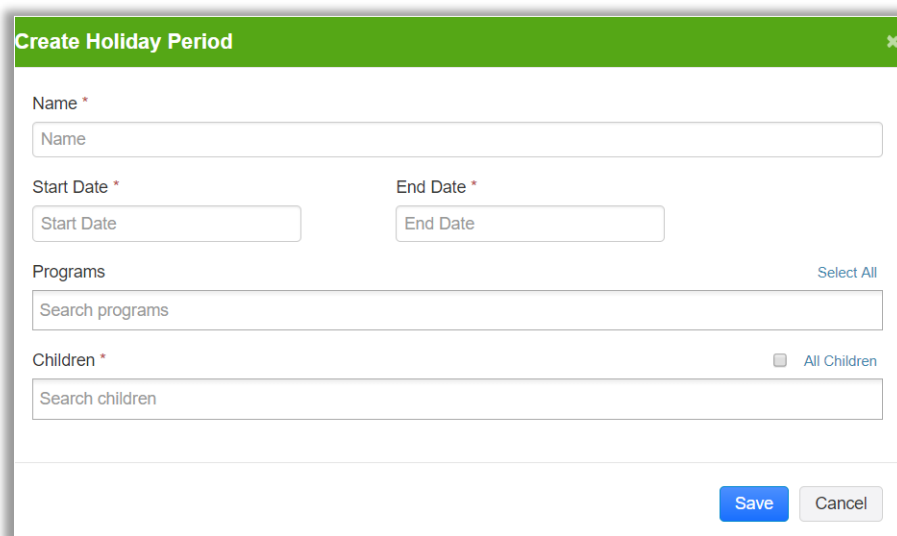
Holiday Periods are located in the setup module within Settings:

Holiday Periods can be easily added by selecting the **Create Holiday Period** button and entering the **name**, **start** and **end** date.

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

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Then, **save** the holiday period.

Now that you have created the holiday period, you go and 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.

Troubleshooting

Issue: Daily sessions have forecasted.

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.