

ChildWare

ATTENDANCE & TIME TRACKER GUIDE

What is the Attendance & Time Tracker?

OVERVIEW 

1. [PIN Setup & Maintenance](#)
2. [Kiosk Setup](#)
3. [Signing In & Out](#)
4. [Attendance Log](#)
5. [Attendance & Meal Roster](#)
6. [Reports](#)

The Attendance & Time Tracker is a time clock feature that records arrival and departure times for children and staff. By using the new Attendance Kiosk interface, parents and staff can sign in and out of the system each day. It replaces the need for paper sign-in/out sheets for children and paper timesheets for staff. The Attendance & Time Tracker automatically updates the attendance/meals rosters for children, reducing time spent on data entry. For staff, it tracks staff hours and staff/child ratios to ensure your center is in compliance.

How Does It Work?

Both parents and staff are assigned a Personal Identification Number (PIN) in the system. They will use this PIN to sign in and out of the Attendance Kiosk (the kiosk) each day. To set up the kiosk, a member of your staff must login to <http://www.childware.org> on a computer that is accessible to staff and parents.

1. PIN SETUP & MAINTENANCE

- You will be required to set up Personal Identification Numbers (PINs) for contacts (parents) and staff.
 - PINs can be added, updated and deleted at any time by ChildWare users.
 - If a parent or staff member forgets his/her PIN, you can look up and edit this information in ChildWare.
-

1.a. Parent/Contact PINs



- 1 Select 'PIN Maintenance' on the Child/Family Menu.

Contact PINs

View Search By: Active Contacts ▾

	PIN Belongs To	Primary Contact For	Permission To PickUp Any Time	PIN	
Select	Alvarez, Angel				
Select	Anderson, Gina		Francis Finnegan		
Select	Bannerjee, Badal	Brian Bannerjee	Brian Bannerjee	bann1	C
Select	Bannerjee, Gulal			bann2	C
Select	Bannerjee, Shalin		Brian Bannerjee	bann3	C
Select	Benjamin, Arthur		Billy Benjamin		
Select	Benjamin, Olivia	Billy Benjamin	Billy Benjamin	benj1	C
Select	Berg, Brandon	Bethany Berg and Brayden Berg	Bethany Berg and Brayden Berg	berg1	C
Select	Cameron, Chukwuemeka				

The system will display a list of:

- 2 All active contacts;
- 3 All children they are authorized to pick up at any time; and
- 4 Their PINs.

From this screen, you can print a list of all contacts and their PINs.

- Note that **only contacts who have a pickup status of 'any time' will be able to sign in/out children via the Attendance Kiosk**. Those contacts that have any other pick up status will need to ask a staff member at the site to sign the child in or out on their behalf.
- The pickup status of a contact can be changed at any time from the Child Record.

Contact PINS

View or Search By:

	PIN Belongs To	Pr
Select	Alvarez, Angel	
Select	Anderson, Gina	
Select	Bannerjee, Badal	Bi
Select	Bannerjee, Gulal	
Select	Bannerjee, Shalini	
Select	Benjamin, Arthur	

Contact PIN: Gina Anderson

6 PIN:

Last Changed:

By:

- 5** Click "Select" beside the name of the contact whose PIN you want to add or edit.
 - 6** On the following screen, enter or edit the PIN as needed. Note that the system will record the last time the PIN was altered and by whom.
- PINs must be 4-10 characters with at least one letter and one digit.
 - Note that the PIN is assigned to the parent and not the child, so each contact has their own unique PIN.

1.b. Staff PINs

ChildWare

Home | Ch:

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Doc

Staff PINS

View or Search By:

- Staff Data
- Bulk Training Entry
- Bulk PD Event Entry
- PIN Maintenance

	PIN Belongs To		PIN
Select	Anderson, Joseph	Lead teacher	anderson1
Select	Atkinson, Lisa	Executive director	atkinson1
Select	Atkinson, Lisa	Site director	atkinson1
Select	Cummings, Frank	Assistant teacher	cummings1
Select	Desantos, Jessica	Assistant teacher	desantos1
Select	Foster, Phillipa	Assistant teacher	
Select	Gordon, Robin	Assistant director	

Staff PINs function in the same way as Parent/Contact PINs. The only difference is that they are accessed from the Staff Menu item.

