



KinderConnect is a web-based application used on a laptop or computer. Providers use KinderConnect to record, correct, and submit child attendance for subsidized childcare and to add and edit operators, sponsors and child information and schedules of care.



KinderSign replaces paper sign in sheets. KinderSign is a mobile app that runs on your program's tablet or iPad and is used by sponsors to sign a child in and out of care.



KinderSmart is an app that runs on a sponsor's smartphone or iPhone. Sponsors can use KinderSmart to sign their child in and out of care.



Roles

Providers deliver childcare services. Providers include licensed facilities, licensed homes and Family, Friends, and Neighbor (FFN) care providers.

Operators are employees or other persons who use KinderConnect to manage attendance records for the provider.

- **Provider Administrator:** Director or administrator of licensed facility or FNN.
- **Provider User:** Teachers or assistants.

Sponsors are parents, guardians, or other authorized adults who may check a child or children in or out of a childcare facility.

Child refers to children who receive care from the provider. Attendance for children receiving subsidy must be submitted using KinderConnect.

Support and Help

<https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training>

- **Getting Started Quick Sheets**
- **Quick Reference Cards (QRC)**
- **"How To" Videos**
- **Help Desk Open Office Hours:**

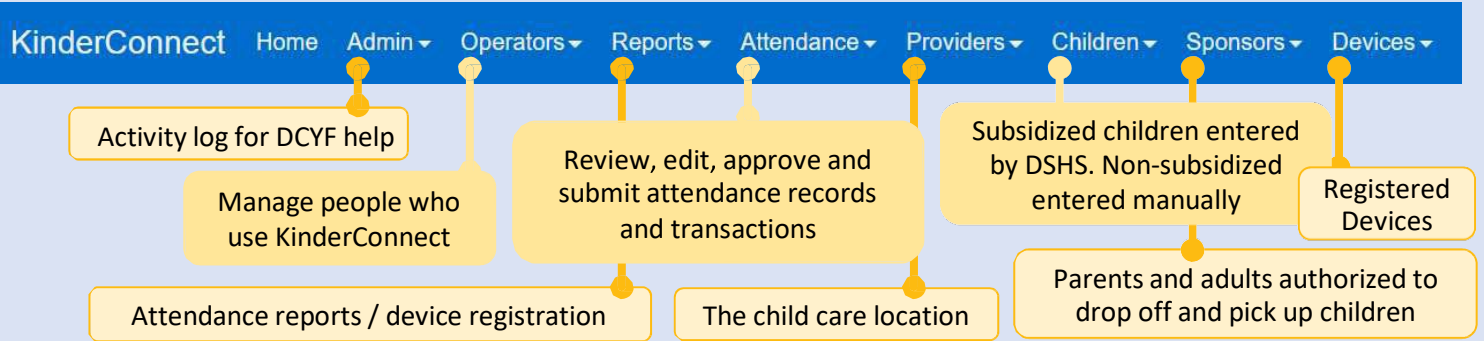
Monday through Friday, 8 a.m. to 5 p.m.

Help Desk 1-844-704-6777

Email eas.servicedesk@dcyf.wa.gov

Your KinderConnect log on will be emailed to you within 10 days after you complete the training.

KinderConnect Menu



1

Completing the Admin setup once you receive your Admin log on information

- From Operators menu select Search and search for your name.
- Click Account on the right side of the screen in the row with your name.
- Create a five-digit PIN, click the registered check box if not selected, and then click

C

Operator Account

Operator Name: Animatem, Rick

* denotes a required field

User Name:

Password:

Secret Question:

Secret Answer:

PIN:

Reset Password:

Locked:

Registered:

Create a five-digit PIN
Check Registered, then Click Save

A

Operator Search

First Name:

Last Name:

District: Select All

Operator Type: Select All

Status: Select All

Enter your name

B

Click Search

Operator Name	Region	Operator Type	Status	Providers	Account
Animatem, Rick	King	Provider Administrator	Active	Awesome Care	Account

Click Account on the row with your name



2

Set up additional operators

Additional operators should be set up as needed. Centers may have more than one provider admin and may have many provider users.

- A. From Operator menu, Click Detail, then select New on the Operator’s Detail page and add new operator information. Click Save.
- B. From the Operator Detail screen, select Operator menu/Account. Have the new operator complete their account information, then click Save.

