

## KinderSmart – Remote Absences

Parents and Sponsors can record absences using Remote Absences without having to go to the Provider's facility.

**A** Open the KinderSmart app on your phone. Note that the phone must be already registered with your Provider.

**B** Once the **Activities** screen opens, tap **Remote Absences**.



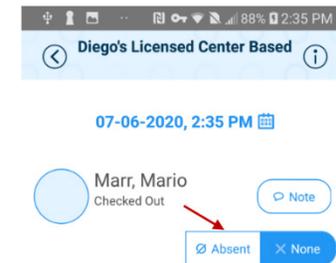
**C** If your smartphone is registered at more than one provider, tap the name of the Provider.

**D** The date defaults to the current date. If you are recording an absence for a day in the past, tap on the date to open the calendar. Choose the date from the calendar. If you are recording an absence for the current date, skip to step F.

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**E** When the time selector appears, tap to select any time since the **In** and **Out** times are not relevant when entering absences.

**F** When the list of children displays again, tap on the **Absent** corresponding to the name of each child that you would like to enter an absence for.



**G** Tap on the **Note** corresponding to the name of each child you would like to enter additional information relevant to the absence. Tap **Done** when finished.



**H** After entering all absences, tap **Submit**.

**I** The attendance is automatically transmitted to KinderConnect and the system confirms the transaction.

