Add Charges and Discounts to a New Session

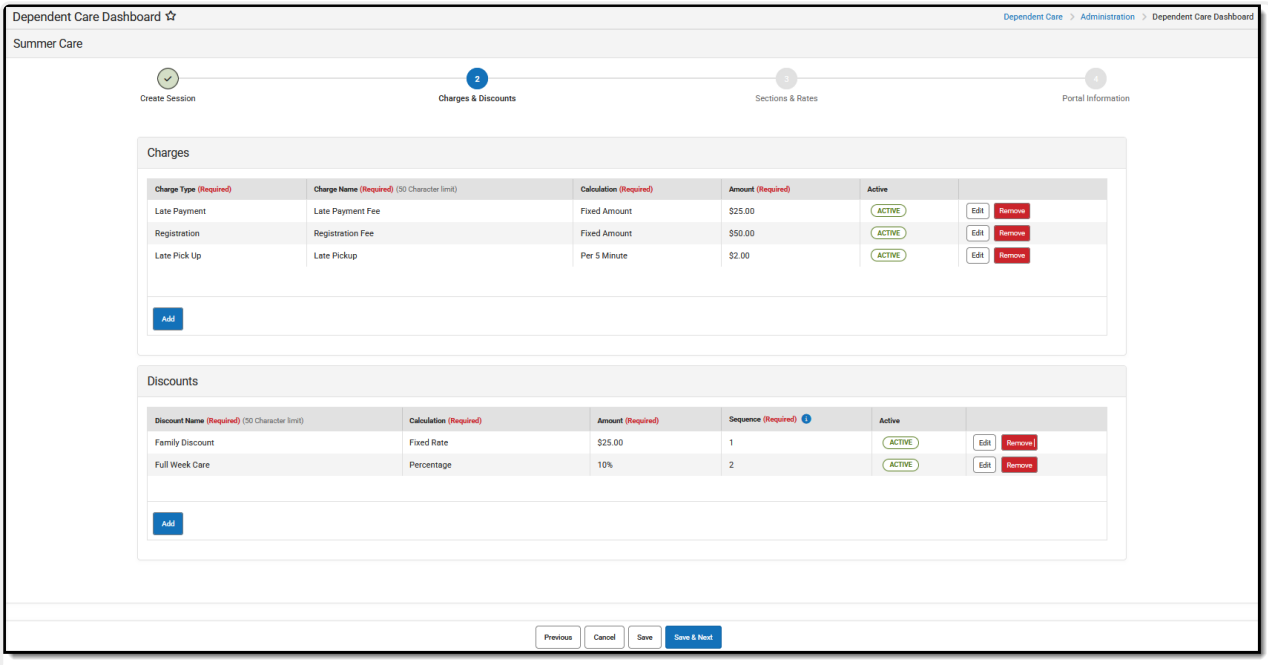
Last Modified on 07/01/2026 9:46 am CDT

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

Charge and Discount Buttons

Button	Description
Previous	Press **Previous** to return to the Create Session tab. Any unsaved changes will be lost if you return to the previous screen before saving them.
Cancel	Use the **Cancel** button to return to the Dependent Care Dashboard.

Button	Description
Save	To save the charges and discounts and remain on the screen, press **Save**.
Save & Next	To save the charges and discounts and continue to the Sections and Rates screen, press **Save & Next**.

Add 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. From the **Charge Type** drop-list, select the type of charge: **Registration, Late Pickup, Late Payment,** or **Miscellaneous**.See the Session Charge Fields table for more information on Charge Types.
3. Use the **Charge Name** field to enter a unique, descriptive name for the charge.
4. In the **Calculation** field, select how the charge is applied: **Fixed Amount, Per 1 Minute,** or **Per 5 Minute**. See the Session Charge Fields table for more information on Calculation types.
5. The **Amount** field is used to set the dollar amount of the charge being added.
6. The **Active** column allows users to activate or inactivate a session charge.
7. When finished, press **Done** to save the new charge.
    - If you do not wish to save the charge, press **Cancel** to discard the changes.

Session Charge Fields

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Charge Type
Required</td><td>This indicates the type of charge being added to the session: Registration, Late Pickup, Late Payment, or Miscellaneous.
<table>
<tr><th>Charge Type</th><th>Description</th></tr>
<tr><td>Registration</td><td>Registration fees are applied to all approved requests. This fee is charged with the first session invoice.
NOTE: Only a Fixed Amount rate can be applied to Registration charges.</td></tr>
</table>
</td></tr>
</table>