2. Kiosk Setup

You will need a computer or tablet at the entrance of your center, or the entrance of each classroom. This device must have reliable internet access. Go to childware.org and click "Login" as you normally would to access ChildWare.

The screenshot shows the ChildWare login interface. At the top is the 'ChildWare' logo. Below it is a 'Log In' section with instructions: 'Enter your user name and password then click 'ChildWare'. Please [register](#) for your account if you do not yet have one.' Underneath is the 'Account Information' section, which contains two input fields: 'User Name:' with the text 'lisa' and a 'Forgot your user name?' link, and 'Password: (case sensitive)' with a masked password '●●●●●●●●' and a 'Forgot your password?' link. This section is circled in orange and labeled with a '1' in a blue circle. At the bottom of the page are two buttons: 'ChildWare' and 'Attendance Kiosk'. The 'Attendance Kiosk' button is circled in green and labeled with a '2' in a blue circle.

- 1 Enter your username and password as you normally would.
- 2 Instead of clicking 'ChildWare', click 'Attendance Kiosk.'

ChildWare Attendance Kiosk

Specify the site using the attendance kiosk.

3

Site:

- Lehigh High Avenue Child Care Center
- Little Learners Academy
- Magic Minds Child Care
- Small World Day Care

3 Users that have access to multiple sites will need to choose a site. Select the appropriate site from the dropdown list and click 'Accept Site'. Users that have access to one site will be taken directly to the kiosk.

ChildWare Attendance Kiosk

- 1) Select 'Sign-In' or 'Sign-Out'.
- 2) Enter your PIN under either Parent, Staff (

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5 **Parent**

PIN:

Staff (Child Sign In)

Staff Time Clock

You are now logged in to the Attendance Kiosk. Unlike other parts of ChildWare the kiosk will not time out and require you to log in again. It can remain open all day while parents and staff are coming and going.

4 If you activate the kiosk before noon, it will default to 'Sign-In'. If it is activated after noon, 'Sign-Out' will be the default. Users can switch between both tabs using the mouse.

5 There are three separate login options:

Parent: For parents/guardians signing children in or out.

Staff (Child Sign In): For staff signing children in or out (e.g. staff members who pick up children from school).

Staff Time Clock: For staff members to track their work hours.

3. Signing In & Out



1 Before noon the kiosk defaults to 'Sign-In'; after noon 'Sign-Out' becomes the default. Users can switch between both tabs using the mouse.

2 There are three separate login options:

Parent: For parents/guardians signing children in or out

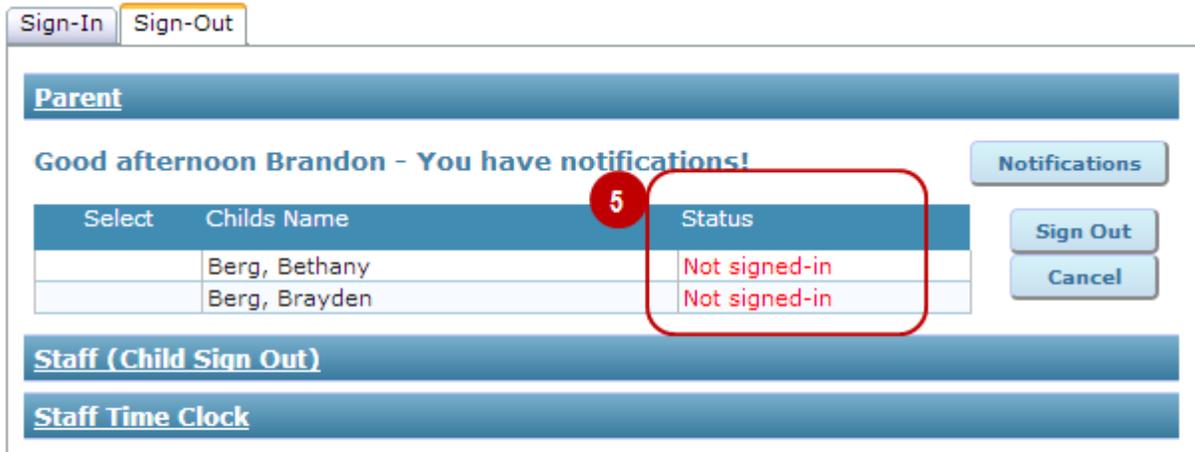
Staff (Child Sign In): For staff signing children in or out (e.g. staff members who pick up children from school)

Staff Time Clock: For staff members to track their work hours.

