

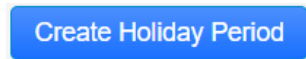
# Holiday Periods

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.

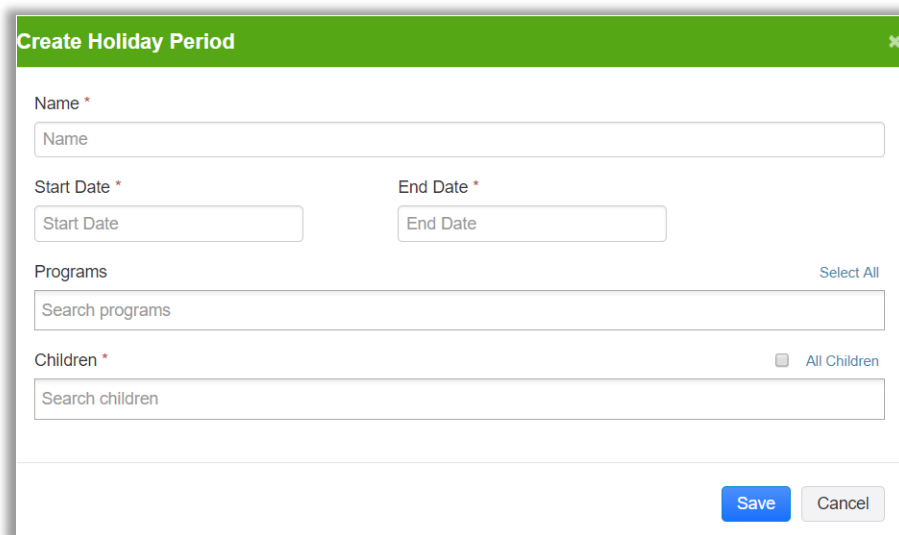
Holiday Periods are located in the setup module within Settings:



Holiday Periods can be easily added by selecting the



button and entering the **name**, **start** and **end** date.



**Create 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 \*

Start Date \*       End Date \*

Programs Select All  
 After School Care  
  After School Care  
  Before School Care  
  LDC - Koalas  
  LDC - Possums

Children \*  All Children

Excluding  
 Greta Flores-3844

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.