Adding Charges and Discounts to a New Session

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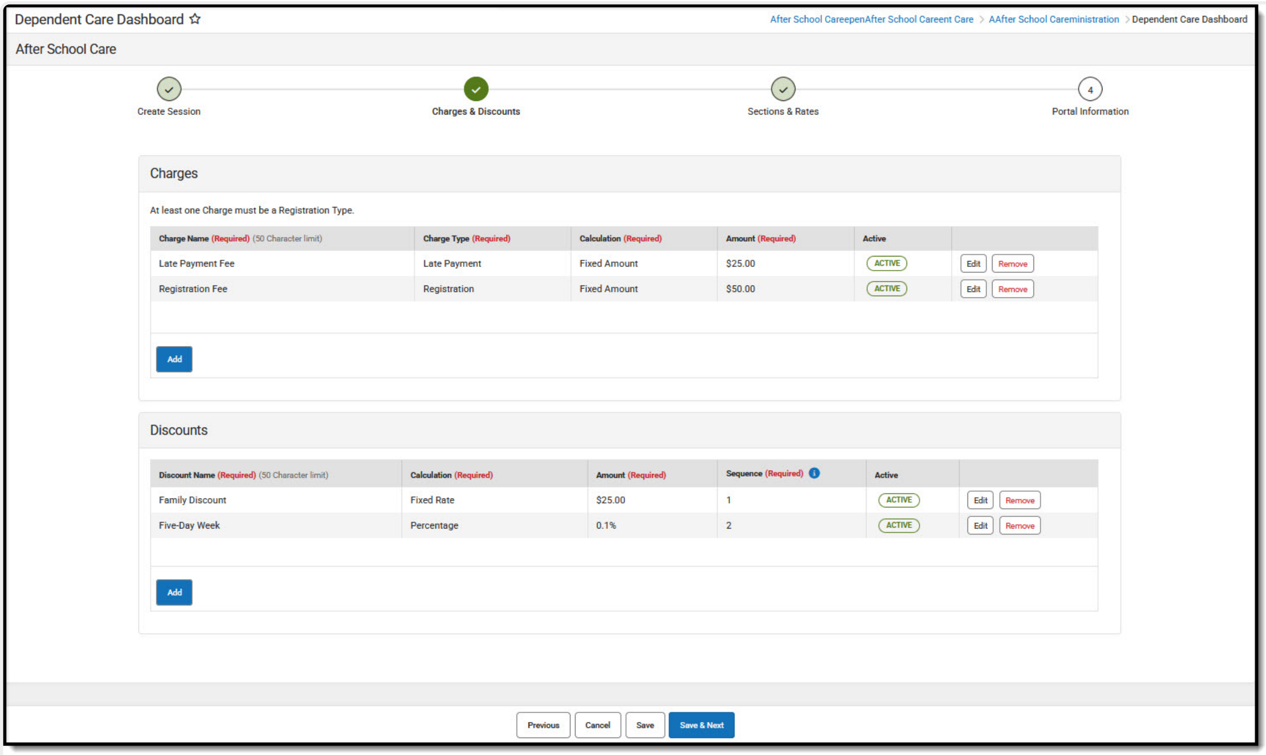
Tool Search: Dependent Care

New Session Charges and Discounts

This screen is used to add charges to the session and discounts, if desired, to the session. All sessions must have at least one charge.

NOTE: Charges and discounts are assigned/applied to student accounts in [Student Records (Administration)](). Student charges and discounts can be viewed in [Student Records (Site Staff)]().



Dependent Care New Session Charges & Discounts Editor

Adding Charges to the Session

All sessions must have at least one charge. If charges for the session are not wanted, it is recommended to create a registration fee of $0.00.

1. Press **Add** to add a charge to the session.
2. Use the **Charge Name** field to enter a unique, descriptive name for the charge. This is a required field.
3. From the **Charge Type** drop-list, select the type of charge: **Registration, Late Pickup, Late Payment,** or **Miscellaneous**. Users are required to apply a Charge Type to each Charge for the session.
   - *Registration* fees are applied to all approved requests. This fee is charged with the first session invoice.
   - *Late Pickup* fees are charged according to the parameters set by the administrator when setting up the session. Any late pickup fees are charged to the account on the next session invoice. Invoice fees must be paid in full. Any fees not paid are rolled over to the next invoice.
   - *Late Payment* fees are charged according to the parameters set by the administrator when setting up the session. Any late payment fees are charged to the account on the next session invoice. Invoice fees must be paid in full. Any fees not paid are rolled over to the next invoice.
   - *Miscellaneous* charges are added to cover any other charges for the session. These can be charges for things like additional supplies, a group outing, etc. Any miscellaneous fees are charged to the account on the next session invoice. Invoice fees must be paid in full. Any fees not paid are rolled over to the next invoice.
4. For Late Pick Up fees, use the Calculation drop-list to select how the charge is applied: **Fixed Amount, Per 1 Minute,** or **Per 5 Minute**. This is a required field.
   - Registration fees, Late Payments fees, and Miscellaneous charges may only be applied as Fixed Amounts.
5. The **Amount** field is used to set the dollar amount of the charge being added. This is a required field.
6. The **Active** column allows users to activate or inactivate a session charge.
   - To *activate* a charge, press the **INACTIVE** button and mark the checkbox. When finished, press **Update** to save the change or **Cancel** for the charge to remain inactive.
   - To *deactivate* a charge, press the **ACTIVE** button and unmark the checkbox. When finished, press **Update** to save the change or **Cancel** for the charge to remain active.
7. To make changes to a charge, press **Edit**. From here, users may change the Charge Name, Charge Type, charge Amount, and the activation status of the charge. When finished, press **Update** to save the changes or **Cancel** to leave the charge as-is.
8. Press the **Remove** button to remove a charge from the session. Once pressed, the charge is removed.
9. If you do not wish to save the charges and discounts, press **Cancel** to return to the Dependent Care Dashboard. To save the charges and discounts and remain on the screen, press **Save**. To save the charges and discounts and continue to the Sections and Rates screen, press **Save & Next**.

Adding Discounts to the Session

If desired. users may add discounts to the session. Discounts may be applied at a fixed rate or offer a percentage off the fee.

1. Press **Add** to add a discount to the session.

2. Use the **Discount Name** field to enter a unique, descriptive name for the discount. This is a required field.
3. Next, use the Calculation drop-list to select how the discount is applied: **Fixed Rate** or **Percentage**. This is a required field.
4. The **Amount** field allows users to determine the dollar amount of the discount or the percentage of the discount. This is a required field.
5. In the Sequence field, enter the order in which to apply the discounts. Discounts are applied to the account in sequential order.
6. The Active column allows users to activate or inactivate a session discount.
   - To *activate* a discount, press the **INACTIVE** button and mark the checkbox. When finished, press **Update** to save the change or **Cancel** for the discount to remain inactive.
   - To *deactivate* a discount, press the **ACTIVE** button and unmark the checkbox. When finished, press **Update** to save the change or **Cancel** for the discount to remain active.
7. To make changes to a discount, press **Edit**. From here, users may change the Discount Name, Calculation, discount Amount, discount Sequence, and the activation status of the discount. When finished, press **Update** to save the changes or **Cancel** to leave the discount as-is.
8. Press the **Remove** button to remove a discount from the session. Once pressed, the discount is removed.
9. If you do not wish to save the charges and discounts, press **Cancel** to return to the Dependent Care Dashboard. To save the charges and discounts and remain on the screen, press **Save**. To save the charges and discounts and continue to the Sections and Rates screen, press **Save & Next**.