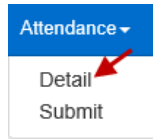


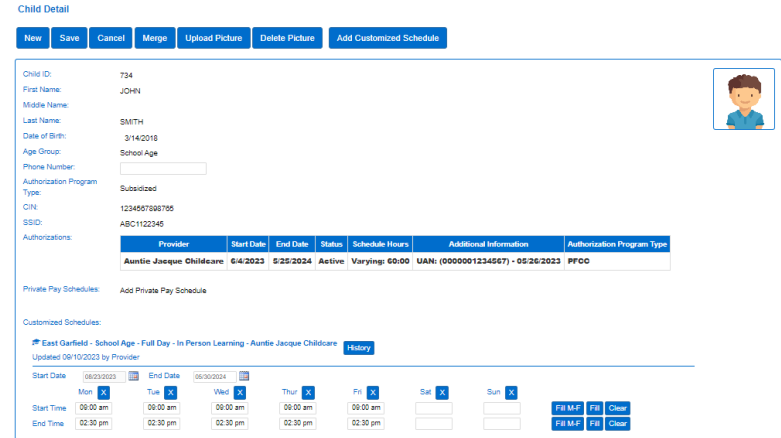
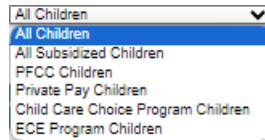
KinderConnect – Entering Weekly and Monthly Attendance

A Press **Detail** under Attendance.

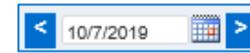


B Use the **Display** drop-down to view **All Attendance**, **Children with Submitted Attendance**, or **Children with Unsubmitted Attendance**.

Then, use the **Contract Type** drop-down to select **All Children**, **All Subsidized Children**, **PFCC Children**, **Private Pay Children**, **Child Care Choice Program Children**, or **ECE Program Children**.



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



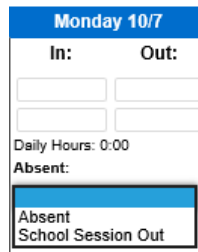
Once the selected week is displayed, enter the time **In** and **Out** corresponding to the day.

Note: If any time pair is incomplete, or if one time entry is not approved, the attendance cannot be submitted, and that day will not be processed.

Child Name	Sunday 1/28	Monday 1/29	Tuesday 1/30	Wednesday 1/31	Thursday 2/1	Friday 2/2	Saturday 2/3
Child 1	In: Out: PFCC Authorization	In: Out: PFCC Authorization	In: Out: Absent	In: Out: Absent	In: Out: Monthly Authorization (ECE or CCPP)	In: Out: Absent	In: Out: Absent
Child 2	In: Out: Absent	In: Out: Monthly Authorization (ECE or CCPP)	In: Out: Absent	In: Out: Absent	In: Out: Absent	In: Out: Absent	In: Out: Absent
Child 3	In: Out: Absent	In: Out: Absent	In: Out: Absent	In: Out: Absent	In: Out: Absent	In: Out: Absent	In: Out: Absent

Note: Authorizations cannot overlap but can be consecutive. If unsure which authorization applies to which days, you may review this by clicking on the Child's name for details.

D If they are absent, click on the **Absent** drop-down to select and choose the reason for the **Absence**. **In** and **Out** times are not required for absences.



Note: If an incomplete time pair is entered on an absent day, that day will not be processed.

For more information, visit www.ohioctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.

E Press **Save**.

Note: Absent days may be entered but do not count toward **Monthly Specific** attendance.

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

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