

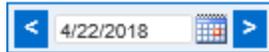
## KinderConnect – How to Record a Day of Non-Operation

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**.

A screenshot of a form titled 'Set Day of Non-Operation'. The form has three dropdown menus: 'Provider' (AA Child Care (64523) Select >>), 'Display' (All Attendance), and 'Contract Type' (All Children). At the bottom, there are three buttons: 'Save', 'Cancel', and 'Day of Non-Operation', with a red arrow pointing to the 'Day of Non-Operation' button.

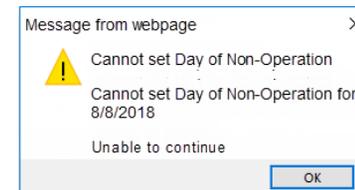
**D** Enter the **Date of Day of Non-Operation** or click on the **Calendar** icon to select. Press **Save**.

A screenshot of the 'Set Day of Non-Operation' form. The 'Date of Day of Non-Operation' field is now populated with a date and a calendar icon. Below the field is a note: 'Note: A Day of Non-Operation will be set and saved for the attendance of ALL CHILDREN receiving care on the date selected above.' At the bottom, there are 'Save' and 'Cancel' buttons.

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

