

Adding 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

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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