



Childcare Sage Drop-In Manual (Childcare and Preschool Management System) Version 11.7



Introduction

The Childcare Sage Drop-In Center version adds specific drop-in center functionality to the Childcare Sage Large Center system. The added functionality was specifically designed for the needs of drop-in centers and includes the following:

- 1) billing rate system that can automatically discount hourly care for siblings,
- 2) ability to bill in time blocks and round up or down when calculating charges,
- 3) coupon functionality that can automatically apply coupon discounts to childcare charges,
- 4) drop-in reservation system to reserve slots for drop in care and reserve rooms for parties/events,
- 5) pre-paid care and gift certificate functionality,
- 6) automatic sales tax processing,
- 7) one screen to process and bill drop-in children,
- 8) snapshot report that shows daily attendance, income and sales,
- 9) optional fingerprint integration for sign in and out.

These unique features automate and simplify running a drop-in child care center. The Drop-In Center version also contains all of the features and benefits of the Childcare Sage Large Center.

This manual will cover the specific drop-in center functionality and screens.

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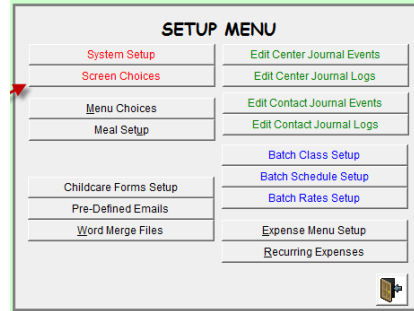
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Childcare Sage Drop-In Center Manual

Figure 1:



Figure 2:

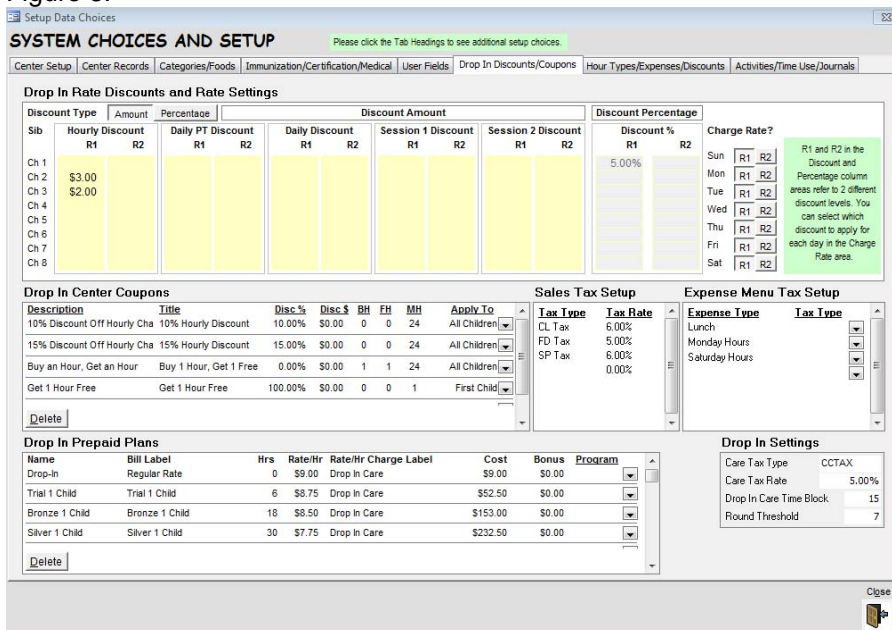


There are 2 dedicated drop-in center function icons in the Childcare Sage.

Batch Drop-In: opens consolidated drop in functions screen to sign in/out drop in kids, charge accounts, take payments and print bills and receipts
Setup Menu -> Screen Choices -> Drop-In Discounts and Coupons (tab): opens the drop-in center sibling discounts and coupon settings tab (figure 3).

Drop In Rate Discounts and Rate Settings

Figure 3:



Drop In Rate Discounts:

You can setup different hourly discounts for each sibling at the center at the same time. The Discount Amount table (in yellow) lets you setup dollar amount discounts for each sibling for each hour, day, or session. Many drop-in centers are also open and charge higher rates on the weekend. The R1 and R2 discount columns in the Discount Amount and Discount Percentage areas let you apply different discounts for different days of the week.

To enter an hourly discount, simply put in the discount amount into each of the 8 sib (sibling) rows under the R1 and/or R2 columns. To set different discounts for different days in the week, push in the discount you want to use (R1 or R2) for each day in the Charge Rate select on the right side of the screen.

