

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:

Home	Redbourne Child Care Services
	Account Settings
	CCS Provider
	CCS Supporting Docs
	Site Settings
	Parent Portal Permissions
	🗲 Approvals
	🖕 🗁 Users/Personnel
	✗ Setup

Banks Child Needs	Guardian Reminder Categories	Roles	Groups	Subsidy Schemes	Public Holidays	Family Contact Types	Billing Periods	Priority of Access	Rounding	Email Templates
3Pay Settings Transport Locations Holiday Periods										
								Displ	aying 0 out of 0	Create New Bank
Name			Code			Suburb				

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

Create Holiday Period

button and

Name *			
Name			
Start Date *	End Date *		
Start Date	End Date		
Programs			Select Al
Search programs			
Children *			All Childrer
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





reate Holiday Period		
Name *		
Term 3 School Holidays		
Start Date *	End Date *	
24/09/2018	07/10/2018	
Programs		Select Al
× After School Care × After	er School Care] [* Before School Care] [* LDC - Koala	s 🛛 🗙 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.

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.

