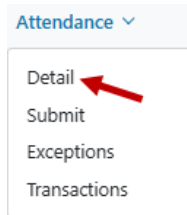


KinderConnect – Adding Program Closure

The Provider can now enter the program closure for all children with the new **Program Closure** button in the **Attendance > Detail** page. Providers still have the option to add the Program Closure manually for each child individually, if they choose to do so.

A Press **Detail** under Attendance.



B Navigate to the day when the **Program Closure** took place. Note that the system defaults to the period corresponding to the current date. To modify, 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 **Program Closure**.

Attendance Detail

A screenshot of the 'Attendance Detail' form. It contains three fields: 'Provider:' with the value 'Albany Kids Care Center (11112022)' and a 'Select >>' button; 'Display:' with a dropdown menu set to 'All Attendance'; and 'Contract Type:' with a dropdown menu set to 'All Children'. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Program Closure'. A red arrow points to the 'Program Closure' button.

D A pop up will appear. Enter the date of the program's closure, then enter the reason for the closure.

Note: The **Reason for Closure** field has a 250 character limit.

A screenshot of a 'Set Program Closure' pop-up form. It has two main input fields: 'Date of Program Closure:' with a date picker set to '02/dd/2025' and a calendar icon, and 'Reason for Closure:' with a text area. Red arrows point to both fields. Below the fields, there is a note: 'For ALL CHILDREN scheduled to receive care on the indicated date, a Program Closure will be set, and a Note will be created with the Reason for the Closure if one is provided.'

E Press **Save**.



F The **Program Closure** will be added to the **Absent** field for all children scheduled to receive care for the specified date.

Note: Attendance must still be entered for all children when the Program closure is added.

A screenshot of an attendance card for 'Wednesday 2/26'. It shows 'In:' and 'Out:' times as '07:00 am' and '01:00 pm' respectively, both with checkmarks. Below this is a section for 'Daily Hours: 0:00'. The 'Absent:' field is a dropdown menu set to 'Program Closure'. A red arrow points to this dropdown. There are also links for '+ Time Cells', '+ Note', and 'History'.

G To remove the Program Closure, click on **-Select-** in the **Absent** drop-down menu for each child individually.

A screenshot of the same attendance card for 'Wednesday 2/26'. The 'Absent:' dropdown menu is open, showing options: '-Select-', 'Absent', 'Not Scheduled', 'Program Closure', and 'Sick'. A red arrow points to the '-Select-' option.

H Press **Save**.

