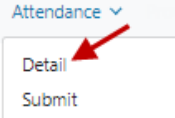


KinderConnect – Review and Update Child Attendance Details - For Providers

Use the Attendance > Detail page to review attendance.


Note: Attendance is automatically submitted after 10 days. For example, attendance from January 5th will be submitted on January 15th.

A Press **Detail** under Attendance.



Note: If you are associated with multiple providers, use the drop-down to switch between them. Otherwise, the Provider field will remain locked.

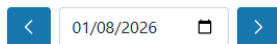
Attendance Detail

Provider: ABC Child Care (Virginia) 

Display: ABC Child Care (Virginia)

Contract Type: All Children

B Use the back and forward arrows to navigate between different weeks. You can also use the calendar to select a week of attendance or manually enter a date in the date field.

 01/08/2026


C Review attendance as needed. It is recommended that providers review attendance throughout the service period. Once attendance entries are grayed out, you can no longer edit.

Child Name	Monday 1/5	Tuesday 1/6	Wednesday 1/7	Thursday 1/8	Friday 1/9	Saturday 1/10	Sunday 1/11
Cullins, Jane Date of Birth: 12/24/2015 Case Number: 5/1128124 CNA: 1879137545	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: Varying: School (00:00)	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: Varying: School (00:00)	In: Out: Daily Hours: 0:00 Absent: -Select- Sched: Varying: School (00:00)	Sched: Varying: School (00:00)	Sched: Varying: School (00:00)	Sched: Varying: School (00:00)	Sched: Varying: School (00:00)

D If editing attendance, for example, entering a missing time, click inside the time cell to edit/enter the time.

Wednesday 1/7

Missing Time

In: 09:06 am  Out:

+ Time Cells

Daily Hours: 0:00

Absent: -Select-

Sched: Varying: School (00:00)



+ Note History

E Once done, click **Save**.



F Click **History** on the lower right of a day to review the details of all **In** and **Out** times entered and of any changes made to the attendance.


Monday 1/5

In: 06:00 am  Out: 03:00 pm 

+ Time Cells

Daily Hours: 9:00

Absent: -Select-

Sched: Varying: School (00:00)  History

+ Note

Note: The **History** will display deleted attendance records in gray.

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