

Attendance announcement in early childhood education

You can fill in the times that your child need in early childhood education on the Family-page via the tab Topics

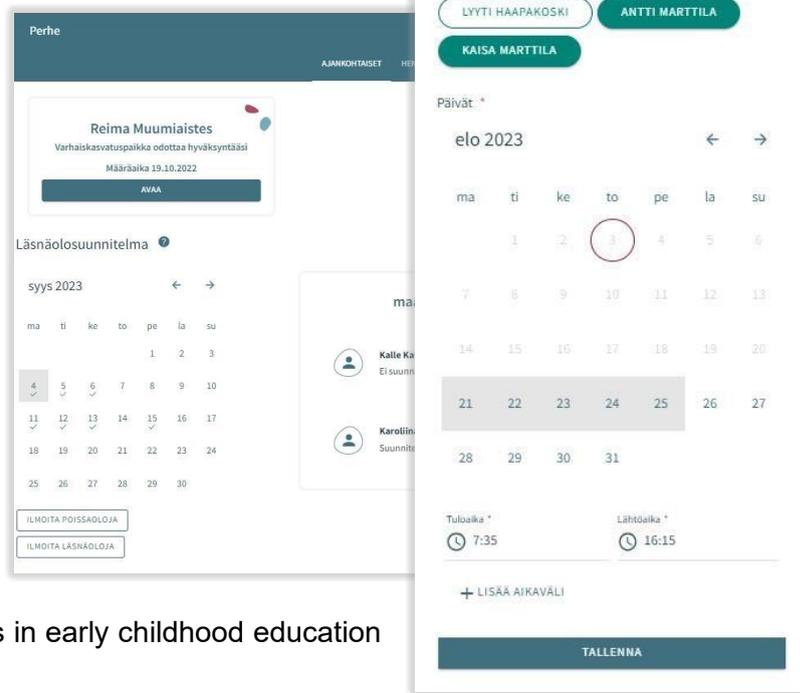
The page shows the attendance plan and the calendar with information on attendance and absence of the child.

If there is a v-sign on the day, it means that at least one child has some plan (attendance or absence) for this day.

When you select a day in the calendar, you can see information about the reported attendances or absences of the child next to the calendar. If the child doesn't have any reported information, you will see the text "No plan".

The reported plan (attendance/absence) can be deleted individually for each child by clicking the trash icon on those days that are not locked.

Via the buttons "plan absences" and "plan presences" you can book care times in early childhood education or report absences



Reporting attendances

After you have clicked the button "plan absence" a view opens where

- You see the day care centre/centres for which the child/children have a valid or future decision
- You see the child/children with current or future decision
- You see the current month in the calendar view
- You can scroll months forward or backward
- You can select all days and times in one month at the same time when the need for early childhood education is the same

Day care centre:

- You see all day care centres where your child/children have a valid decision.
- You can select the day care centre by clicking on the name. You must report times separately for each day care centre.

Children:

- By clicking the name bar you can select a child/children for whom you want to register early childhood education times. If all of your children need same times you can reserve them for each child separately or for all children at the same time.

Days:

- Select the days on the calendar one by one by clicking on the days on which you want to reserve times. You can make reservations for one month at a time. You must make a new reservation for the following month.
- Give the reserved days an arrival time and a departure time either by entering the time or via the clock icon.
- Click "OK" to save your data, and after that you can see the time in the arrival/departure time field. You can return to the start view by clicking "Cancel".
- No attendances can be reported outside office hours, and you will receive a notification about that after saving the information.
- You can report several times for the same day via clicking the button "add time period" as long as they do not overlap in time.
- After entering the clock times, save them by clicking the "save" button.

Ilmoita läsnäoloja

Toimipaikka
AALLONKOHINAN PÄIVÄKOTI

Lapset
KAROLIINA MUUMIAISTES
REIMA MUUMIAISTES

Päivät
kesä 2023

ma ti ke to pe la su

1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

Tuloaika * Lähtöaika *

+ LISÄÄ AIKAVALI

TALLENNA

Reporting absence

Children:

- In the children view you can see all of your children with either a valid or future early childhood education or preschool education decision.
- You can select the child/children by clicking on his/her name.
- If the same absence concerns more than one child, you can report the absence times for all children at the same time.

Days:

- Select the days on the calendar one by one by clicking on the days for which you want to report absences.
- You can report times for one month at a time. You must create a new announcement for the following month.
- When you have selected the days, you need to select the reason for absence. The same reason for absence is registered for all selected days.
- Save the selected days by clicking the "save" button.

Changing of attendance and absence times

The registered attendance or absence can be replaced/changed by creating a new attendance or absence announcement for the day in question.

If the attendance/absence announcement overlaps the already existing registrations, the program reports overlapping days per child:

You can edit the information by selecting "Cancel" before approval

by clicking "OK" you can add a new attendance or absence that replaces the previous attendance announcement.

You can not make changes to already locked days.

Deleting an attendance or absence announcement

You can delete an attendance or absence announcement by selecting the date in question on the calendar view and clicking the trash icon after the scheduled attendance or absence.

The program will ask you to confirm that you want to delete the attendance or absence.

If you select "Cancel", the attendance or absence will not be removed, and if you select "Delete" the attendance or absence will be deleted and after that you will see the text "no plan" on this day.

You can not make changes to already locked days.