In the example in figure 3, there is a \$3 per hour discount for the 2nd sibling and a \$2 per hour discount for the 3rd sibling that are at the center at the same time. Keep in mind that the 8 sibling discount rows only apply to siblings at the center at the same time, not siblings in the family.

Discounts can be entered as amounts or percentages. There are 5 discount \$ amount areas that correspond to each timesheet rate charge types (whether you charge by the hour, day, session, etc.) The percentage discounts simply credit a percentage of the total charge for that sibling.

Charge Rate?: select which rate (rate 1,2) to charge for each day

All sibling discounts are shown as credits on the parents bill.

Drop In Center Coupons:

Enter new drop in center coupons into the empty rows. Each coupon can be a combination of a:

- 1) discount percentage (Disc %),
- 2) discount amount (Disc \$),
- 3) buy some hours (BHrs), get some hours free (FHrs),
- 4) how many hours is the coupon good for (enter 24 for all day),
- 5) which siblings does the coupon apply to.

Some examples are:

Description	Disc %	Disc \$	BHrs	FHrs	MHrs	Apply to
10% off entire bill	10	0	0	0	24	All Children
Buy 1 hour, get 1 free	0	0	1	1	24	All Children
Get 1 hour free	100	0	0	0	1	First Child
Half price for 2 nd child	50	0	0	0	24	Second Child
\$5 off hourly rate and buy 1 hour, get 1 free for 2 nd child	0	5	1	1	24	Second Child

By mixing and matching the 5 coupon parameters, you can create virtually any coupon. All coupons are shown as credits on the parents bill.

Childcare Tax

If you state taxes child care, you can enter the tax rate and the tax label on the parents bill in the top right of figure 3.

Care Tax Type: label for childcare tax charges on parent's bill

Care Tax Rate: tax rate for childcare

Retail Item and Incidentals Tax

If your state taxes retail items, supplies, and incidentals that you provide at your center such as snack packs, coloring books, diapers, etc, you can enter the tax rate and the tax label for different types of retail items and services at the bottom right of figure 3.

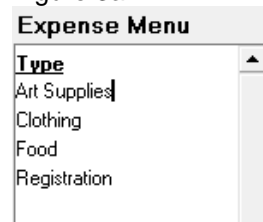
Sales Tax Setup lets you enter the tax rate and tax label for different types of taxes that you charge such as food taxes, supply taxes (books, diapers,) etc. There are also reports tax collection reports that you can run for collected sales tax payments to the government.

Tax Type: label for tax charges on parent's bill and tax collection grouping categories

Tax Rate: tax rate for each tax type

Expense Menu Tax Setup lets you assign a tax type to each expense menu category that you set up. Expense menu categories are entered in the Expense Menu setup area in the Hour Types/Expenses/Discounts tab of figure 3, shown to the right ->

Figure 3a:



Charging By Time Blocks

The Childcare Sage Drop-In Center lets you charge by time blocks and round up or down depending on a threshold you set. Time block charging and rounding is best explained by example. Let's assume that you charge in 15 minute blocks and set the threshold to 7 minutes.

If a child is at the center for 3 hours and 6 minutes, they are charged for 3 hours. If they are at the center for 3 hours and 8 minutes, they are charged for 3 hours and 15 minutes.

Drop-In Care Time Block: minimum blocks of time that you charge for (if you charge by the minute, leave time block at 0.)

Round Threshold: how many minutes into the block to charge for the entire time block.

Drop-In Prepaid Plans

The Childcare Sage Drop-In Center lets you create prepaid packages or plans that customers can purchase. There are 2 types of plans that you can create, dollar or hour based. Dollar plans are similar to a gift certificate at a restaurant; the customer pays \$100 and gets \$120 worth of care (a \$20 bonus). Hour plans let the customer prepay for a certain number of hours at a fixed rate; 100 hour plan is \$250 which is equal to \$2.50 per hour.

Enter new plans into the empty rows. For each plan, you can set the following:

- 1) **Name:** name of the plan that shows in the plan selector on the payments windows of the drop in screen
- 2) **Bill Label:** what the parents will see on their bill when they buy the plan
- 3) **Hours:** how many hours the plan includes (helps you pick the correct plan)
- 4) **Rate/Hr:** only used in hour plans (this is the rate used to create the drop in rate when a family buys a plan)
- 5) **Rate/Hr Charge Label:** what the parents will see on their bill when they use hours at the center
- 6) **Cost:** price of the plan
- 7) **Bonus:** difference between the cost of the plan and the plan's face value
- 8) **Program:** cost center for the plan (used to track plan sales)

Setting Up Barcode Expenses

Barcode expense charging let you quickly and easily charge drop-in child accounts by simply scanning an item from a barcode sheet that you create in Microsoft Word. Using barcode expense charging is a great way to reduce charge errors, and speed up charging accounts.

