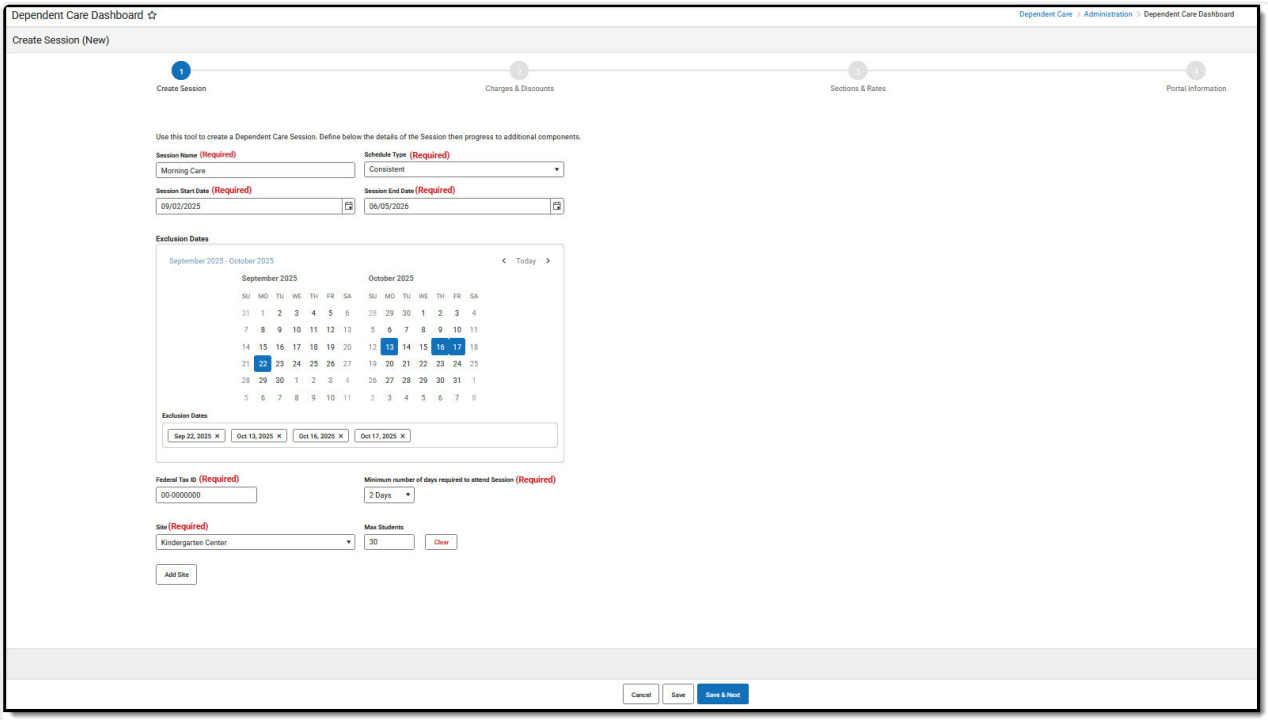
Create a New Session

Last Modified on 06/29/2026 1:34 pm CDT

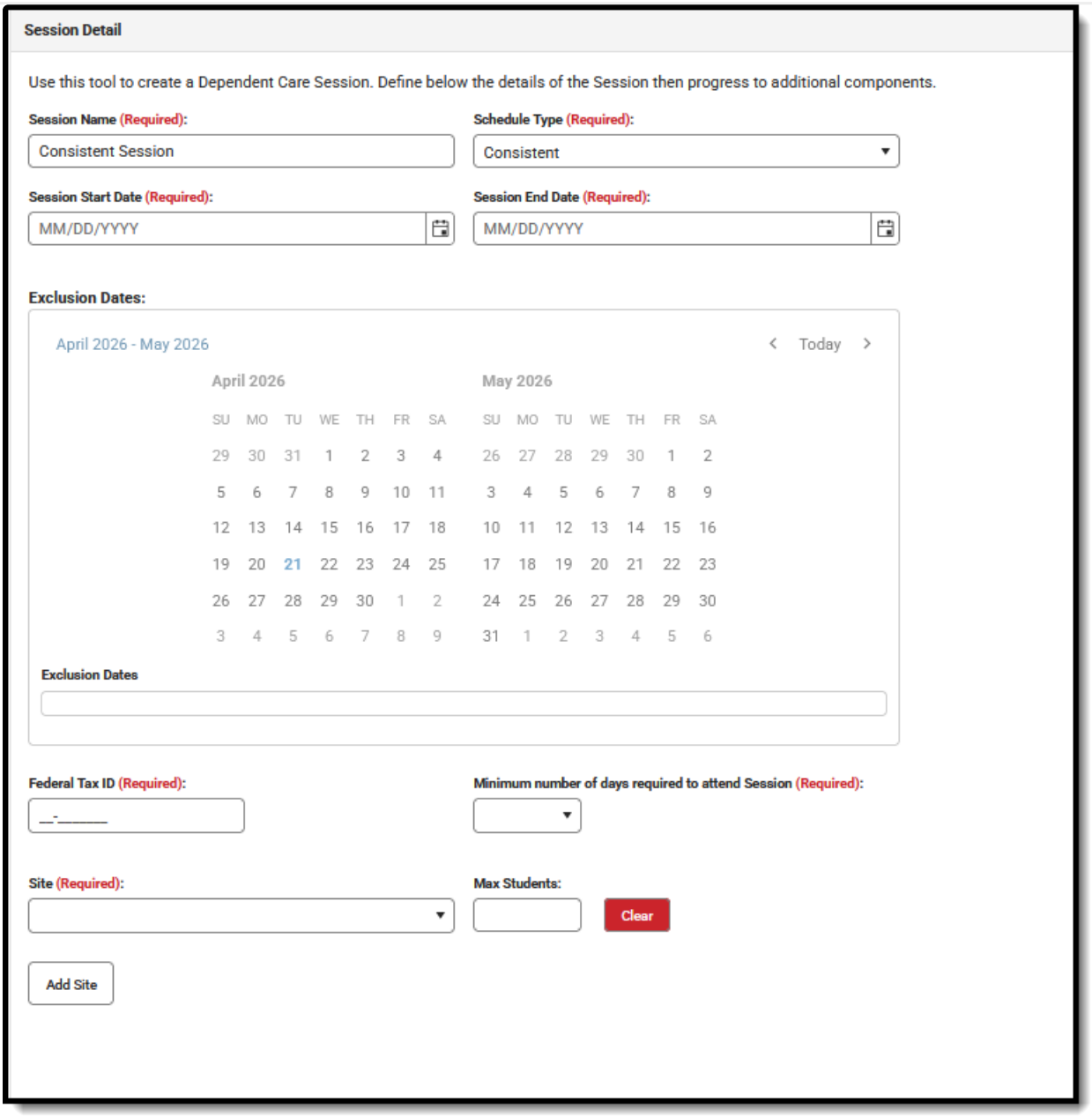
Tool Search: Dependent Care

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-day care, summer care, etc. Users can add sessions that offer consistent care, flexible care, or care on non-school days.



Dependent Care Create a New Session Editor

Add a Session



Dependent Care - Consistent Schedule Session Details Editor

1. From the Dashboard, press **New**.
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. 2026 Fall Before School Care).
3. From the **Schedule Type** drop-list, select **Consistent, Flexible,** or **Non-School Day**. See Schedule Type Options for more information.
4. Next, use the calendar icons to select the **Session Start Date** and **Session End Date**.
5. Use the **Exclusion Dates** section 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 click 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 or click on the calendar date to remove it from the exclusion list. The date is removed from the Exclusion Dates list.

> **NOTE:** Students with a Consistent schedule are billed for care on selected Exclusion Dates if those days are part of their regular care. Students with Flexible Attendance schedules cannot select Excluded Dates when planning care.