Field	Description	Charge Type	Description
		Late Pick Up	Any late pickup fees are charged to the account on the next session invoice. Invoice fees must be paid in full. Any unpaid fees are rolled over to the next invoice. • See Calculate Late Pick Up Fees for more information on how to apply these fees to an account. **NOTE:** Users can apply either a Fixed Amount rate or a Per Minute rate to Late Pick Up charges.
		Late Payment	Any late payment fees are charged to the account on the next session invoice. Invoice fees must be paid in full. Any unpaid fees are rolled over to the next invoice. **NOTE:** Only a Fixed Amount rate can be applied to Late Payment charges.
		Miscellaneous	*Miscellaneous* charges are added to cover any other charges for the session. These can include charges for additional supplies, group outings, etc. Any miscellaneous fees are charged to the account on the next session invoice. Invoice fees must be paid in full. Any unpaid fees are rolled over to the next invoice. **NOTE:** Only a Fixed Amount rate can be applied to Miscellaneous charges.
Charge Name ***Required***	Use this field to enter a unique, descriptive name for the charge.		

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Calculation
Required</td><td>Determines how the charge is applied.
<table>
<tr><th>Calculation Type</th><th>Description</th></tr>
<tr><td>Fixed Amount</td><td>A set amount that is always applied to the type of charge.
NOTE: Registration, Late Payments, and Miscellaneous charges may only be applied as Fixed Amounts.</td></tr>
<tr><td>Per 1 Minute</td><td>Select Per 1 Minute to charge a fee based on each minute the guardian is late to pick up.
NOTE: This option may only be applied to Late Pick Up charges.</td></tr>
<tr><td>Per 5 Minute</td><td>Select Per 5 Minute to charge a fee based on each 5-minute passage of time the guardian is late to pick up.
NOTE: This option may only be applied to Late Pick Up charges.</td></tr>
</table></td></tr>
<tr><td>Amount
Required</td><td>The Amount field indicates the dollar amount of the charge.</td></tr>
</table>

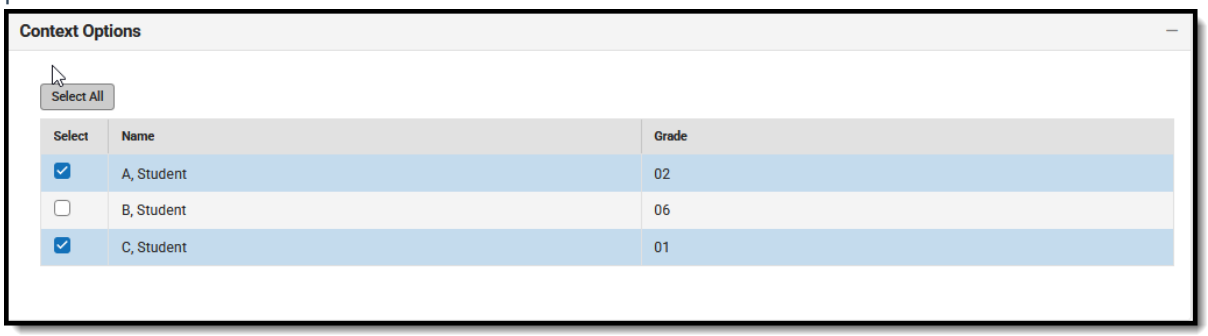
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Active/Inactive</td><td>The Active column allows users to activate or inactivate a session charge.
<table>
<tr><th>Charge Status</th><th>Description</th></tr>
<tr><td>Active</td><td>For currently active charges, the charge appears as ACTIVE. To deactivate the charge, press the ACTIVE button and leave the checkbox unmarked. When finished, press Update to save the change. Press Cancel for the charge to remain active.</td></tr>
<tr><td>Inactive</td><td>For currently inactive charges, the charge appears as INACTIVE. 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.</td></tr>
</table></td></tr>
<tr><td>Done</td><td>Press Done to save the charge being added.</td></tr>
<tr><td>Cancel</td><td>Use Cancel to remove the charge being added.</td></tr>
<tr><td>Edit</td><td>To make changes to a charge, press Edit. When finished, press Update to save the changes or Cancel to leave the charge as-is.</td></tr>
<tr><td>Remove</td><td>Press the Remove button to remove a charge from the session. Once pressed, the charge is removed.</td></tr>
</table>

Calculate Late Pick Up Fees

Users must manually calculate/apply Late Pick Up fees to an account. Late Pick-up fees are calculated per minute or per 5 Minutes. The calculation only applies the rate to the amount of minutes input into a charge.Late Pick Up fees are not automatically calculated or charged.

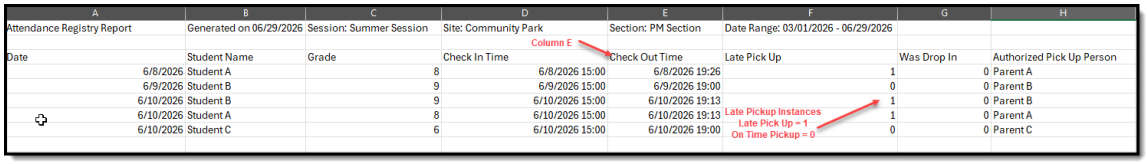
1. To calculate a late pickup fee, run the Attendance Registry Report for the appropriate session.