To use barcode expense scanning in the Childcare Sage Drop-In Center, you need:

- 1) Any USB barcode scanner will work. The scanner that we used was the: Metrologic Eclipse MS5145
- 2) ConnectCodeFreeSetup.exe, which creates barcodes from numbers and is available on our website.

The first step to setting up barcode expense scanning is to enter the expense menu types in the Hour Types/Expenses/Discounts tab of the Screen Choices screen opened from the Setup Menu. Setting up expense menu types allows you to print reports that break down and group different expenses that you charge children. Examples include: diapers, snack packs, art supplies, and registration fees.

Figure 4:

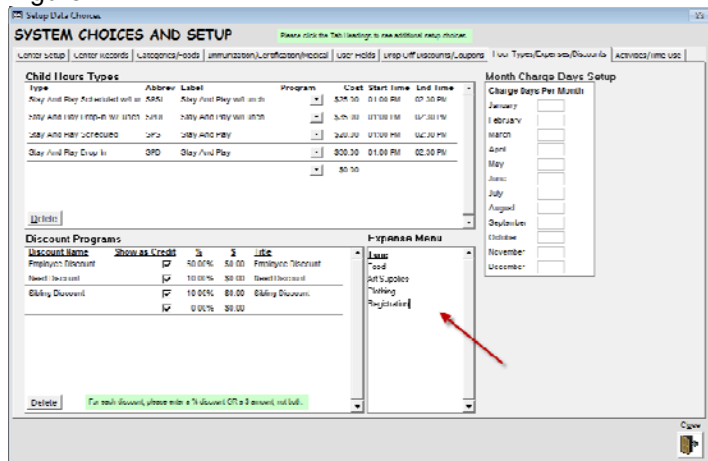
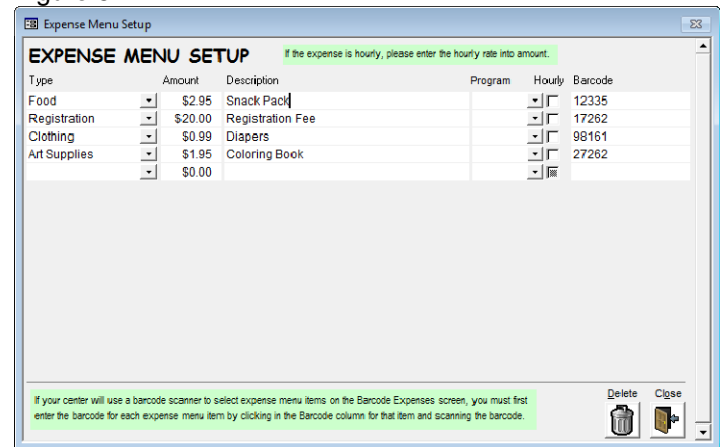


Figure 5:



After you enter the expense menu types (figure 4), open the Expense Menu screen from the Setup Menu (figure 5).

Fill out each row including the price, and then enter a barcode in the barcode column. The number itself isn't important, but each row has to be unique. We recommend a barcode number with at least 5 digits.

After you have entered your child expense items, you can setup the barcode scanning sheet.

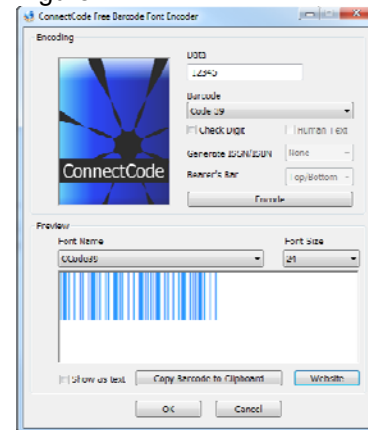
We have included a sample barcode expense sheet which is in the ccsage folder of your computer's c: drive. It is called barcodesheet.doc (it will have a Microsoft word icon.)

Figure 6:

ABC Daycare Charges 3/2011



Figure 7:



To create edit our sample barcode sheet in Microsoft Word, do the following:

- 1) open barcodesheet.doc from the ccsage.mdb folder on your c drive
- 2) open the ConnectCodeFree program (figure 7)(select Code 39 from the barcode selector)
- 3) type in a number into the Data box
- 4) click Encode
- 5) click Copy Barcode to Clipboard
- 6) right click on the microsoft word barcode sheet where you want to paste the barcode and click Paste

Barcode Expenses let you add charges to a child's account through barcode scanning. Items that can be scanned are added to the Expense Menu on the Setup Menu, along with their barcode number.

