

View & Manage Children's Attendance

Last Modified on 11/22/2023 8:21 am EST

Every time a child is clocked in or out using the **Kiosk**, an electronic record is created in the Jackrabbit Care system. This attendance tracking information is available in real-time and located on the *Attendance Records* page under *Programs & Classes* in the system.

- ✨ Review and provide attendance records in the event of any billing discrepancies.
- ✨ Provide a child's attendance records as proof for subsidized funding.
- ✨ Prove a child was in the facility and see who checked them in and out of the building (with timestamps).

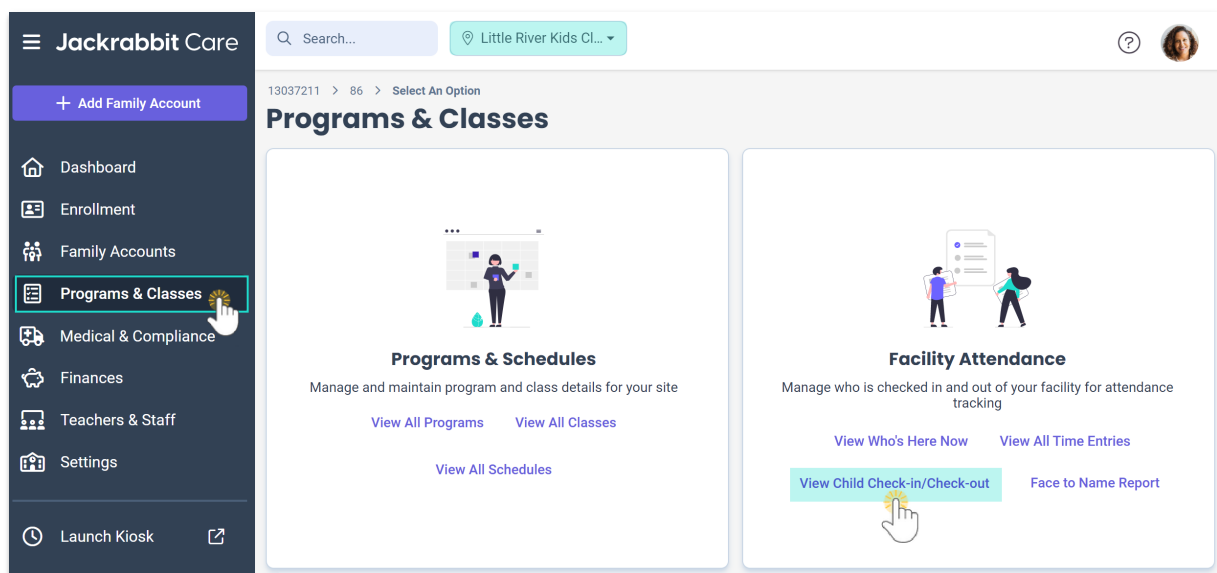
The complete record of everyone using the Kiosk to clock in and out can be managed on the **Time Entries** page. **Note:** An Owner or Admin automatically has the permissions to view the *Attendance Records* page.


Work with Children's Attendance

The Attendance records for children at your center are located in the Programs & Classes section.

1. Go to the **Left Menu > Programs & Classes**.

Note: Be sure you have the right site selected at the top of the page.



2. Click the **View Child Check-in/Check-out** link on the *Facility Attendance* card to open the page.
3. Use the features of the grid to do the following:
 - Click the **Column Menu** icon  (shown below on the right) to sort, filter, add, or remove columns. The default view shows newest to oldest.
 - Click the **Export To Excel** or **Print** buttons in the grid as needed.
 - Click the **Help With Grids** link to learn more about the grid.

- Use the **Last** and **First Name** links to open a child's details page.
- Drag and drop a column header to group by the column.
- Resize columns and drag left or right to change their order.










781132 > 40 > Child Attendance

Child Check-in/Check-out

Click this link to learn more about grids. [Help With Grids](#)

Export To Excel Print

Drag a column header and drop it here to group by that column

Photo	First Name	Check In	Last Name	Checked In By	Check Out	Checked Out By	Hours Attended
	Anna	10/13/2022 09:00 AM	K...		10/13/2022 04:00 PM	Kennet	
	Steve	10/13/2022 09:00 AM	Simpson	Lori Simpson	10/13/2022 04:30 PM	Lori S	
	Danielle	10/13/2022 09:00 AM	Thomas	Jill Thomas	10/13/2022 04:00 PM	Jill Tho	
	Sharie	10/13/2022 09:00 AM	Monk	Lynn Monk	10/13/2022 04:30 PM	Lynn Monk	6.00
	Jo	10/13/2022 09:00 AM	Monk	Lynn Monk	10/13/2022 04:00 PM	Lynn Monk	7.00
	Josh	10/13/2022 09:00 AM	Monk	Lynn Monk	10/13/2022 04:30 PM	Lynn Monk	6.00
	Sherry	10/13/2022 09:00 AM	Smith	Gene Smith	10/13/2022 04:00 PM	Gene Smith	7.00
	Trista	10/13/2022 09:00 AM	Smith		2022 04:30 PM	Gene Smith	8.00
	Sherry	10/13/2022 09:00 AM	Smith		2022 04:00 PM	Gene Smith	8.00
							Total: 92.53

This column is sorted in descending order.

Click a first or last name link to open the child's Details page.

Sort Ascending
Sort Descending
Columns
Filter



Attendance total hours for all the children listed on the grid are shown in the lower right of the results. If you drag and drop a column by first or last name, the grid will sort by the child's name and will show you the **Hours Attended** for that specific child.