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.

D Enter the Date of Professional Day or click on the Calendar icon to select. Press 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 blank field.
- Enter the correct In and Out times for each child under your care on that day.
- Press Save.

For more information, visit www.ohiocctap.info, email us at supportOH@controltec.com or call us at 1-833-866-1708.