6. In the **Federal Tax ID** field, enter the appropriate tax ID. Users must enter a Tax ID before saving a session.
7. For Consistent Schedules only, 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.
8. Now, use the **Site** drop-list to select the site where the session is 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 each site where care is offered.
    - To remove a site from the list, press **Remove** for the appropriate site. The site is removed from the list.
        - If there is only one site assigned to the session, the site may not be removed.
9. In the **Max Students** field, enter the maximum number of students to whom the site can offer care.
    - If a limit to the number of students allowed is unnecessary, leave this field blank.

    > **NOTE:** The **Max Students** limit does **NOT** prevent users from approving more student registrations. Once the maximum number of students is reached, users receive a warning message that the site's student limit has been reached.

10. To clear the site selection and the number of Max Students, press **Clear**.
    - Once a site is cleared, users must select a new site before the session can be saved.

Schedule Type Options

Schedule Type	Description
Consistent	A Consistent schedule locks a student into a recurring weekly schedule. The student is scheduled for the same days of care each week. **NOTE:** A Consistent schedule can only be changed by ending the current schedule and adding new, additional schedules. A schedule cannot otherwise be changed for an in-progress session.
Flexible	A Flexible schedule offers care that aligns with individual student schedules. Students are billed based on either a **Flexible Schedule** (individual dates for which a student registers for care) or **Flexible Attendance** (individual dates for which a student participates and receives care).
Non-School Day (NSD)	Non-School Day care offers student care on days when school is not in session.

Session Detail Fields

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Session Name
Required</td><td>Name of the session being added. It is recommended to use a name that helps identify the session's purpose (i.e. 2027 Summer Care).</td></tr>
<tr><td>Schedule Type
Required</td><td>Indicates the type of care the session offers: Consistent or Non-School Day.
<table>
<tr><th>Schedule Type</th><th>Description</th></tr>
<tr><td>Consistent</td><td>Childcare is offered multiple days each school week of the session.</td></tr>
<tr><td>Flexible</td><td></td></tr>
<tr><td>Non-School Day</td><td>Childcare is offered on days when school is not in session.</td></tr>
</table></td></tr>
<tr><td>Session Start Date
Required</td><td>The date on which session care begins.</td></tr>
<tr><td>Session End Date
Required</td><td>The date on which session care ends.</td></tr>
<tr><td>Exclusion Dates</td><td>Indicates the dates throughout the session on which childcare is NOT offered. Click on all desired exclusion dates for the session to add them to the Exclusion Dates list.
To remove a date from exclusion, click on the X for the desired date. The date is removed from the Exclusion Dates list.
NOTE: Users may not add Exclusion Dates until Session Start and End Dates are added.</td></tr>
<tr><td>Federal Tax ID
Required</td><td>The Federal Tax ID for the site at which the session is offered.</td></tr>
<tr><td>Minimum number of days required to attend Session
Required - Consistent Schedules Only</td><td>The minimum number of days the student must attend the session in order to register.</td></tr>
<tr><td>Site
Required</td><td>The site where the session will be offered. Users may add additional sites offering care by using the Add Site button.</td></tr>
</table>

Field	Description
Max Students	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.
Add Site	Press **Add Site** to add additional sites to the session. 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.

Set Invoice Preferences



Dependent Care - Consistent Schedule Invoice Preferences

1. Use the **Method** field to determine the Billing Method for the session: **Schedule** or **Attendance**. See Billing Methods for more information on each method.
2. From the **Timing** drop-list, select how the invoice is generated in relation to the billing window: **Before** or **After**. See Invoice Timing Options for information on each timing option.
3. Use the **Invoice Schedule** options to determine the frequency with which to bill students for their care: **Weekly** or **Monthly**.
    - Use the **Schedule Day** to determine the exact day of invoice generation.
        - For Weekly billing, use the drop-list to select the day of the week on which to generate invoices.
        - For Monthly billing, use the drop-list to select the day of the month on which to generate invoices: **1st** of the Month, **15th** of the Month, or **Last Day of** the **Month**.
4. The Invoice Information section allows users to enter any relevant session information to the invoice. This information displays at the bottom of all invoices.

