

# **Dependent Care (Administration) - Start Here**

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Dependent Care allows users to manage childcare options offered through school districts.

#### **Getting Started**

- <u>Dependent Care Overview Video</u>
- <u>Dependent Care Dashboard (Administration)</u>
- <u>Dependent Care Settings</u>

How-To Guides



#### **Sessions**

- Create a New Session
- Edit Sessions
- Copy a Session
- Delete a Session

### **Charges and Discounts**

- Add a Charge to a Session
- Add a Discount to a Session

#### **Sections and Rates**

• Add Sections and Rates to a New Session

#### **Session Portal Information**

• Add Portal Information to a New Session

#### **Rosters**

Session Rosters

## **Registration Requests**

Review Registration Requests

## **Student Records (Administration)**

- View a Student Record
- Edit a Student's Session Schedule
- Emergency Contacts and Authorized Pickup Persons
- Student Session Charges
- Student Session Discounts
- Student Session Credits
- Filters

#### **Tutorials**

- Dependent Care: Create Consistent Session Video
- Dependent Care: Create Non-School Day Session Video
- Dependent Care: Process Registrations Video

#### Reference



## **Reports**

- Attendance Summary Report
- Outstanding Balance
- Program Financial Activity Report
- Student Financial Activity Report