# KinderConnect – How to Create a Non-Operating Day

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

Note: No attendance of any kind, including absences, should be logged on Non-Operating days.

A Press **Non-Operating Days** under **Provider**.
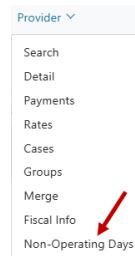
B Select the Year from the **Fiscal Year** drop-down menu.
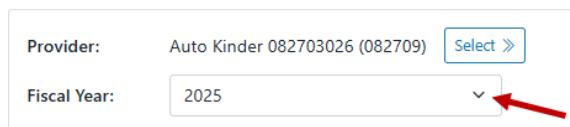
C Press **New**.

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

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

za-viqaweb01.ctecmobile.com says

Are you sure you want to delete this record?

OK   Cancel

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