To add expenses, select the Expense Date, select the Contact Child and then scan barcodes. Once all of the items you want to add have been scanned, click Charge.

Charge: add scanned expenses to the selected child's account

Reset: clear all of the scanned items from the screen.

Delete: remove the scanned item from the row selected

Childcare Sage Drop-In Rates

Most drop-in centers charge by the hour with a discount for siblings if both children are at the center at the same time. Some centers also charge by the hour with a part day and full day rate once a set number of hours are reached. You can setup different rates for different ages, classes, etc, and then simply copy the appropriate rate to new children as you enter them into the program.

The next section of the manual will explain how to enter drop-in rates into the system. You can enter the rates for rooms/classes or individual children. For individual children, you can also enter rate using the Easy Rates screen, or the New Rate screen.

Entering Drop-In Rates for Rooms/Classes

The easiest way to enter drop-in rates into the Childcare Sage is to setup room/class based rates. To setup room based rates, you need to first setup the rooms.

To setup rooms/classes, click Setup Menu from the Main Menu then Screen Choices.

Figure 8:

The screenshot shows the 'Setup Data Choices' window with the 'SYSTEM CHOICES AND SETUP' tab selected. The 'List of Classes' table is as follows:

Class #	Class Name	C/S Ratio	Staff Name	Cap	Center Name	Start Age	End Age
100	Drop In- Infant	4	15	0	0	0	0
200	Drop In- Toddler	8	25	0	0	0	0
300	Drop In- Older	10	30	0	0	0	0
		0	0	0	0	0	0

The 'Start/Stop Time List' on the right shows a grid of times from 08:00 AM to 08:30 PM.

Enter the rooms/classes at your center into the List of Classes box.

To enter rates for the rooms, click Setup Menu from the Main Menu, then Batch Class Setup.

Figure 9:

The screenshot shows the 'Easy Batch Class Setup' window with the 'EASY BATCH CLASS RATES & SCHEDULES' tab selected. The 'Class' dropdown is set to 'Drop In'. The 'Childcare' section has 'Charge Label' set to 'Childcare', 'Amount' at '\$6.00', and 'Charge Every' set to 'Hour'. The 'Late Pickup' section has 'Hourly Rate' at '\$25.00'. The 'Class Schedule' grid shows 'Arrive' and 'Leave' times for each day of the week. The 'Annual Registration' section is also visible.

The Easy Batch Class Rates & Schedules screen lets you quickly setup charges for a room/class. For drop in centers, you can ignore the Class Schedule area, and focus on the areas on the right side of the screen.

Start by select a class (top left in yellow.)

Childcare area: (enter or select the following)

- 1) Drop In
- 2) Hour
- 3) Charge Label: what the parents will see on their bill for hourly childcare charges
- 4) Start Date: when the rate goes into affect (since the rate is based on actual attendance, simply enter the start of the year, or when you will start using the Childcare Sage to track parent charges)
- 5) End Date: leave blank
- 6) Amount: hourly rate

Late Pickup area: (check the checkbox if you charge for late pickup)(enter or select the following)

- 1) Charge Label: what the parents will see on their bill for late pickup charges
- 2) Start Date: when the rate goes into affect (since the rate is based on actual attendance, simply enter the start of the year, or when you will start using the Childcare Sage to track parent charges)
- 3) End Date: leave blank
- 4) Center Closes At: when you start charging for late pickups (in addition to the hourly rate)
- 5) Amount: late pickup hourly rate

Skip the Annual Registration area.

Click Save to save the rates for the selected Room. To setup a different room, change the class selector (top left) and make any adjustments, then click Save.

Entering Drop-In Rates for Individual Children using the Easy Rates screen

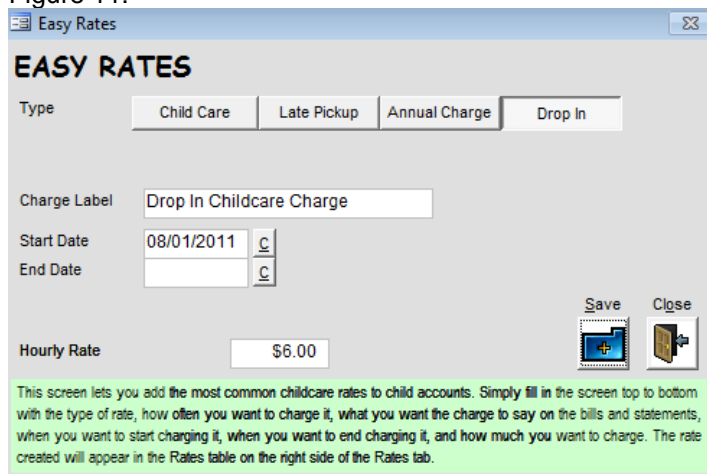
You can also enter drop-in rates for individual children.

