

Creating a New Session

Last Modified on 12/14/2025 8:45 pm CST

[Creating a New Session](#)

Tool Search: Dependent Care

Creating a New Session

Dependent Care Sessions allow users to create childcare options for each scenario offered at a site such as before and after school care, non-school daycare, summer care, etc.

1. To create a new session, press **New**. The *Create Session (New)* screen displays.

Dependent Care Create New Session Editor

2. Use the **Session Name** field to enter a name for the session. Users must enter a Session Name before saving a session. It is recommended to use a name that helps identify the session's purpose (i.e. 2025 Summer Care).
3. The **Schedule Type** drop-list allows users to select the type of care the session offers: **Consistent** or **Non-School Day**. *Consistent* care offers childcare multiple days each week of the session, while *Non-School Day* childcare offers care on days when school is not in session. Users must enter a Schedule Type before saving a session.
4. Next, use the calendar icons to select the **Session Start Date** and **Session End Date**. These are the dates on which care sessions will begin and end.
5. **Exclusion Dates** allow users to determine the dates throughout the session on which childcare will NOT be offered. Click on all desired exclusion dates for the session. Once you've clicked on a date, it appears in the **Exclusion Dates** list. Users must enter a Session Start

and End Date before saving a session.

- To remove a date from exclusion, click on the **X** for the desired date. The date is removed from the Exclusion Dates list.

6. In the **Federal Tax ID** field, enter the appropriate tax ID. Users must enter a Tax ID before saving a session.
7. Use the **Minimum number of days required to attend Session** drop-list to select the minimum number of days the student must attend the session in order to register. Users must enter a value before saving a session.
8. Now, use the **Site** drop-list to select the site where the session will be offered. Users must select at least one site before saving a session.
 - Users may add additional sites offering care by using the **Add Site** button for each additional site. Use the drop-list to select the site where care will be offered.
 - To remove a site from the list, press **Remove** for the appropriate site. The site is then removed from the list.
9. In the **Max Students** field, enter the maximum number of students to whom the site can offer care. Entering a value for a maximum number of students is optional.
10. If only one site is selected for care, users may clear the selection and number of Max Students by pressing **Clear**.
 - Once a site is cleared, users must select a new site before the session can be saved.
11. If you do not wish to create the new session, press **Cancel** to return to the Dependent Care Dashboard. To save the new session and remain on the screen, press **Save**. To save the session and continue to the Charges and Discounts screen, press **Save & Next**.
12. Please see the [Adding Charges and Discounts to a New Session](#) article to continue creating your new session.