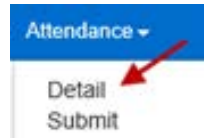


# KinderConnect – Recording a Holiday

A **Holiday** is used to indicate that you were closed or will be closed on a designated day. KinderConnect applies a **Holiday** to all children on the date selected.

**A** Click **Detail** under Attendance.



**B** Press **Holiday**.

A screenshot of the 'Enter Attendance' form. The form contains fields for 'Provider' (Happy Thyme's Day Care), 'Display' (All Attendance), and 'Contract Type' (All Children). At the bottom, there are three buttons: 'Save', 'Cancel', and 'Holiday'. A red arrow points to the 'Holiday' button.

**C** Enter the **Date of Holiday** or click on the **Calendar** icon to select. Press **Save**.

A screenshot of the 'Set Holiday' form. It has a title bar 'Set Holiday' and a text input field for 'Date of Holiday' with a red star icon and a calendar icon to its right. Below the input field is a 'Save' button and a 'Cancel' button. A note below the input field reads: 'To add a holiday for all children, enter Date of Holiday and click Save.'

Notes: A **Holiday** applies to all children on the selected day. You can set a **Holiday** in the future or a previous month as long as there is no submitted **Attendance** for that day for any children.

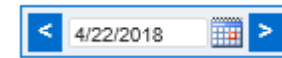
The following conditions will generate an error message:

- A child having attendance on the date selected as a holiday, including incomplete time pairs.
- Submitted attendance records.

After setting a day to **Holiday**, you need to provide care on that day, the **Holiday** can be removed and replaced with actual Attendance.

**D** The selection of a **Holiday** makes the *In* and *Out* fields inactive (greyed out). You first have to remove the **Holiday** for that day.

**E** To remove a holiday, navigate to the selected **Holiday**. KinderConnect defaults to the current date. To modify, type the desired date, click on the arrows next to the date to move to previous or later weeks, or click on the **Calendar** icon.



**F** Enter the correct *In* and *Out* times for each child under your care on that day.

**G** Press **Save**.