Add Sections and Rates to a New Session

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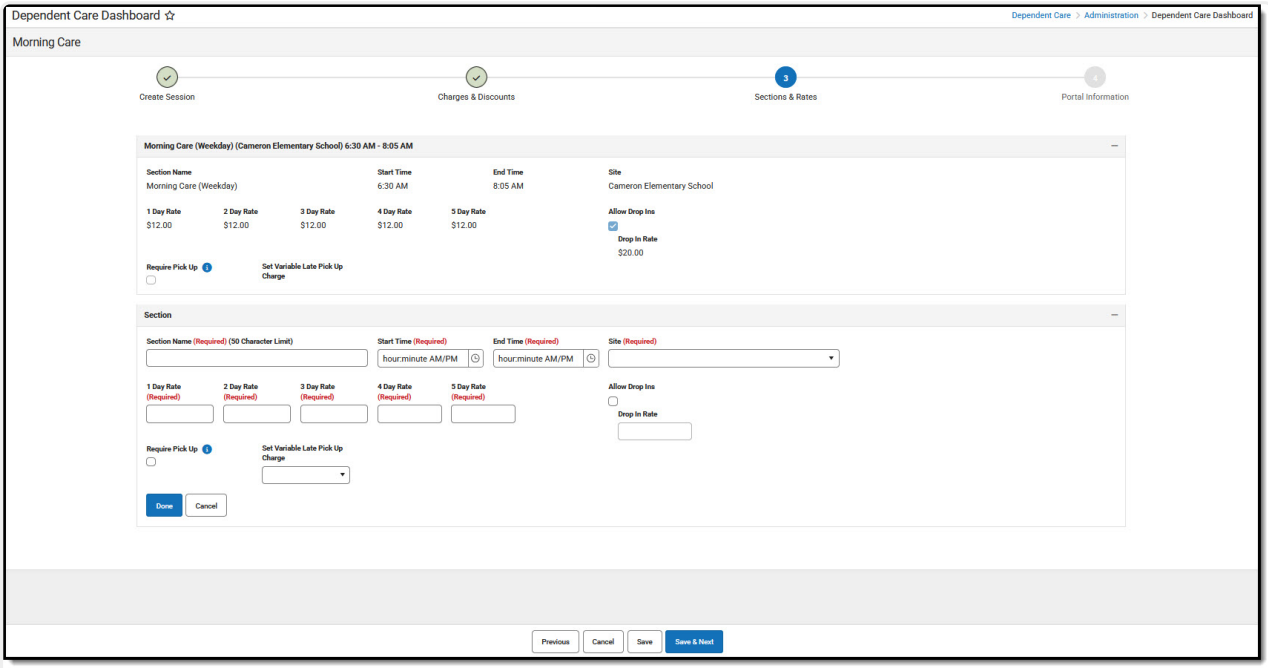
Tool Search: Dependent Care

New Session Sections & Rates

The Sections & Rates screen is used to apply individual sections to a session and to determine the rates for each section.



Dependent Care Sections & Rates Editor

Adding Sections and Rates to the Session

1. In the **Section Name** field, enter the section name for which you are setting times and rates. Since multiple sections can be added, be sure to use a unique, descriptive name.
2. Use the **Start Time** and **End Time** fields to determine when childcare for the section starts and ends. Start and End Times are required for each section.
3. Next, use the **Site** drop-list to select the site at which this section is available. Only sites added to the session are available for selection.
4. The **Day Rate** fields allow users to set the rate for each session day. Use each field to enter the desired rate. A rate must be entered for each session day. If you do not wish to charge a rate for a specific day, enter $0.00.

   NOTE: For Flexible schedules, only one daily rate is applied per instance.

5. If the section allows drop-in care, mark the **Allow Drop Ins** checkbox. Leave this option unmarked if drop-ins are not allowed.
    - For sections that allow for drop-ins, users must enter a **Drop In Rate** dollar amount.
6. For sections that require an authorized person to pick up students, mark the **Require Pick Up** checkbox.
7. When finished, press **Done** to save the Section and Rates. Press **Cancel** to discard the changes.

Section Fields

Field	Description
Section Name ***Required***	The name of the section. Since multiple sections can be added, be sure to use a unique, descriptive name.
Start Time/End Time ***Required***	The **Start Time** and **End Time** fields indicate the times at which childcare starts and ends for the section.
Site ***Required***	Next, use the **Site** drop-list to select the site at which this section is available. Only sites added to the session are available for selection.
Day Rate ***Required***	The **Day Rate** fields allow users to set the rate for each session day. Use each field to enter the desired rate. A rate must be entered for each session day. If you do not wish to charge a rate for a specific day, enter $0.00. **NOTE:** Depending on the *Minimum number of days required to attend Session* set in the Create Session screen, some day rate fields are not available. For example, if the minimum number of days to attend is set to 1, all 5-day rates are available and editable. If the minimum number of days is set to 3, the 1-Day Rate and 2-Day Rate are not editable.
Allow Drop Ins	If the section allows drop-in care, mark the **Allow Drop Ins** checkbox. Leave this option unmarked if drop-ins are not allowed. Drop-in care is allowed for students who are registered for the session but not scheduled to attend on the day of drop-in. **NOTE:** Be sure to enter a Drop In Rate if this option is marked.
Drop In Rate ***Required (if Drop-Ins are allowed)***	If Allow Drop Ins is marked, users MUST enter a **Drop In Rate**. This is the rate charged for all students being dropped off for care for which they are not scheduled.

Field	Description
Require Pickup	For sections that require an authorized person to pick up students, mark the **Require Pick Up** checkbox. This requires the Authorized Pick Up person to select their name from a Check Out list. Leave this option unmarked if authorized pickup persons are not required to select their name from a list upon checkout.
Done	When finished, press **Done** to save the Section and Rates.
Cancel	Press **Cancel** to discard the changes.
Edit	Once a section has been added and saved, users may press the **Edit** button to make changes to the section.
Remove	To remove a section, press Remove for the appropriate section.
Copy	Press **Copy** to make a copy of the section. **NOTE:** Be sure to change the **Section Name** of a copied section.