Billing Methods

Billing Method	Billing Method Availability for Schedule Type	Description

Billing Method	Billing Method Availability for Schedule Type	Description
Schedule	Available for ALL schedule types (Consistent, Flexible, Non-School Day)	Registrants are billed based on their session schedule. Registrants pay for the schedule for which they are registered, whether they attend or not
Attendance	Available for Flexible schedules only	Registrants are billed based on their attendance. Registrants only pay for the days they attend.

Invoice Timing Options

BE AWARE! Your billing date affects when payments arrive. The billing date may create **payment delays of up to 61 days**. Choose your billing cycle with this timing in mind:

- Billing **before care** (1st of the month) = billing **next month's services**
- Billing **after care** (31st of the month) = billing **last month's services**

Timing Option	Invoice Method Type Availability	Description
Before	Available for Invoice Schedule Method	Selecting **Before** means you are billing students for the UPCOMING billing window (week/month), or care not yet received. • For billing that occurs on the 1st of each month, the student is billed for the month after. For example, if a district runs invoicing on January 1st, the invoice generates for care in February. • To ensure a briefer billing cycle, it is recommended to bill closer to the upcoming month than earlier. For example, bill registrants on the 15th or last day of each month instead of billing on the 1st. So, for a February invoice, registrants should be invoiced on January 15 or January 31, rather than on January 1st.

Timing Option	Invoice Method Type Availability	Description
After	Available for all Invoice Method Types (Schedule or Attendance)	Selecting **After** means you are billing registrants for the PRIOR billing window (week/month), or care already received. • For billing that occurs on the 1st of each month, the student is billed for the previous month. For example, if a district runs invoicing on January 1, the invoice generates for care received in December. • To ensure a briefer billing cycle, it is recommended to bill closer to the previous month than later. For example, bill registrants on the 1st or 15th of the month instead of billing on the last day of the month. So, for a December invoice, registrants should be invoiced on January 1 or January 15.

Invoicing Section Fields

Field	Description
Method ***Required***	Determines how students are billed for care: **Schedule** or **Attendance**. **Method** / **Description** **Schedule** — Registrants are billed based on their session schedule. Registrants pay for the schedule for which they are registered, whether they attend or not **Attendance** — Registrants are billed based on their attendance. Registrants only pay for the days they attend.
Timing ***Required***	**Timing** determines when registrants are billed for care. **Invoice Timing** / **Description** **Before** — Registrants are billed for upcoming care. Registrants pay for care in advance of receiving care. **After** — Registrants are billed for prior care. Registrants pay for care already received.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Invoice Schedule
Required</td><td>The Invoice Schedule allows users to determine the frequency with which to bill students for their care: Weekly or Monthly.
<table><tr><th>Invoice Schedule</th><th>Description</th></tr><tr><td>Weekly - Bill same day every week</td><td>This option generates a weekly invoice. Registrants are billed weekly for care.</td></tr><tr><td>Monthly - Bill same day every month</td><td>This option generates a monthly invoice. Registrants are billed monthly for care.</td></tr></table></td></tr>
<tr><td>Schedule Day
Required</td><td>The Schedule Day option allows users to determine the exact day on which to generate invoices.
<table><tr><th>Invoice Schedule</th><th>Description</th></tr><tr><td>Weekly</td><td>Use this option to select the day of the week (Sunday - Saturday) on which to generate invoices.</td></tr><tr><td>Monthly</td><td>Use this option to select the day of the month (1st, 15th, or Last Day of Month) on which to generate invoices.</td></tr></table></td></tr>
<tr><td>Invoice Information</td><td>Information entered here displays on generated invoices. This allows users to relay relevant session information to those receiving care. This information displays at the bottom of all invoices.</td></tr>
</table>

Save New Session Details and Invoice Preferences

1. If you do not wish to create the new session, press **Cancel** to return to the Dependent Care Dashboard.
2. To save the new session and remain on the screen, press **Save**.
3. To save the session and continue to the Charges and Discounts screen, press **Save & Next**. Please see Add Charges and Discounts to a New Session to continue creating your new session.