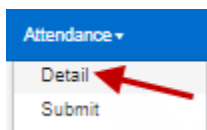


## KinderConnect - Enter Attendance

Attendance is the time when children are in your care. Attendance needs to be Entered and submitted in order to be processed and receive payment. Typically, all attendance should be entered by the Parent or the Sponsor and you should only enter time in KinderConnect if a Parent or Sponsor forgot to check a Child **In** or **Out** of care. Note: All times entered in KinderConnect by a Provider must be approved by the primary Parent.

Note: You can only enter one **In** or one **Out** time for the time pairs in a given day. If missing a transaction, you are limited to entering an **In** or **Out** time within 15 days of the missed transaction. All other Attendance corrections must be made by Parents and Sponsors in KinderSign and KinderSmart within 15 days.

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



- B** Enter the time the child arrived into the first **In** box. This child arrived at 6:00 am. To add a missing **In** time, type the time in the desired **In** box. Be sure to include AM or PM.

<b>Appleton, Agnes</b>	<b>In:</b>	<b>Out:</b>
Date of Birth: 8/10/2014	<input type="text"/>	<input type="text"/>
DCN: 001538575	<input type="text"/>	<input type="text"/>
Child ID: 149	<input type="text"/>	<input type="text"/>
	Daily Hours: 0:00	
	Absent:	
	<input type="text"/>	

Enter the time the child left care into the first **Out** box. This child left for school at 7:30am. To add a missing **Out** time, type the time in the desired **Out** box. Be sure to include AM or PM.

- C** Press **Save** after attendance is entered. A message saying the record was successfully saved should appear at the top of your page.

