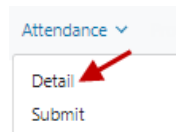


KinderConnect – How to Record a Day of Non-Operation

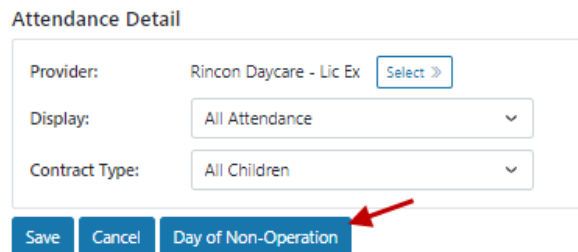
A **Day of Non-Operation** is used to indicate that a Provider is closed and not offering services on a specific day. Providers must apply a **Day of Non-Operation** to all children in their care at once.

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 **Day of Non-Operation**.



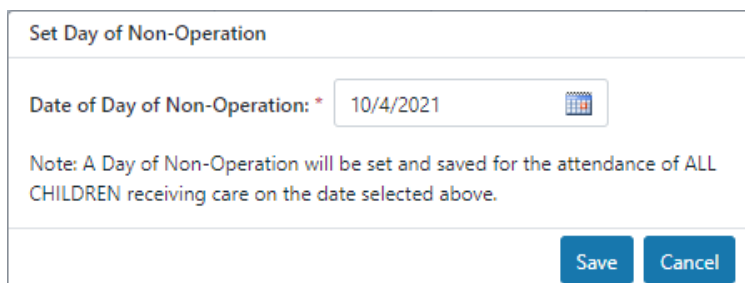
Attendance Detail

Provider: Rincon Daycare - Lic Ex

Display: All Attendance

Contract Type: All Children

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



Set Day of Non-Operation

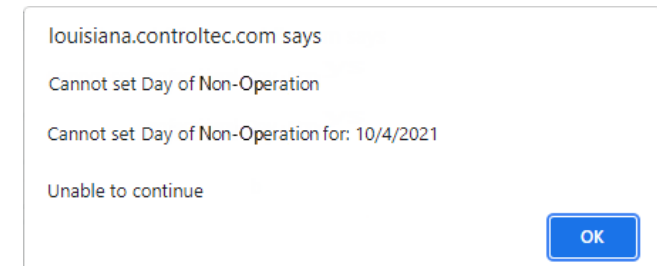
Date of Day of Non-Operation: * 10/4/2021

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

Notes: You can only enter a date that falls within the selected week. A **Day of Non-Operation** 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 **Day of Non-Operation**.

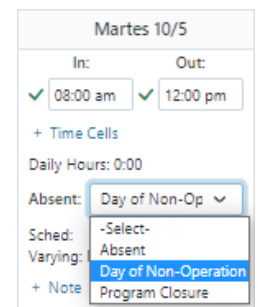
The following conditions will generate an error message:

- 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 **Day of Non-Operation Day** falls on a Federal holiday.



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

- You must deselect the **Day of Non-Operation** 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**.



Martes 10/5

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

+ Time Cells

Daily Hours: 0:00

Absent: Day of Non-Op

Sched: -Select-

Varying: Absent

+ Note: Day of Non-Operation, Program Closure

For more information, visit <https://azcces.info>, email us at supportAZ@kindersystems.com or call us at 1-833-859-3433.