2. From the **Context Options** section, select the students who need further evaluation and press **Generate**.



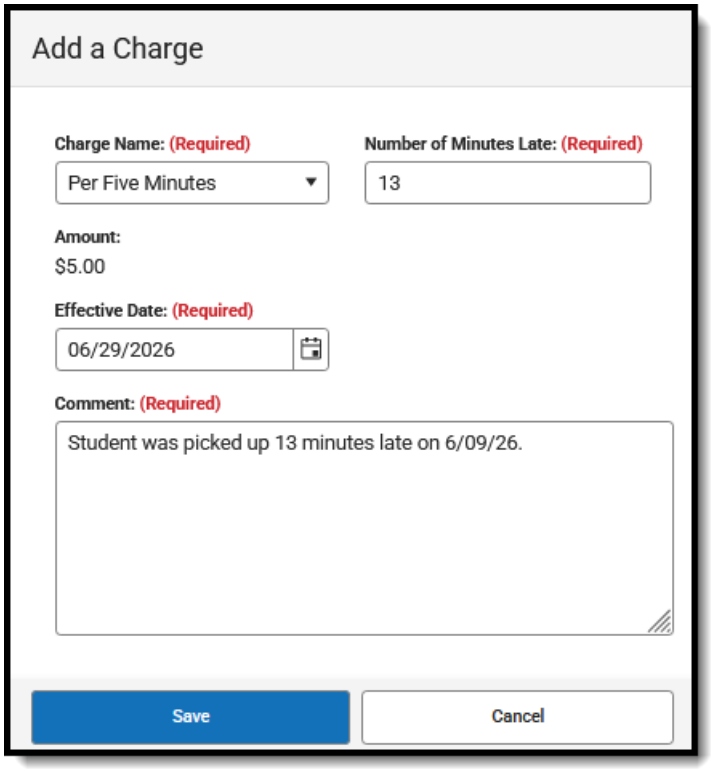
3. From the generated report, look for instances of Late Pickup in column F.
   - On Time Pickup = 0

- Late Pickup = 1



	A	B	C	D	E	F	G	H
1	Attendance Registry Report	Generated on 06/29/2026	Session: Summer Session	Site: Community Park	Section: PM Section	Date Range: 03/01/2026 - 06/29/2026		
2								
3	Date	Student Name	Grade	Check In Time	Check Out Time	Late Pick Up	Was Drop In	Authorized Pick Up Person
4	6/8/2026	Student A	8	6/8/2026 15:00	6/8/2026 19:26	1	0	Parent A
5	6/9/2026	Student B	9	6/9/2026 15:00	6/9/2026 19:00	0	0	Parent B
6	6/10/2026	Student B	9	6/10/2026 15:00	6/10/2026 19:13	1	0	Parent B
7	6/10/2026	Student A	8	6/10/2026 15:00	6/10/2026 19:13	1	0	Parent A
8	6/10/2026	Student C	6	6/10/2026 15:00	6/10/2026 19:00	0	0	Parent C

4. Manually calculate the difference between the Check Out Time (column E) and the expected Pick Up Time. The Expected Pick Up Time, or section End Time, is set up in the Sections and Rates part of Session Setup.
5. Go to Student Records for the appropriate student. Find the session to which a late pickup fee should be added, then press **View**.
6. From the Charges section, press **Add** to add a Late Pick Up fee.



- From this screen, Use the drop-list to select the **Late Pick Up Charge** to apply to the account.
- In the **Number of Minutes Late** field, enter how many minutes after the section End Time the student was picked up.
- Use the **Comments** field to enter any relevant information about the Late Pick Up Charge. Press **Save**.

Add 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.
3. Next, use the **Calculation** drop-list to select how the discount is applied: **Fixed Rate** or **Percentage**. See the Session Discount Fields table for more information.

4. The **Amount** field allows users to determine the dollar amount of the discount or the percentage of the discount.
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.
7. When finished, press **Done** to save the discount.
    - If you do not wish to save the discount, press **Cancel** to discard the changes.

Session Discount Fields

Field	Description
Discount Name ***Required***	Use this field to enter a unique, descriptive name for the discount.
Calculation ***Required***	The Calculation field indicates how the discount is applied: **Fixed Rate** or **Percentage**. **Discount Calculation** / **Description** **Fixed Rate** — A set amount that is deducted from the charge. **Percentage** — A percentage is deducted from the charge.
Amount ***Required***	The Amount field determines the amount of the discount. This is entered in a dollar amount for Fixed Rate discounts or a percentage for Percentage discounts.
Sequence ***Required***	In the Sequence field, enter the order in which to apply the discounts. Discounts are applied to the account in sequential order.

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