Users can use the mouse to select the option that applies to them.

3 For all login options, the process is the same – users enter their PIN, then click "Sign In" or "Sign Out".

4 The system will display a confirmation message with a time stamp.



6 **Unknown PIN - speak with the front desk for assistance**

5 Neither children nor staff can be signed out unless they first signed in. If they forget to sign in, an authorized staff member will need to manually enter the sign-in time in ChildWare before they can sign out. If that cannot be done immediately, the parent or staff person can sign in and then immediately sign out. The sign-in time can be adjusted later by an authorized user.

6 If an incorrect PIN is entered, kiosk users will get an error message. An authorized staff person may need to look up their PIN or generate a new one for them.

3.a. Signing In & Out – Parents/Contacts



1 After a parent or contact has entered their PIN and logged in, the system will display a list of all children that they are authorized to pick up at 'Any Time'. The grid includes a Status column so the parent will know if each child has been signed in yet. All the parent has to do is check off the children they are dropping off (or picking up) and click Sign In (or Sign Out).

2 Note that drop-in children (those without set schedules) must be logged in by a staff member via the *Staff (Child Sign In)* section of the kiosk. This ensures that staff are aware of any changes to the anticipated staff/child ratio.

The screenshot shows the kiosk interface with the following elements:

- Buttons: Sign-In, Sign-Out
- Section: Parent
- Notification: Good afternoon Joseph - You have notifications! (with a Notifications button)
- Table:

Select	Childs Name	Status
<input checked="" type="checkbox"/>	Jackson, Jaylen	Not signed-in
<input type="checkbox"/>	Jackson, Juanita	Not signed-in (drop-in)

Buttons: Sign In, Cancel

Section: Staff (Child Sign In)

Section: Staff Time Clock

Section: Child Notifications (with a Hide Notifications button)

Text: Family Balance Due: \$1,170.00

3 If there are notifications for that parent, the system will display a message and the notifications button.

4 When the parent clicks the Notifications button, their message is displayed at the bottom of the screen.

3.b. Signing In & Out – Staff (Child Sign In)

The screenshot shows the kiosk interface with the following elements:

- Buttons: Sign-In, Sign-Out
- Section: Parent
- Section: Staff (Child Sign In)
- Form:

1 View Children [dropdown]

By: [dropdown]

2 [dropdown]

Overbrook Elementary
Powel, Samuel

Section: Staff Time Clock

Staff members can use the kiosk to sign children in or out. This might be required for after-school programs, for drop-ins, or if the child is being released to an adult who does not have a PIN.

1 After entering their PIN and clicking 'Sign In', staff members must determine how they want to select children to be signed in or out. There are three options:

All Active: Displays all active children as of today's date. This is useful when signing in a single child.

School: Displays a list of children who attend a specified school. This is useful when signing in afterschool children.

Classroom: Displays a list of children assigned to a specified classroom. This is useful when signing children in after a field trip.

2 Based on the first selection, a second dropdown box will appear with a list of children, schools, or classrooms for staff to choose from. The system will then display a list of all relevant children, based on the selection.

Select	Childs Name	DOB	Classroom	Status
<input checked="" type="checkbox"/>	Alvarez, Aileen	9/7/2007	401 - School Age	Not signed-in
<input checked="" type="checkbox"/>	Berg, Bethany	6/25/2007	401 - School Age	Not signed-in
<input type="checkbox"/>	Cheung, Christopher	3/15/2008	401 - School Age	Not signed-in
<input checked="" type="checkbox"/>	Irons, Immanuel	12/18/2007	401 - School Age	Not signed-in
<input type="checkbox"/>	Olson, Olivia	2/14/2007	401 - School Age	Not signed-in
<input type="checkbox"/>	Olson, Orlando	2/14/2007	401 - School Age	Not signed-in
<input checked="" type="checkbox"/>	Polanski, Patrick	5/4/2007	401 - School Age	Not signed-in
<input type="checkbox"/>	Shah, Sushmitha	6/8/2005	401 - School Age	Not signed-in

3 The staff member can select the children they want to sign in or out from the list.

4 Once the correct children are selected, the staff person can sign them in or out. It is important that staff members click 'Cancel' after they are finished. This will ensure no one else signs children in or out using their PIN.

