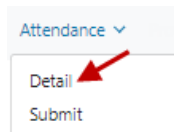


KinderConnect – How to Record a Professional Day

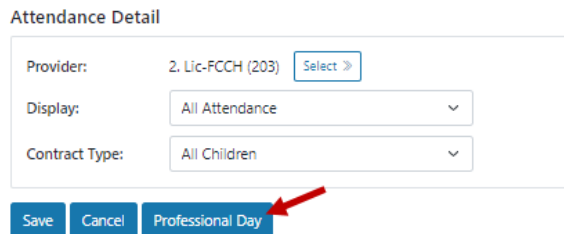
A **Professional Day** is used to indicate that a Provider is closed and not offering services on a specific day. Providers must apply a **Professional Day** to all children in their care at once.

- 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 selected week, press **Professional Day**.



Attendance Detail

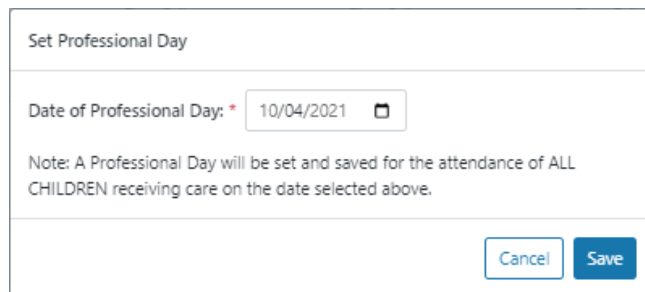
Provider: 2. Lic-FCCH (203) Select >>

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

Date of Professional Day: * 10/04/2021 📅

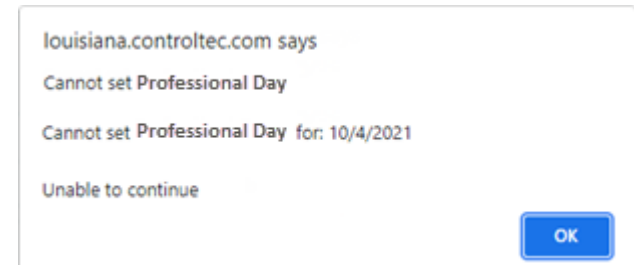
Note: A Professional Day will be set and saved for the attendance of ALL CHILDREN receiving care on the date selected above.

Cancel Save

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**.

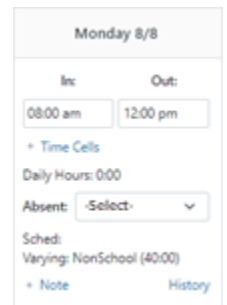
The following conditions will generate an error message:

- 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.



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 **Select** field.
- Enter the correct **In** and **Out** times for each child under your care on that day.
- Press **Save**.



Monday 8/8

In: 08:00 am Out: 12:00 pm

+ Time Cells

Daily Hours: 0:00

Absent: -Select-

Sched: Varying: NonSchool (40:00)

+ Note History