

# Create a New Session

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Tool Search: Dependent Care

## Create 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.

The screenshot shows the 'Create Session (New)' form in the Dependent Care Dashboard. The form is titled 'Create Session (New)' and has a breadcrumb trail: 'Dependent Care Dashboard > Administration > Dependent Care Dashboard > Create Session (New)'. The form is divided into several sections: 'Create Session', 'Charges & Discounts', 'Sessions & Rates', and 'Portal Information'. The 'Create Session' section contains the following fields and options:

- Session Name (Required):** A text input field with the value 'Morning Care'.
- Schedule Type (Required):** A dropdown menu with the value 'Consistent'.
- Session Start Date (Required):** A date picker with the value '09/02/2025'.
- Session End Date (Required):** A date picker with the value '06/05/2026'.
- Exclusion Dates:** A calendar view for September and October 2025. Several dates are highlighted in blue, indicating they are exclusion dates: 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.
- Federal Tax ID (Required):** A text input field with the value '00-0000000'.
- Minimum number of days required to attend Session (Required):** A dropdown menu with the value '2 Days'.
- Site (Required):** A dropdown menu with the value 'Kindergarten Center'.
- Max Students:** A text input field with the value '30' and a 'Clear' button.

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Save & Next'.

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.
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