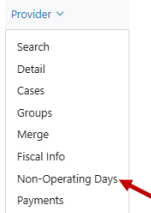


KinderConnect – Create a Planned Closure/Non-Operating Day

Use the **Provider > Non-Operating Days** page to schedule closures for days you would normally be open, such as holidays, staff professional development, or vacation.

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

A Click on **Provider > Non-Operating Days**.



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

A screenshot showing the 'Provider' field set to 'First Steps Academy (002123456)' with a 'Select >' button. Below it, the 'Fiscal Year' field shows '2026/01/01 - 2026/12/31' with a dropdown arrow, which is highlighted with a red arrow.

C Press **New**.



D Enter the **Description**, **From Date**, **Through Date**, and select **Non-Operating Days** as the **Attendance Code**.

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

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 '07/19/2026' and a calendar icon, 'Through Date:' with the value '07/31/2026' and a calendar icon, and 'Attendance Code: *' with a dropdown menu showing 'Non-Operating Days'. At the bottom right are 'Close' and 'Save' buttons.

Note:

- **Consecutive Dates** — Use a date range (e.g., Friday through Monday) only if the provider is normally open on weekends.
- **Non-Consecutive Dates** — If the provider is normally closed on weekends, enter each date separately (e.g., Friday and Monday). **Do Not** enter Friday through Monday, or the system will count it as four consecutive days.

E Press **Save**.

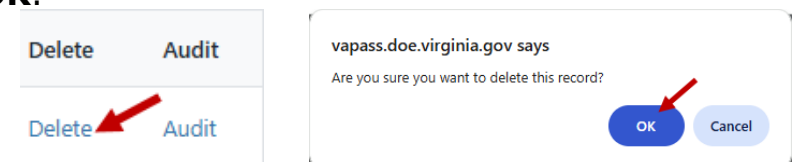


F The **Scheduled Dates** display in the grid below.

Scheduled Dates List:

From Date	Through Date	Description	Attendance Code	Edit	Delete	Audit
7/19/2026	7/31/2026	School Closure	Non-Operating Days	Edit	Delete	Audit

G To delete a Non-Operating Day, press **Delete**. A message appears asking you to confirm. Press **OK**.



Note: Dates that have already been processed for payment are locked. For these dates, the **Edit** and **Delete** links will be grayed out. If you attempt to save a new record for a processed date, the system will display: "This date has already been processed. This record cannot be saved."