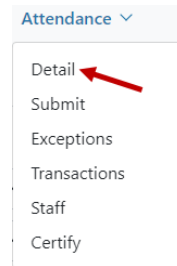


KinderConnect – Provider Enters Attendance

The parent/sponsor should enter all attendance; however, in some cases, providers may enter attendance on their behalf. Providers can enter both parts of a time pair. They may also add when there are two pairs in a daily schedule.

A Click **Detail** under Attendance.



B To add/edit the time a child arrived, enter the time in the **In** or **Out** box. Be sure to include AM or PM.

A screenshot of the attendance entry form. At the top, there's a date selector showing '09/16/2024'. Below it, the form is titled 'Child Name' and 'Monday 9/16'. On the left, there's a section for 'TRN-1, Child 1' with fields for 'Date of Birth: 9/1/2023', 'Case Number:', and 'Child:'. On the right, there are 'In:' and 'Out:' time input boxes. The 'In:' box contains '06:30 am' and the 'Out:' box contains '04:00 pm'. Below these are links for '+ Time Cells', 'Daily Hours: 0:00', an 'Absent:' dropdown menu set to '-Select-', 'Sched: 12:00AM-12:00AM', and a '+ Note' link. At the bottom left, there's a 'Hours Attended: 00:00' field.

C Press **Save** after attendance is entered.



Note: Attendance can be backdated up to 9 days.