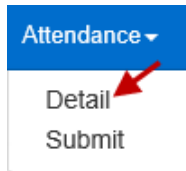


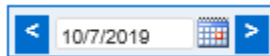
KinderConnect – How to Record a Pandemic Day

A **Pandemic Day** is a day when a **Provider** is closed due to a pandemic, such as the COVID-19. You should select a **Pandemic Day** absence for each child you normally would care for on the selected day.

A Press **Detail** under Attendance.



B Navigate to the child and the **Absent** day. Note that the system defaults to the period corresponding to the current date. To modify it, just type the desired date, click on the arrows next to the date or use the Calendar icon.



C Once the selected week is displayed, press the drop-down arrow corresponding to the **Absent** day.

Save Cancel Professional Day

< 3/16/2020 > Children Displayed Per Page 10 Sort Child Name (A-Z)

Child Name	Sunday 3/15	Monday 3/16	Tuesday 3/17
Peterson, Ben Date of Birth: 1/10/2017 Case Number: Total Hours 04:00 Hours Attended: 04:00	In: Out: Daily Hours: 4:00 Absent: Pandemic Day	In: Out: Daily Hours: 0:00 Absent: Sched: Private Pay	Sched: Private Pay

D Click to select the **Pandemic Day**. **In** and **Out** times are not required for absences.

Sunday 3/15

In: Out:

Daily Hours: 4:00

Absent:

Pandemic Day

E Press **Save**.

F If, after setting a day to **Pandemic Day**, the program needs to provide care on that day, the **Pandemic Day** can be removed and replaced with actual Attendance:

- You must deselect the **Pandemic Day** reason for each child under your care on that day by clicking and selecting the blank absence field.
- Enter the correct **In** and **Out** times for each child under your care on that day.
- Press **Save**.

Sunday 3/15

In: Out:

02:00 pm 06:00 pm

Daily Hours: 4:00

Absent:

Absent