Dependent Care Settings

Last Modified on 07/21/2026 11:42 am CDT

Tool Search: Dependent Care

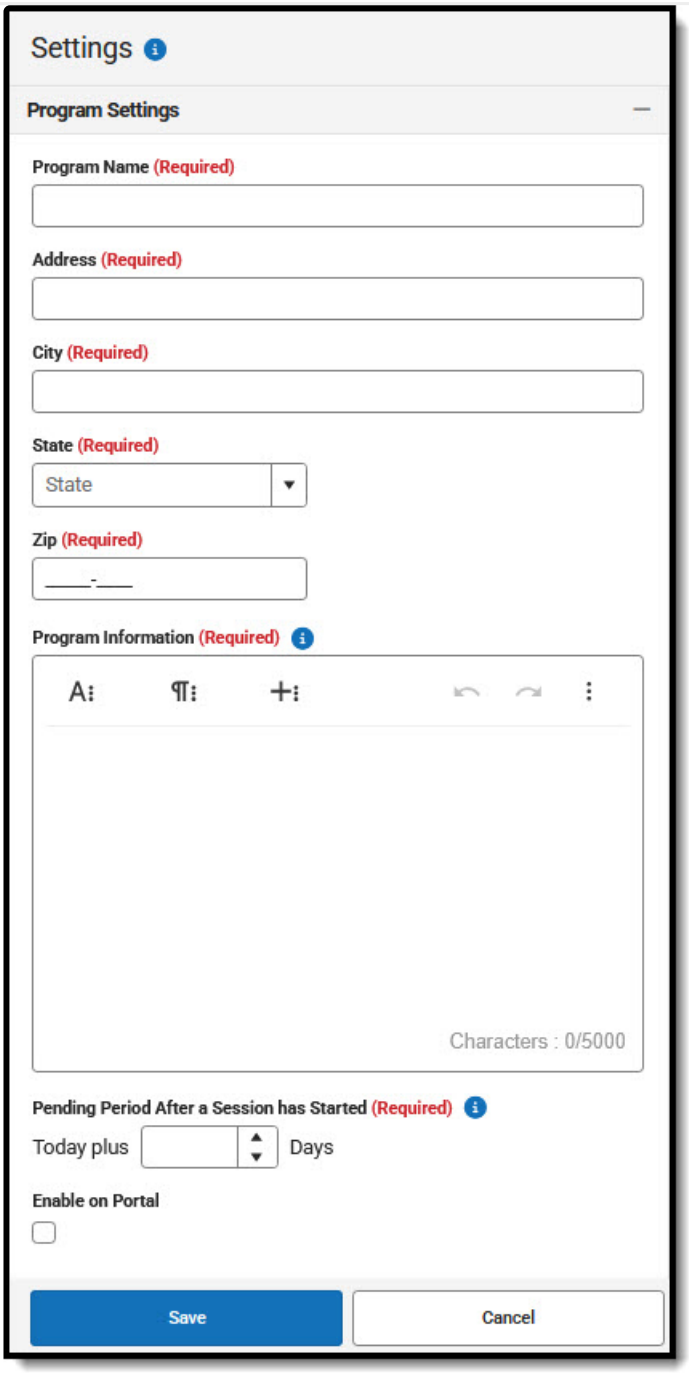
Settings

The Settings options allow users to select Program and Invoice Settings that will apply to ALL Dependent Care sessions.

NOTE: Before creating sessions or doing anything else, it is recommended users determine both Program and Invoice Settings.

Program Settings

Use the Program Settings fields to enter information that will apply to all sessions. The Program address, program information, and the pending period for a program display on the Dependent Care Parent Portal. Guardians see this information when registering for sessions and viewing the portal.



Dependent Care Program Settings Editor

Configure Program Settings

1. Enter a **Program Name** for the Dependent Care program.
2. Use the Address fields to enter the street, city, state, and zip code for the program.
3. In the **Program Information** field, enter any information relevant to the program. This information displays on the Parent Portal for ALL sessions in the program.
    - Users may format the appearance of this information by using the editor tools. Be sure to note that text alignment **MUST** be selected *before* typing in the information. Text

otherwise displays with center alignment.

4. The **Pending Period After a Session has Started** is the number of days a student has to wait to begin an already-started session. This gives the district time to review the request and any required forms.
    - In the **Today Plus** field, use the toggle arrows to set the number of days the student must wait.

      NOTE: If the number of days a student must wait exceeds the last day of the session, session registration is NOT available. If a user creates a last-minute session, be SURE to verify the pending period works with the newly-created session and make any necessary adjustments.