A

Operator Detail

New Delete Save Cancel Upload Picture

★ denotes a required field

First Name: ★ Enter operator information

Middle Name:

Last Name: ★ Choose operator type

Email:

Phone Number:

Operator Type: ★ Device Maintenance Choose operator type

Region: ★ King

Foreign Key:

Inactive:

Re-enroll:

Delete Templates:

Allow Check-In of Children: Select "allow check-in" if operator is authorized

Employee Check-In: Choose the provider

Providers: [Add Provider](#)

Click Save

B

Operator Account

Operator Name Friendly, Janet

Save Cancel

★ denotes a required field

User Name: ★

Password: ★

Secret Question: ★

Secret Answer: ★

PIN:

Reset Password:

Locked:

Registered:

Each operator should enter a user name, password, secret question and PIN. If you complete this for the operator, select reset password and the next time the operator logs on, they will be prompted to enter a new password.



3

Verify and add children and sponsors

- A. From Children’s menu, select Search, then click the Search button to view and verify the list of subsidized children in your care.
- B. Add private pay children and schedule (optional).
- C. Add sponsors (all adults who will sign children in and out of care). Subsidized children automatically have first sponsor entered.

A

Child Name	Child ID	CIN	Date of Birth	Providers	Sponsors	Type	Account
Brice, Abe	13			Bigheart Day Care	Brice, Jane Brice, Jim Brice, Joe	Subsidized	Account
Brice, Charlie	15		4/4/2006	Bigheart Day Care	Brice, Jane Brice, Jim Brice, Joe	Subsidized	Account
Brice, Kenny	91		3/3/2013	Bigheart Day Care	Brice, Jane Brice, Jim Brice, Joe	Subsidized	Account

Check list for subsidized children

B

Child Detail

New Save Cancel

★ denotes a required field

Child ID:

First Name: ★ !

Middle Name:

Last Name: ★ !

Date of Birth: ★ !

Phone Number:

Re-enroll:

Delete Templates:

Child Type:

CIN:

Subsidized Schedules:

Non-Subsidized Schedules:

Enter child's name and date of birth

Add a non-subsidized schedule (optional)

C

Sponsor Detail

New Save

★ denotes a required field

Sponsor ID:

First Name: ★ !

Middle Name:

Last Name: ★ !

Sponsor Type: ★ !

Phone Number:

Email Address:

CIN:

Inactive:

Re-enroll:

Delete Templates:

Region: ★ King

Sponsored Children: ★

Enter sponsor's name

Select sponsor type from pulldown

Search for and add children for sponsor



In and out times

Blue cell Sponsor entered time using KinderSign or KinderSmart.

White cell Operator entered or edited time in KinderConnect.

A white or light blue background means the child is authorized for care that day.

Blue background means Attendance has been submitted.

Child Name	Wednesday 11/8		Thursday 11/9		Friday 11/10		Saturday 11/11		Sunday 11/12	
Brice, Abe Date of Birth: 2/2/2012 Case Number: 5151	In: 09:08 am Out: 09:09 am		In:	Out:	In:	Out:	In:	Out:	In:	Out:
Total Hours: 00:05 Hours Attended: 00:05 Hours Absent: 00:00	Daily Hours: 0:05 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:	
	Sched: 8:00AM-5:00PM Note	History	Sched: 8:00AM-5:00PM Note		Sched: 8:00AM-5:30PM Note		Sched: 8:00AM-5:30PM Note		Sched: 8:00AM-5:30PM Note	
Brice, Charlie Date of Birth: 4/4/2006 Case Number: 5151	In: 09:08 am		In:	Out: 10:00 am	In:	Out:	In:	Out:	In:	Out:
Total Hours: 00:00 Hours Attended: 00:00 Hours Absent: 00:00	Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:	
	Sched: 8:00AM-5:00PM Note	History	Sched: 8:00AM-5:00PM Note		Sched: 8:00AM-5:30PM Note		Sched: 8:00AM-5:30PM Note		Sched: 8:00AM-5:30PM Note	
Brice, Kenny Date of Birth: 2/2/2012	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
Total Hours: 00:00 Hours Attended: 00:00 Hours Absent: 00:00	Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:		Daily Hours: 0:00 Absent:	
	Sched: 8:00AM-5:00PM Note		Sched: 8:00AM-5:00PM Note		Sched: 8:00AM-5:30PM Note		Sched: 8:00AM-5:30PM Note		Sched: 8:00AM-5:30PM Note	

Yellow background means missing information.

Red background means there is a formatting error or a time out is earlier than time in.

Gray background means date is not authorized for subsidies.

Submit Attendance

Attendance -

- Detail
- Submit **1**
- Exceptions
- Transactions

Submit	Recall	Note	Cycle Start	Cycle End
Submit 2	Recall	Note	1/1/2018	1/31/2018
Submit	Recall	Note	12/1/2017	12/31/2017
Submit	Recall	Note	11/1/2017	11/30/2017

Click Submit to review attendance.

