

## Adding Holiday/Closures to Cocoa

All closure days *must* be entered to Cocoa to accurately track attendance.

To add Holiday/Closure days:

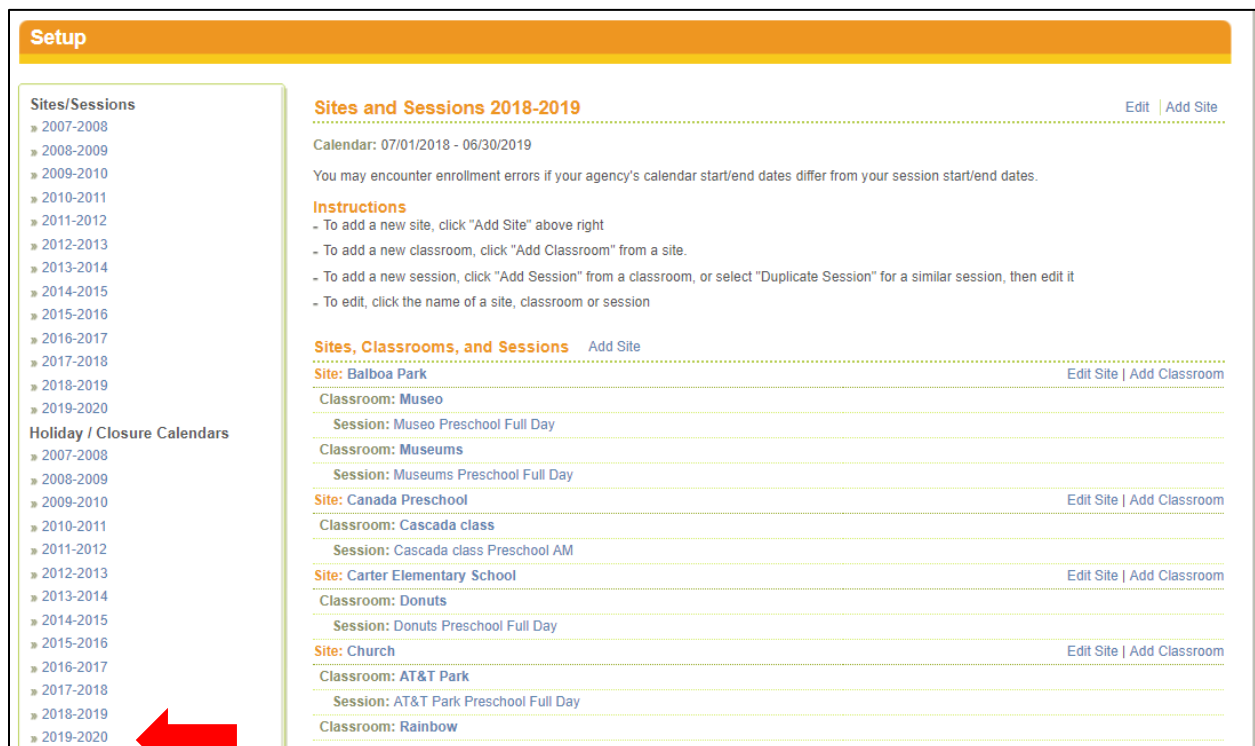
1. Select Setup in the top right hand corner.



Dashboard overview showing Enrollment Status, Notifications, and Find a Child options.

Site	Open	Filled
All Sites	302	25
Balboa Park	13	8
Canada Preschool	25	0
Carter Elementary School	25	0

2. Find Holiday/Closure Calendar and select 2019-2020.



Setup page showing the configuration for Sites and Sessions for the 2019-2020 school year.

