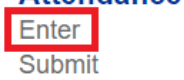
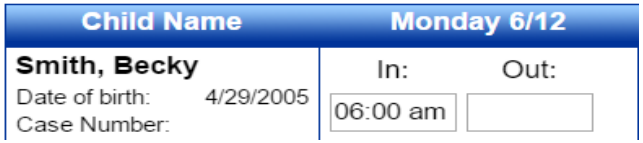
Enter Attendance

Attendance is the time when children are in your care. You will need to enter attendance times and submit for payment.

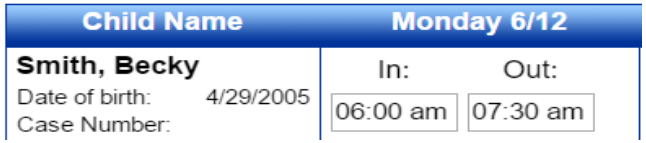
A Press **Enter** under Attendance.



B Enter the time the child arrived in the morning into the first 'In' box. This child arrived at 6:00 am.

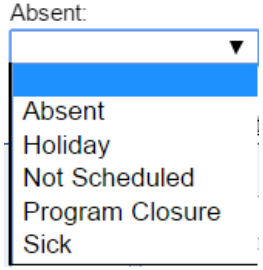


C Enter the time the child left care into the first 'Out' box. This child left for school at 7:30 am.



D If the child returns to your care, enter the arrival time in the second 'In' box. This child returned after school at 3:00 pm.

E Type the time the child left care in the second 'Out' box. This child left at 5:00 pm.

F Press **Save** every time you finish entering attendance.

G You must enter the 'In' and 'Out' regular hours for any absence reasons (Absent, Holiday, Program Closure or Sick).