3.c. Signing In & Out – Staff Time Clock

Staff Time Clock

PIN:

1 Today's Attendance For Lisa Atkinson

Date	Time In	Time Out
03/21/2014	7:33AM	5:38PM*

2 **Staff person has already signed in today - sign-out before signing back in**

1 When staff members clock in and out, the system automatically displays all their sign in and out times for the day. This enables them to keep track of their hours.

2 If staff sign in and out multiple times in a day, they must be signed out before they can sign in again. If they forgot to sign out, they will either need to sign out then sign in immediately or get an authorized staff member to enter their actual sign out time.

4. Attendance Log

The Attendance Log displays a list of all sign in/out records for a specific date or date range.

The Attendance Log cannot be viewed via the Kiosk; you need to log into ChildWare and access the Log from the Attendance/Meals section of the main menu.

Attendance Log

View or Search By:

All Attendance

Range: Today

From: 09/10/2013 To: 09/10/2013

Select	Type	Name	Median	Date	Time In	Time O
Select	Staff	Sand		09/10/2013	12:59PM*	6:32PM
Select	Child	Edm	Philip	09/10/2013	8:33AM*	3:18PM
Select	Child	Jack		09/10/2013	8:15AM*	2:45PM
Select	Staff	Ande		09/10/2013	8:15AM*	7:08PM
Select	Child	Trons. Immanuel	Trons. Patrick	09/10/2013	8:14AM*	3:15PM

1 By default, the Attendance Log will display sign in/out times for the current date. You can choose to filter for other dates if needed.

2 The Log will display all sign-in and sign-out records for the date or date range specified. You can filter this list to see just the records you want.

	Type	Name	Parent/Guardian	Date	Time In	T
Select	Child	Allen, Andrew	Allen, Anette	07/30/2013	10:08AM	
3 Select	Child	Allen, Anna	Allen, Anette	07/30/2013	10:08AM	
Select	Staff	Atkinson, Lisa		07/30/2013	10:08AM	
Select	Child	Albert, Frank	Albert, Frank	07/30/2013	4 9:55AM*	

Page 1 of 1

3 The child sign in/out record indicates who signed the child in.

4 Sign in/out records will be marked with an asterisk if they have been edited by a user.

4.a. Editing or Adding to the Attendance Log

Attendance Log

View or Search By: All Children

Range: This Calendar Year

2 Add Sign In/Out

From: 01/01/2014

To: 12/31/2014

Search

	Child	Parent/Guardian	Date	Time In	Time Out	Room
Select	Aikens, Angelica	Aikens, Julius	03/24/2014	8:15AM*	6:12PM*	201 - Young Tod
Select	Berg, Bethany	Berg, Brandon	03/21/2014	4:32PM	4:32PM	401 - School Age
1 Select	Berg, Brayden	Berg, Brandon	03/21/2014	4:32PM	4:32PM	301 - Preschool
Select	Thomas, Tanq	Thomas, Deepa	03/21/2014	12:45PM		202 - Older Tod

1 From the main Attendance Log screen, you can edit any entry by clicking 'Select' beside the record you want to change.

2 You can also click "Add Sign In/Out to add a new entry.

In both cases, the Sign In/Out screen will appear.

Sign In/Out

Child: Berg, Brayden

Signed In By Contact: Berg, Brandon (Father)

Signed In By Staff:

Classroom: 202 - Older Toddlers

Attendance Date: 05/20/2013

Time In: 09:59 AM

3 Time Out: 05:57 PM

4 Note: Mom forgot to sign out

3 Any date or time edits will be displayed in red. If you are adding a new attendance record, all date and time fields will be in red.