5. Use the **Enable on Portal** option to determine Dependent Care visibility on the parent Portal.
    - Mark this option to make Dependent Care visible/accessible on the portal.
    - Leave the option unmarked if Dependent Care should NOT be visible/accessible.

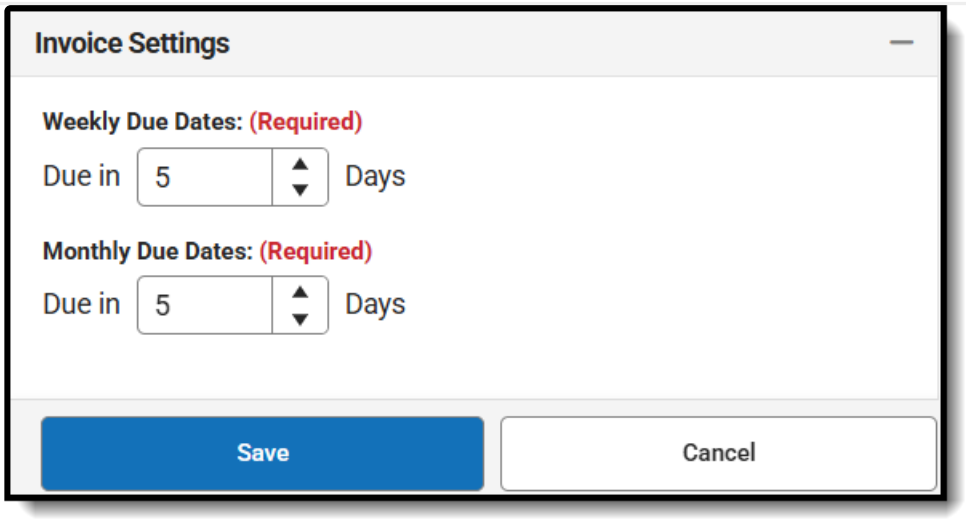
Program Settings Fields

Field	Description
Program Name ***Required***	Enter a name for the program.
Address ***Required***	Use this field to enter the Dependent Care street address.
City ***Required***	This field is used to enter the City of the Dependent Care address.
State ***Required***	Enter the Dependent Care state.
Zip ***Required***	Use this field to enter the zip code for the Dependent Care address.
Program Information ***Required***	In this field, enter any information relevant to the program. Users may format the appearance of this information by using the editor tools. Be sure to note that text alignment **MUST** be selected *before* typing in the information. Text otherwise displays with center alignment. This information displays on the Parent Portal for ALL sessions.

Field	Description
Pending Period After a Session has Started (Today plus) ***Required***	This is the number of days a student must wait before attending an already-started session, giving the district time to review the request and any forms. • In the ***Today plus*** field, use the toggle arrows to set the number of days a student must wait. NOTE: If the number of days a student must wait is greater than the last day of the session, session registration is not available. If a user creates a last-minute session, be SURE to verify this pending period works with this newly-created session and make any necessary adjustments.
Enable on Portal	This option allows users to enable/disable Dependent Care on the Portal. • If the option is *unchecked*, Dependent Care **is not** visible/accessible on the portal. • If this option is *checked,* Dependent Care **is** visible/accessible on the portal.

Invoice Settings

Use the Invoice Settings to apply invoice preferences. Settings made here will be applied to all issued invoices.



Dependent Care Invoice Settings

Determine Invoice Settings

The **Weekly** and **Monthly Due Date**s fields allow users to determine the number of days a registrant has to pay their invoice before being charged a Late Payment fee.

- Under **Weekly Due Dates**, use the **Days** scroll arrows to set the number of days a registrant has for sessions that are billed weekly.
- Under **Monthly Due Dates**, use the **Days** scroll arrows to set the number of days a registrant as for sessions that are billed monthly.

  NOTE: Due Dates MUST be set for both Weekly and Monthly Due Dates.

Invoice Settings Fields

Field	Description
Weekly Due Dates ***Required***	Use the **Weekly Due Dates** (**Due in** x **Days)** scroll arrows to set the number of days a registrant has to pay their invoice before being charged a Late Payment fee. This threshold applies to sessions billed weekly.
Monthly Due Dates ***Required***	Use the **Monthly Due Dates** (**Due in** x **Days)** scroll arrows to set the number of days a registrant has to pay their invoice before being charged a Late Payment fee. This threshold applies to monthly-billed sessions.