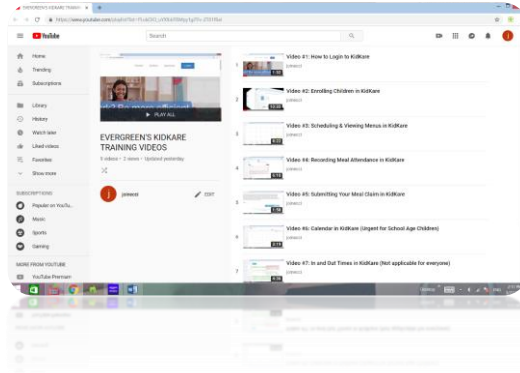


Evergreen's KIDKARE Training Videos

Total of 9 videos



To view the video playlist, click on the link below:

https://www.youtube.com/playlist?list=PLokOiO_uYXlbbTRMpy1giTFv-ZT81fBaI

REMINDERS

VIDEO #1: HOW TO ACCESS YOUR KIDKARE ACCOUNT

VIDEO #2: HOW TO ENROLL CHILDREN, PRINT ENROLLMENT APPLICATIONS & DELETE CHILDREN FROM YOUR ACCOUNT

- Providers must mail in OR personally bring in the **original** application to our office (faxed or e-mailed copies are not accepted).
- New children's enrollment applications are due within **5 days** from the parent signature date (provider signature is also required on the application).
- Incomplete enrollment applications will be mailed back.
- Providers are required to **keep copies** of their enrollment applications for **4 years**.
- If you finalized the enrollment application and realize that you made a mistake, please make any corrections manually with a **red pen**.

VIDEO #3: SCHEDULING & VIEWING MENUS

- Menus must be preplanned minimum 2 hours prior to the meal service. We suggest planning your menus the night before, for the week or month. If you need to make a change to a scheduled menu(s), please do so at least 2 hours before the meal service or the night before.
- We suggest you use a computer to schedule your menus to get a bigger view of your menus.

VIDEO #4: RECORDING YOUR DAILY MEAL ATTENDANCE

- You may use any electronic device to access KidKare.com. We recommend using your smartphone or tablet to record the meal attendance after each meal.

VIDEO #5: HOW TO SUBMIT YOUR MEAL CLAIM AT THE END OF THE MONTH

- There is no need to mail us any records. Simply submit your meal claim as mentioned on the video.

VIDEO #6: USING THE KIDKARE CALENDAR

- Please use the child calendar if you have **school age children** and the meals calendar to verify if your meal attendance saved (check at the end of each day).

VIDEO #7: CHECK IN/OUT TIMES (NOT APPLICABLE FOR EVERYONE)

VIDEO #8: HOW TO ACCESS IMPORTANT REPORTS (ERROR REPORT)

- It is provider's responsibility to review their own error report 2 business days after submitting their meal claim.

VIDEO#9: ACCOUNTING, MESSAGES AND LOGGING OUT

- Providers are **NOT** required to register for the accounting service offered by KidKare.