

## 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':

Redbourne Child Care Services - CBC - Site 1	Child Care 👻	Proce	
Home			Redbourne Child Care Services
			Account Settings
			ECCS Provider
			CCS Supporting Docs
			左 Site Settings
			Parent Portal Permissions
			Sector Approvals
			🖕 🗁 Users/Personnel
			🖋 Setup

S	SETUP											
	Banks	Child Needs	Guardian Reminder Categories	Roles	Groups	Subsidy Schemes	Public Holidays	Family Contact Types	Billing Periods	Priority of Access	Rounding	Email Templates
	BPay Settings Transport Locations Holiday Periods											
				-						Displ	aying <b>0</b> out of	0 • Create New Bank
	Name			c	Code			Suburb				

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

Create Holiday Period bu

button and

reate Holiday Period		
Name *		
Name		
Start Date *	End Date *	
Start Date	End Date	
Programs		Select All
Search programs		
Children *		All Children
Search children		
		Save Cancel

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

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 S	nool Care 🗴 Before School Care 🗶 LDC - Koalas 🗶 LDC - Possums
Children * Excluding	All Children
× Greta Flores-3844	
	Save Cancel

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.

## **Troubleshooting**

- 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. You will need to cancel these sessions.
- 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.