4 You can add a note explaining why the edit was made.

5 Entered On: 05/20/2013 09:59:00

Entered By: KIOSK

6 **Attendance Changes**

Action	Field	Old Value	New Value	Site	Entered	By
Update	Time Out		17:57:00	SWDC	03/24/2014 03:36:52	FPARKES

The bottom of the Sign In/Out record displays information about the record's creation and any edits.

5 The system records when and how the record was first created. 'Kiosk' means it was created by someone signing in at the Attendance Kiosk. If the record was created on the Attendance Log, the name of the user creating the record would show up here.

6 The system also has a log of changes made to the sign in/out record, including the old and new values, the time of the change, and the person making the change.

5. Attendance & Meal Roster

Weeks In Process

	Week Of	Entered	By	
Select	03/24/2014	03/24/2014	FPARKES	Delete
Select	03/17/2014	03/18/2014	KIOSK	Delete
Select	03/03/2014	03/04/2014	KIOSK	Delete
Select	02/17/2014	02/19/2014	JKNIGHTLY	Delete
Select	01/13/2014	01/16/2014	KIOSK	Delete

Page 1 of 2 10 records found

1 Sites using the Attendance Kiosk will no longer have to manually create weekly Attendance & Meal Rosters. These will be automatically created the first time the Kiosk is used each week. Weekly Attendance & Meal Rosters will be populated with information based on Kiosk activity.

Child's Name (meal status)	Mon 12/16/2013				Tue 12/17/2013				Wed 12/18/2013		
	Att	B	L	PM	Att	B	L	PM	Att	B	L
Bannerjee, Brian (paid)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flores, Felicia (paid)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ganqulee, Gordon (free)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Irons, Savannah (free)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jackson, Juanita (free)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mohan, Manoj (paid)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2 If a child is scheduled to attend (according to their active service profile) but is not signed in or out for the day, he or she will be marked as absent and no meals will be recorded.

3 If a child is signed in for the day, he/she will be marked as present and those meals that were served during the child's time in/out period will be checked off. If the child signs in or out before or after a meal is served, that meal will automatically be unchecked. (Mealtimes are programmed on the Site record and can be updated at any time.)

The Attendance and Meal Roster can be still edited directly. However, changes made on this screen will not be recorded in the Attendance Log. This may or may not be a problem depending on your center's protocols.

5

	Mon 12/16/2013				Tue 12/17/2013				Wed 12/18/2013			
Child's Name (meal status)	Att	B	L	PM	Att	B	L	PM	Att	B	L	PM
Bannerjee, Brian (paid)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flores, Felicia (paid)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ganqulee, Gordon (free)	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4

Attendance Log

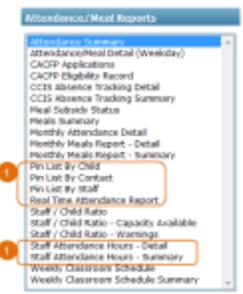
Child	Parent/Guardian	Date	Time In
Bannerjee, Brian	Bannerjee, Badal	12/16/2013	7:22AM*
Flores, Felicia	Flores, Jennifer	12/16/2013	7:02AM*
Gangulee, Gordon	Gangulee, Lakshmi	12/16/2013	7:25AM*

4 A read-only version of the daily Attendance Log is displayed at the bottom of the page for your reference.

5 To see sign in/out records for a specific day, click on that day in the grid above.

6. Attendance & Time Tracker Reports

ChildWare includes several reports that are specific to the Attendance & Time Tracker.



1 All Attendance & Time Tracker reports are available under “Attendance/Meal Reports” on the main Reports/Documents page.

6.a. Pin List by Child

ABC Day Care
Small World Day Care
PIN List By Child

Report Date: 3/24/2014

Child's Name	Contact with Permission to Pick Up Any Time	PIN	Last Changed	By
Alvarez, Aileen	Gonzalez, Maria	gonz1	5/20/2013	FPARKES
	Velasquez, Loyda	vela1	5/21/2013	FPARKES
Bannerjee, Brian	Bannerjee, Badal	bann1	4/9/2013	FPARKES
	Bannerjee, Gulal	bann2	7/18/2013	LEGEAHINTO
	Bannerjee, Shalini	bann3	7/18/2013	LEGEAHINTO

