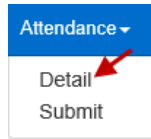


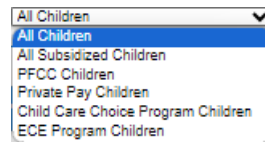
# KinderConnect – Entering Weekly and Monthly Attendance

**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**.



Child Name	Sunday 1/28	Monday 1/29	Tuesday 1/30	Wednesday 1/31	Thursday 2/1	Friday 2/2	Saturday 2/3
<b>Child 1</b>	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: APT PFCC, CCCP	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)
<b>Child 2</b>	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: APT PFCC	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)
<b>Child 3</b>	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: APT PFCC	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)	In: Out: Daily Hours: 0:00 Absent: Varying: NonSchool (60:00) Note: Monthly Authorization (ECE or CCCP)

**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.

Child Detail

New Save Cancel Merge Upload Picture Delete Picture Add Customized Schedule

Child ID: 734  
First Name: JOHN  
Middle Name:  
Last Name: SMITH  
Date of Birth: 3/14/2018  
Age Group: School Age  
Phone Number:  
Authorization Program: Subsidized  
Type: 12345678901234567890  
CIN:  
SSID: ABC12345  
Authorizations:

Provider	Start Date	End Date	Status	Schedule Hours	Additional Information	Authorization Program Type
Auntie Jacque Childcare	6/4/2023	5/25/2024	Active	Varying: 60:00	UAN: (0000001234567) - 05/26/2023	PFCC

Private Pay Schedules: Add Private Pay Schedule

Customized Schedules:

East Garfield - School Age - Full Day - In Person Learning - Auntie Jacque Childcare History

Updated 06/10/2023 by Provider

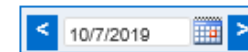
Start Date: 06/03/2023 End Date: 06/03/2024

Start Time: 06:00 am End Time: 02:30 pm

Mon X Tue X Wed X Thu X Fri X Sat X Sun X

Full MF Full Clear

**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.

## Notes:

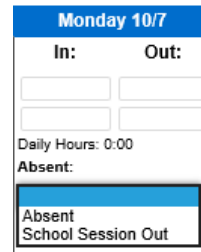
- If any time pair is incomplete, or if one time entry is not approved, the attendance cannot be submitted, and that day will not be processed.
- Any missing attendance must be added within 4-weeks from the date of attendance or 4-weeks from the date the authorization appeared in the TAP system (for back-dated authorizations).
- No changes to days with missing in or out times will be permitted after the 4-week period and only complete

attendance will be identified and included for payment when the sweep occurs.

- Attendance for children authorized for monthly services must have any incomplete attendance added by the end of the 4th week of the month.

**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.



Monday 10/7	
In:	Out:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Daily Hours: 0:00	
Absent:	
<div><div>Absent</div><div>School Session Out</div></div>	

**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**.