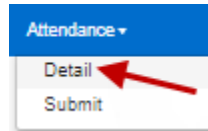


KinderConnect - Enter Attendance

Attendance is the record of when children are in your care and must be entered and submitted in KinderConnect to be processed for payment. Attendance is the record of when children are in your care and must be entered and submitted in KinderConnect to be processed for payment. As a provider, you should only enter attendance if a parent or sponsor forgets to check a child in or out, and you may only enter one attendance entry per child, per day.

Note: All Attendance corrections/backdating must be made within 45 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 Date of Birth: 8/10/2014 DCN: 001538575 Child ID: 149	In: 	Out:
	Daily Hours: 0:00 Absent: 	

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.

