

Manage the Same-Day Entry Requirement

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You can control whether centers must record attendance data in on a daily basis.

This setting affects sites on a case-by-case basis, and you can enable/disable it at any time.

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Enable the Same-Day Entry Requirement

When enrolling or updating centers in KidKare you can specify whether that center must enter attendance data on a daily basis. This setting is found in the **Manage Center Information Oversight** tab.

1. From the menu to the left, click **Center Management**.
2. Select **Manage Center Information**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center to update.
4. Click the **Oversight** tab.
5. In the **Other Info** section, click the **Record Attendance Date/Time Limitation** drop-down menu and select **By End of Day**.

The screenshot shows the 'Other Info' section of the KidKare interface. It features a dropdown menu for 'Record Attendance Date/Time Limitation' with the following options: 'None', '--- Select ---', 'None' (highlighted in blue), 'By End of Day', 'During Meal Service Times', and 'By End of Week'. Below the dropdown, there is a toggle for 'Center Can Enroll, Withdraw, and Reactivate Children' which is currently set to 'Yes'.

6. Click **Save**.
7. Repeat **Steps 3-6** for each center to update.

Disable the Same-Day Entry Requirement

At some times you may need to disable same-day entry requirement for certain centers. For example, if KidKare by Minute Menu announces an extended maintenance window that may affect same-day entry, you may wish to temporarily remove this requirement.

1. From the menu to the left, click **Center Management**.
2. Select **Manage Center Information**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center to update.
4. Click the **Oversight** tab.

- In the **Other Info** section, click the **Record Attendance Date/Time Limitation** drop-down menu and select **None** or **During Meal Service Times**.

Note: You could also set this to **By End of Week**. However, if you are updating this setting to accommodate system maintenance that occurs at the end of the week, we recommend you select **None** or **During Meal Service Times**.

Other Info

Record Attendance Date/Time Limitation: None

Prevent Center from using Select-All in Record Attendance:

Center Can Enroll, Withdraw, and Reactivate Children: Yes

--- Select ---
None
By End of Day
During Meal Service Times
By End of Week

- Click **Save**.
- Repeat **Steps 3-6** for each center to update.