Submit	Correct	Child Name	Hours	Absences	Status
Submit	Correct	Taylor, Cameron		1	Incomplete
Submit		Taylor, Cody	12:45	0	Ready

Click Correct to edit the child's attendance record.

If attendance contains errors, the child's name is red and the status shows incomplete or no attendance.

4

Editing and submitting attendance records

- Attendance must be submitted monthly.
- Yellow and red cell background colors denote an error.
- Click Save after making changes
- Once all attendance is correct, click Submit.

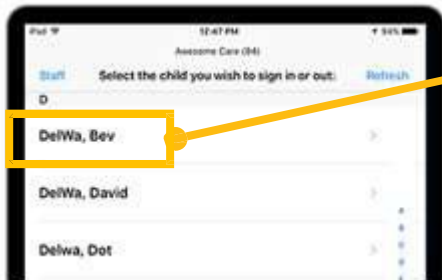


Starting KinderSign

- Turn on the tablet or iPad
- Open the KinderSign App
- Scan the code from the Provider Mobile Sign In Sheet and a list of children will appear.

Paste the QR code from your Provider Mobile Sign in sheet here.

Signing Children In and Out of Care using the tablet



Select your child's name.
Select your name from the list of people authorized to check this child in or out of care.

What if my name is not on the list?

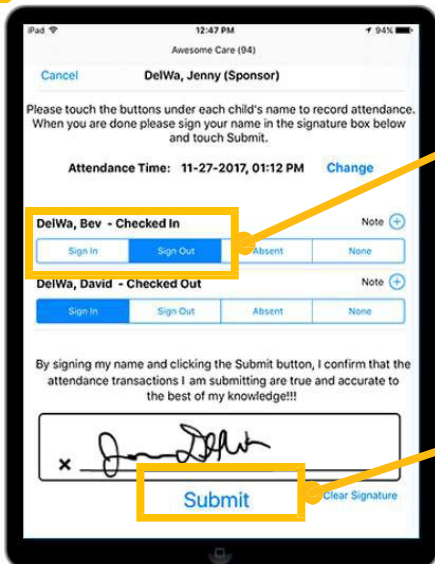
Ask the administrator to set you up in the system.



Enter your PIN and tap Verify.

Are you a first-time user?

- Contact the administrator to help set up your PIN.
- Use this pin every time you sign in and out.



Tap Sign In or Sign Out for each child.

Sign your name with your finger and tap Submit.
You are done!

5

How to register a tablet or iPad to check children in and out of care

- Install the KinderSign app.
- Log onto KinderConnect on your computer, click the Report menu and click Reports dropdown menu.
- Select KinderSign Tablet Registration Form.
- Press scan on your tablet / iPad and scan the QR code from your computer screen. You are now registered.



Signing Children In and Out of Care using the tablet

Open the KinderSmart app on your Smartphone or iPhone.
Scan the QR code.



Paste the QR code from your Provider Mobile Sign in sheet here.

The screenshot shows the 'Attendance' screen with a list of children: Brice, Abe A; Brice, Charlie; and Brice, Kenny. Each child's name is followed by a 'Note' field with a plus sign. Below each name are three buttons: 'Sign In', 'Sign Out', and 'Absent'. A 'Done' button is at the top right, and 'Cancel' is at the top left. Yellow boxes highlight the buttons for each child, and yellow arrows point from these buttons to the text 'Tap Sign In, Sign Out or Absent for each child.'

Tap Sign In, Sign Out or Absent for each child.

When all children are signed in or out, tap Done.

The screenshot shows the 'Signature' screen. It has a 'Cancel' button at the top left. Below the title is a confirmation message: 'By signing my name and clicking the Submit button, I confirm that the attendance transactions I am submitting are true and accurate to the best of my knowledge!!!'. There is a signature line with an 'x' on the left. Below the signature line are 'Clear' and 'Submit' buttons. A yellow box highlights the 'Submit' button, and a yellow arrow points from it to the text 'Tap Submit.'

Sign your name using your finger.

Tap Submit.

6

How to register a Smartphone / iPhone to check children in and out of care

- Administrator logs onto KinderConnect.
- Search for the sponsor or add new sponsor. Print Mobile Registration Sheet from the sponsor's detail screen.
- The sponsor installs and opens the KinderSmart app on their phone.
- Tap scan and move the sponsor's phone camera to the first QR code.
- Tap scan again and move phone's camera to the second QR code to verify the sponsor's phone registration.
- The phone is registered and ready to use.