

## **Creating a New Session**

Last Modified on 06/23/2025 2:45 pm CDT

## 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.

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	1			
	Create Session	Charges & Discounts	Sections & Rates	Portal Informat
	Use this tool to create a Dependent Care Session. Define b	low the details of the Session then progress to additional components.		
	Session Name *	Schedule Type *		
	Morning Care	Consistent *		
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	Kindergarten Center	- 30 Clear		
	Add Site			
		Cance	Save Save & Next	
		Dependent Care Creat	e 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).
- 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.
- 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.
- 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 <u>Adding Charges and Discounts to a New Session</u> article to continue creating your new session.