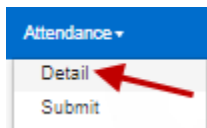


KinderConnect - Enter Attendance

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 Attendance corrections/backdating must be made within 90 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.

Appleton, Agnes		In:	Out:
Date of Birth:	8/10/2014	<input type="text"/>	<input type="text"/>
DCN:	001538575	<input type="text"/>	<input type="text"/>
Child ID:	149		
		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 entering attendance. A message saying the record was successfully saved should appear at the top of your page.