**Sites, Classrooms, and Sessions** Add Site

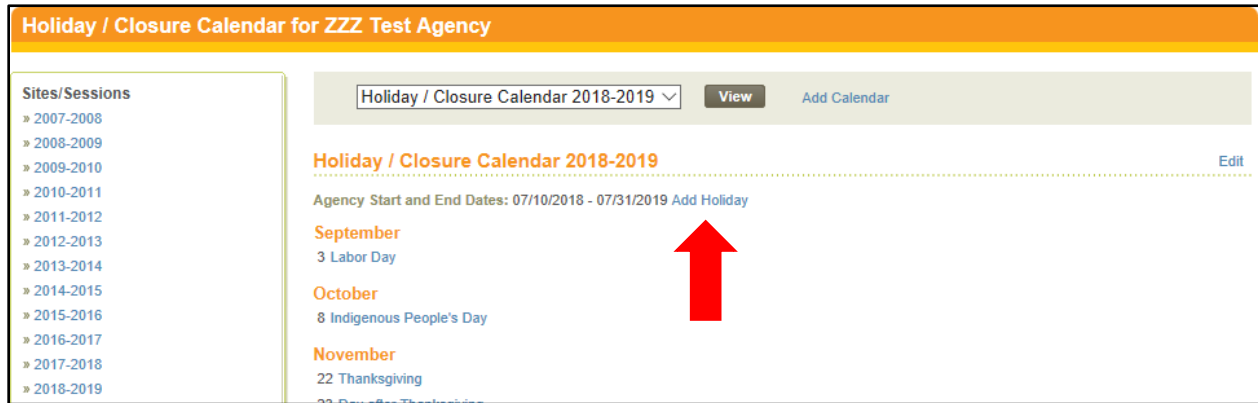
- Site: Balboa Park
  - Classroom: Museo
    - Session: Museo Preschool Full Day
  - Classroom: Museums
    - Session: Museums Preschool Full Day
- Site: Canada Preschool
  - Classroom: Cascada class
    - Session: Cascada class Preschool AM
- Site: Carter Elementary School
  - Classroom: Donuts
    - Session: Donuts Preschool Full Day
- Site: Church
  - Classroom: AT&T Park
    - Session: AT&T Park Preschool Full Day
  - Classroom: Rainbow
    - Session: Rainbow Infant/Toddler Full Day

Questions? Contact the Help Desk at **415-343-4669** or **support@childrenscouncil.org**

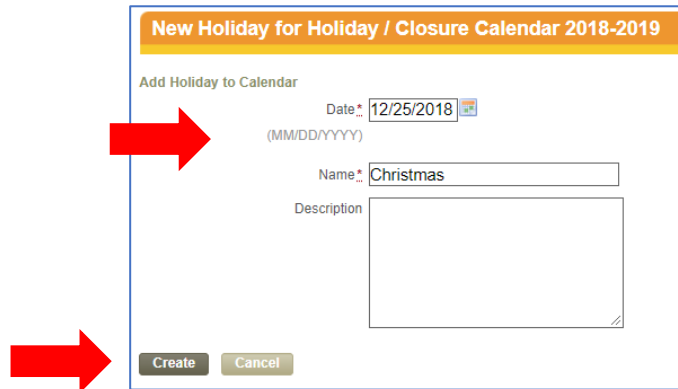
The Help Desk is funded by OECE to support ELS and PFA programs.

### Adding Holiday/Closures to Cocoa (Continued)

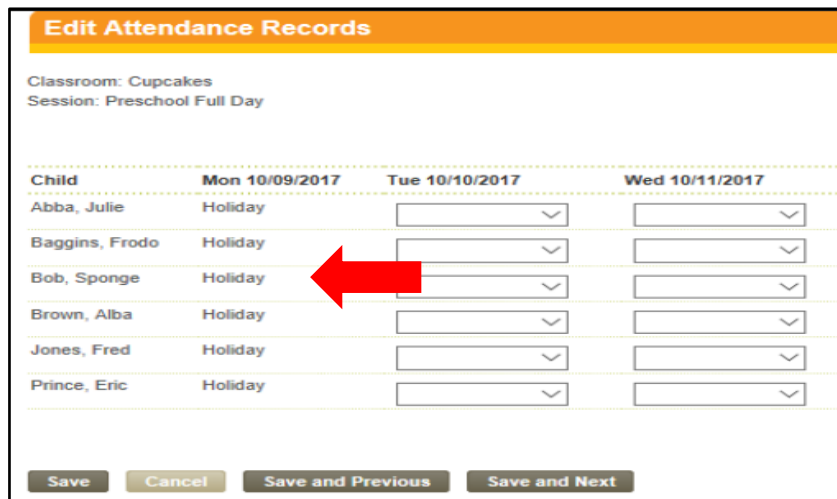
3. A summary of holiday and closure days will be listed. Select **Add Holiday**.



4. Add date, name, and an optional description and select **Create**. Repeat per day.



5. Days entered to the Holiday/Closure Calendar will appear as “Holiday” on the Enter Attendance report.



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