

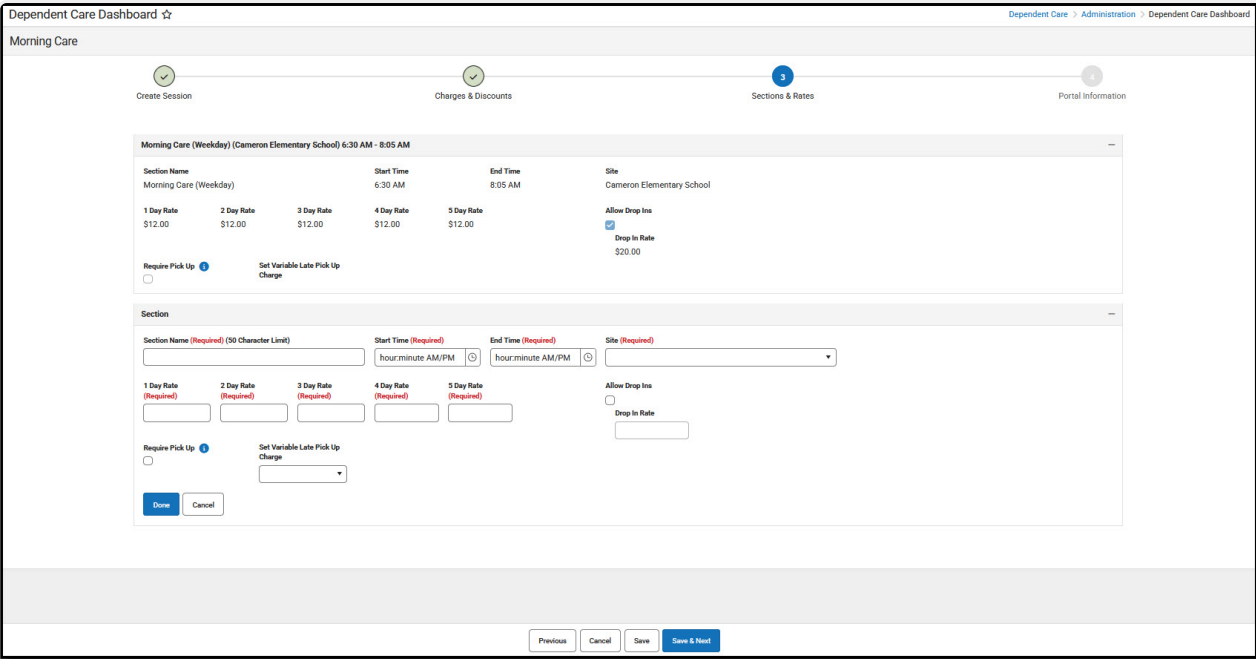
# Adding Sections and Rates to a New Session

Last Modified on 12/14/2025 8:45 pm CST

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 Dashboard ☆

Dependent Care > Administration > Dependent Care Dashboard

Morning Care

Create Session Charges & Discounts Sections & Rates Portal Information

Morning Care (Weekday) (Cameron Elementary School) 6:30 AM - 8:05 AM

Section Name	Start Time	End Time	Site
Morning Care (Weekday)	6:30 AM	8:05 AM	Cameron Elementary School

1 Day Rate	2 Day Rate	3 Day Rate	4 Day Rate	5 Day Rate
\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Allow Drop Ins ☒ Drop In Rate \$20.00

Require Pick Up ☐ Set Variable Late Pick Up Charge

Section

Section Name (Required) (50 Character Limit) Start Time (Required) End Time (Required) Site (Required)

hour:minute AM/PM hour:minute AM/PM

1 Day Rate (Required) 2 Day Rate (Required) 3 Day Rate (Required) 4 Day Rate (Required) 5 Day Rate (Required)

Allow Drop Ins ☐ Drop In Rate

Require Pick Up ☐ Set Variable Late Pick Up Charge

Done Cancel

Previous Cancel Save Save & Next

Dependent Care Sections & Rates Editor

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. This is a required field.
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. This is a required field.
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:** Depending on the *Minimum number of days required to attend Session* set in the [Create Session](#) screen, some day rate fields will not be 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, 1 Day Rate and 2 Day Rate are not available for editing.

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 pickup 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 check out.
  7. The **Set Variable Late Pickup Charge** field allows users to determine the variable late fee charged for any students picked up after the section's end time. Any rates available in the drop-list were setup in the Charges & Discounts screen. Users may only apply one Variable Late Pickup Charge per section.
  8. The **Set Fixed Late Pick Up Charge** field allows users to determine the fixed amount late fee charged for any students picked up after the section's end time. Any rates available in the drop-list were setup in the Charges & Discounts screen. Users may only apply one Fixed Rate Late Pickup Charge per section.
  9. When finished, press **Done** to save the Section and Rates. Press **Cancel** to discard the changes.
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