6.b. Pin List by Contact

ABC Day Care
Small World Day Care
PIN List By Contact

Report Date: 3/24/2014

Contact's Name	Permission to Pick Up Any Time	PIN	Last Changed	By
Anderson, Gina	Francis Finnegan	And3421	3/20/2014	FPARKES
Bannerjee, Badal	Brian Bannerjee	bann1	4/9/2013	FPARKES
Bannerjee, Gulal		bann2	7/18/2013	LEGEAHINTO
Bannerjee, Shalini	Brian Bannerjee	bann3	7/18/2013	LEGEAHINTO
Benjamin, Olivia	Billy Benjamin	benj1	4/9/2013	FPARKES

6.c. Pin List by Staff

ABC Day Care
Small World Day Care
PIN List By Staff
Report Date: 3/24/2014

Staff Name	Title	PIN	Last Changed	By
Anderson, Joseph	Lead teacher	anderson1	7/19/2013	CBALSAMO
Atkinson, Lisa	Site director	atkinson1	7/19/2013	CBALSAMO
Cummings, Frank	Assistant teacher	cummings1	7/19/2013	CBALSAMO
Desantos, Jessica	Assistant teacher	desantos1	11/6/2013	JESSICA
Hoover, Catherine	Lead teacher	hoover1	11/6/2013	JESSICA
Hutchinson, Gwyneth	Assistant teacher	hutch1	11/6/2013	JESSICA

6.d. Staff Attendance Summary

ABC Day Care
Small World Day Care
Staff Attendance Hours - Summary

Attendance Period: 12/02/2013 to 12/06/2013 and Program Staff Only
Report Date: 3/24/2014

Staff Name	Title	Total Hours
Desantos, Jessica	Assistant teacher	25.38
Foster, Phillipa	Assistant teacher	20.58
Hoover, Catherine	Lead teacher	34.89
Howard, Jennifer	Lead teacher	25.73

6.e. Staff Attendance Detail

ABC Day Care
Small World Day Care

Staff Attendance Hours - Detail

Attendance Period: 12/02/2013 to 12/06/2013 and Program Staff Only
Report Date: 3/24/2014

Staff Name	Title	Date	In	Out	Total Hours
Desantos, Jessica	Assistant teacher	12/2/2013	7:03 AM	1:39 PM	6.60
		12/3/2013	7:19 AM	1:45 PM	6.43
		12/4/2013	7:24 AM	1:31 PM	6.12
		12/5/2013	7:18 AM	1:32 PM	6.23
Subtotals:					25.38
Foster, Phillipa	Assistant teacher	12/2/2013	1:32 PM	6:35 PM	5.05
		12/3/2013	1:45 PM	6:39 PM	4.90
		12/4/2013	1:22 PM	6:25 PM	5.05
		12/6/2013	1:12 PM	6:47 PM	5.58
Subtotals:					20.58

6.f. Real Time Attendance Report

Classroom: 201 - Young Toddlers

STUDENTS

Scheduled and Present	Time In		Time Out	
	Expected	Actual	Expected	Actual
Bannerjee, Brian	7:00 AM	7:02 AM	6:00 PM	6:00 PM
Flores, Felicia F	7:00 AM	7:12 AM	6:00 PM	5:51 PM
Gangulee, Gordon G	7:30 AM	7:28 AM	5:00 PM	5:01 PM
Nelson, Nia	7:30 AM	7:28 AM	5:30 PM	5:19 PM
Walters, Yasmin	7:00 AM	6:59 AM	6:00 PM	5:55 PM

Total Students Present: 5

Scheduled but Absent

Irons, Savannah	7:00 AM	6:00 PM
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Total Students Absent: 1

STAFF

Scheduled and Present	Time In		Time Out	
	Expected	Actual	Expected	Actual
Cummings, Frank	7:00 AM	6:59 AM	4:00 PM	4:04 PM
Gordon, Robin	4:00 PM	3:45 PM	6:00 PM	6:30 PM

Total Staff Present: 2

Scheduled but Absent

Phillips, Seth	3:30 PM	6:00 PM
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Total Staff Absent: 1

This is a daily report so you will need to filter by day. The system will default to the current date. The report shows each classroom on a new page. Both children and staff are grouped by those scheduled and present and those scheduled but absent. Expected and actual times in and out are also displayed.