

Electronic Attendance New Provider Welcome Letter

Dear

Thank you for choosing to provide child care for children in Washington State. Please see the information below regarding your electronic attendance requirements.

Did You Know?

- You are required to keep track of attendance with an electronic attendance system.
- You must use an electronic attendance system **prior to**
- You can use the Department of Children, Youth & Families (DCYF) system, KinderConnect, at no cost or a DCYF-approved third party system at your own cost.

How Do You Do This?

Choose one of the following:

- Use the DCYF system: Complete Electronic Attendance System training and then log check in or out attendance in the system; or
- Report the use of a DCYF-approved third-party system.

Then:

- Keep track of attendance by having families check children in and out of care in one of the electronic attendance system options.
- Electronically "submit" attendance records using KinderConnect.

If you do not meet this requirement, you will no longer be authorized to provide child care through Working Connections or Seasonal Child Care. Do not wait to ask for help! Depending on when you ask for help, you may qualify to have additional days added to meet the requirement. If you think you may qualify an exception to rule, you can apply.

Need help getting started with the state system?

Training can be completed in-person, online or by mailed packet.

You can also get one-on-one help, called Technical Assistance. For more information about training or Technical Assistance, visit [HTTPS://WWW.DCYF.WA.GOV/SERVICES/EARLY-LEARNING-PROVIDERS/ELECTRONIC-ATTENDANCE-SYSTEM/TRAINING](https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training)

Using the DCYF System

When using the DCYF system, KinderConnect, you can choose how you have families check children in and out of care.

I Am Required To:	I Must Use:	This is An:
Keep track of and submit attendance using any device with internet access (e.g., laptop, tablet, smartphone)	KinderConnect	Internet Site
I Can Collect Attendance Records By:	I Can Use:	This is A:
Having parents log a child in and out with a tablet*	KinderSign	Tablet App
Having parents log a child in and out with their own smartphone	KinderSmart	Phone App
Having parents log a child in or out by phone, including a landline	Interactive Voice Response	Phone Number
Learn how to set up your selected option in the Electronic Attendance User Manual .		

*Tablets must have access to Google Play or the Apple App Store

More Information

For Questions About:	Visit:	Website:
Getting Started	Electronic attendance main page	https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system
Training and Help	Training web page	https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training
How to Use the DCYF System	DCYF Electronic Attendance System User Manual	https://www.dcyf.wa.gov/sites/default/files/pdf/EASManual.pdf
Do I Qualify for an Exception?	Exception to rule: information and application	https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/exception
Other Attendance Systems I Can Use	DCYF approved third-party systems	https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/approved-systems

Using an approved third-party system?

If you choose a third-party system, it must be a DCYF-approved system. Find instructions on how to report your system and more information on our webpage:

[HTTPS://WWW.DCYF.WA.GOV/SERVICES/EARLY-LEARNING-PROVIDERS/ELECTRONIC-ATTENDANCE-SYSTEM/APPROVED-SYSTEMS](https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/approved-systems)

Providers using an approved third-party attendance system will continue to record all attendance activity in their system.

Who Do I Contact If I Have Questions?

We are here to help! If you have questions, you may contact the Electronic Attendance Team at (360)725-4685 or electronic.attendance@dcyf.wa.gov. If you are using the state system and have technical questions, you may contact the Electronic Attendance Service Desk at 1-844-704-6777 or eas.servicedesk@dcyf.wa.gov

Your service is important to us and to Washington children and families.

Thank you,

The Department of Children, Youth, & Families