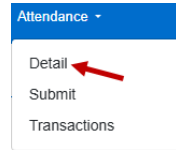






KinderConnect – How to Record a Professional Day

A **Professional Day** is used to indicate that a Provider is closed and not offering services on a specific day. Providers must apply a **Professional Day** to all children in their care at once.

A Press **Detail** under Attendance.



B Note that the system defaults to the period corresponding to the current date. To modify, either type the desired date, click on the arrows next to the date to move to previous or later weeks, or click on the **Calendar** icon.

C Once on the  2/25/2025    selected week, press **Professional Day**.

Enter Attendance

Provider:	OH CHILD DAYCARE	Select >>
Display:	All Attendance	
Contract Type:	All Children	

Save Cancel **Professional Day**

D Enter the **Date of Professional Day** or click on the **Calendar** icon to select. Press **Save**.

Set Professional Day

Professional Development Days can only be used when the entire program is closed to provide PD for staff. Two PD days are permitted each state fiscal year (July 1 – June 30), but cannot be used in the same or consecutive months or during non-traditional hours.

Date of Professional Day: ★

Fiscal Year: 2025 7/1/2024 - 6/30/2025

No Professional Days found.

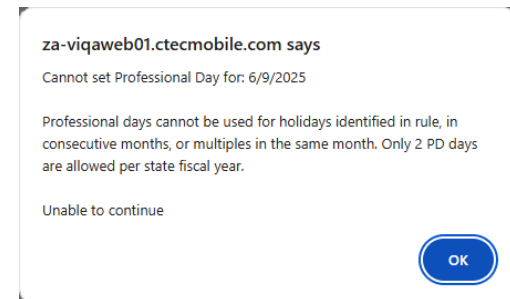
Note: A Professional Day will be set and saved for the attendance of ALL CHILDREN receiving care on the date selected above.

Save Cancel

Notes: You can only enter a date that falls within the selected week. A **Professional Day** type of absence must apply to all children on the selected day. The Operator must have **Edit** permissions for the **Attendance Detail** page in order to be able to enter a **Professional Day**.

The following conditions will generate an error message:

- A child having another attendance type on that day, including incomplete time pairs.
- Submitted attendance records.
- A child having a greyed out schedule due to being outside of the authorization period.
- If the Professional Day falls on a Federal holiday as defined in rule.



If the Professional Day has not yet been processed, it can also be deleted from the Professional Day pop-up.

- Press **Delete** beside the date.
- Press **Save** once the Professional Day is removed.

Set Professional Day

Professional Development Days can only be used when the entire program is closed to provide PD for staff. Two PD days are permitted each state fiscal year (July 1 – June 30), but cannot be used in the same or consecutive months or during non-traditional hours.

Date of Professional Day: ★

Fiscal Year: 2025 7/1/2024 - 6/30/2025

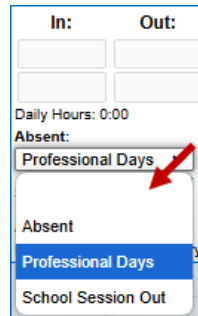
Professional Day List:	Professional Day	Delete
	6/10/2025	Delete

Note: A Professional Day will be set and saved for the attendance of ALL CHILDREN receiving care on the date selected above.

Save Cancel

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

- You must deselect the **Professional Day** 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**.



The screenshot shows a form with the following elements:

- Two input fields labeled "In:" and "Out:" at the top.
- A label "Daily Hours: 0:00" below the input fields.
- A label "Absent:" followed by a dropdown menu.
- The dropdown menu is open, showing four options: "Professional Days", "Absent", "Professional Days", and "School Session Out".
- A red arrow points to the first "Professional Days" option in the dropdown.