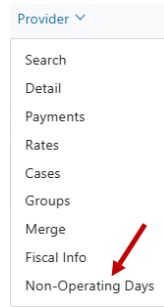


KinderConnect – How to Create a Non-Operating Day

Use the **Provider > Non-Operating Days** page to directly define closure days – Both scheduled and unscheduled.

- A** Press **Non-Operating Days** under **Provider**.



- B** Select the Year from the **Fiscal Year** drop-down menu.

A screenshot of a form with two fields. The first field is labeled 'Provider:' and contains the text 'Auto Kinder 082703026 (082709)' with a 'Select >>' button to its right. The second field is labeled 'Fiscal Year:' and contains the year '2025' with a dropdown arrow to its right. A red arrow points to the 'Fiscal Year' dropdown.

- C** Press **New**.



- D** Enter the **Description**, **From Date**, **Through Date**, and **Attendance Code**.

A screenshot of a form titled 'Set Day of Non-Operation'. It contains four fields: 'Description: *' with the value 'School Closure', 'From Date: *' with the value '10/10/2025' and a calendar icon, 'Through Date:' with the value '10/10/2025' and a calendar icon, and 'Attendance Code: *' with the value 'Provider Closure - Unpaid' and a dropdown arrow. The asterisks indicate required fields.

Notes:

- Required fields are marked by a red asterisk (*).

For more information, visit <https://vapass.info/>, email us at supportVA@kindersystems.com or call us at 1-888-211-6884.

- Entering Consecutive Dates** - Use a date range (e.g., Friday through Monday) only if the provider is normally open and operating on the weekend. This tells the system that the provider was closed continuously during that entire period.
- Entering Non-Consecutive Dates** - If the provider is normally closed over the weekend, enter the dates separately (e.g., Friday and Monday). Do not enter Friday through Monday, since the system will count it as four consecutive days.

- E** Press **Save**.



- F** The system shows a list of scheduled dates below.

Scheduled Dates List:

From Date	Through Date	Description	Attendance Code	Edit	Delete	Audit
10/10/2025	10/10/2025	School Closure	Provider Closure - Unpaid	Edit	Delete	Audit

- G** To delete a Non-Operating Day, press **Delete**.

Scheduled Dates List:

From Date	Through Date	Description	Attendance Code	Edit	Delete	Audit
10/10/2025	10/10/2025	School Closure	Provider Closure - Unpaid	Edit	Delete	Audit

- H** A message will appear asking to confirm the deletion. Press **OK**.