Go into the child's record by clicking All Records from the Main Menu, then clicking the Child's name in the list on the left side of the contact information screen (figure 10). Next click Easy Rates (figure 11).

Figure 10:



Figure 11:



To setup a drop in rate, enter the following:

- 1) Drop In
- 2) Charge Label: what the parents will see on their bill for hourly childcare charges
- 3) Start Date: when the rate goes into affect (since the rate is based on actual attendance, simply enter the start of the year, or when you will start using the Childcare Sage to track parent charges)
- 4) End Date: leave blank
- 5) Amount: hourly rate
- 6) click Save

Entering Drop-In Rates for Individual Children using the New Rate screen

Figure 12:

If you charge different amounts for different days (more on the weekends,) or if you charge different amounts based during the day (more at night after 6pm), you can set the Apply Rates For to only charge the current rate during specific days and hours. There are 4 options for [Apply Rates For](#):

- | | |
|----|---|
| 1) | charge based on all hours attended |
| 2) | only charge for hours attended during the Rate Schedule hours |
| 3) | only charge for hours/days attended outside of Rate Schedule hours (picked up late, came in on a non-scheduled day, etc.) |
| 4) | charge shift 1, shift 2 amount if the child attended for any part of the shifts in the Rate Schedule hours |

If you select:

Hours Entered: the current rate will only be charged during the days and hours entered in the Rate Schedule on the right side of the screen

Hours Not Entered: the current rate will only be charged for days and hours NOT ENTERED in the Rate Schedule on the right side of the screen.

Shifts: the current rate will only be charged for days and hours entered in the Rate Schedule on the right side of the screen. Shift rates let you setup different rates for shift 1 and shift 2 in the shift rates area. You can also automate multiple shift rates by entering 1 rate for each shift and using the Hours Entered selection.

RATE SAMPLES

You charge \$10 per hour for toddlers.

You charge \$10 per hour for toddlers in 15 minute blocks. (child is at the center for 2:05, they are charged for 2:15)

You charge \$10 per hour for toddlers on weekdays and \$12 per hour for toddlers on weekends.

This requires 2 rates, one for weekdays and 1 for weekends.

Adding Drop-In Children

To add drop-in children to the program, click [Easy Enroll](#) from the main menu. On this screen, you enter 1 family at a time with up to 6 siblings. You can also enter parent and doctor information, if needed. For each sibling, you enter their birthdate and their room (based on age/needs for drop-in centers.) Once you click Enroll, the system will automatically create the accounts, link the siblings together, and assign rates based on your predefined room rates (see the previous section in this manual.) To enter new families, close this screen and come back into it.

Figure 13:

EASY ENROLL

This screen lets you quickly enroll families. It creates the child accounts and automatically links the accounts together. After using this screen, please use the Easy Rates and Easy Schedule screens to complete each account registration. If you have Agency children, please add a class on Screen Choices for that Agency (DCS, DFS, State, etc.) The Agency checkbox tells the system to create an additional payer for that child and create the payee link.

Children in Family Drop In

Sib	First Name	MI	Last Name	Nickname	Sex	Birth Date	Timeclock ID	Child Address	Primary Class	Agency	Agency Class
1	Billy		James		M	05/14/2009	S	Father Mother	Drop In		
2	Sammy		James		M	01/19/2011	S	Father Mother	Drop In		
3	Suzie		James		M	08/09/2006	S	Father Mother	Drop In		
4					M		S	Father Mother			
5					M		S	Father Mother			
6					M		S	Father Mother			

Father James Family
 Title: Stuart James
 Home Phone: (301) 773-8333
 Work Phone: (301) 728-2728
 Cell Phone: (301) 728-2728
 Beeper: []
 Email: stjames@yahoo.com
 Address: 7822 Avery Street, Rockville, MD 20850

Mother Linda James
 Home Phone: []
 Work Phone: []
 Cell Phone: (301) 728-2728
 Beeper: []
 Email: ljames@sbcglobal.net
 Address: []

Other Emergency Contacts
 Contact 1: Brian James
 Home Phone: []
 Work Phone: []
 Cell Phone: (301) 878-2722
 Beeper: []
 Email: []
 Comment: Grandfather
 Address: []

Contact 1: Sally James
 Home Phone: []
 Work Phone: []
 Cell Phone: (301) 992-7662
 Beeper: []
 Email: []
 Comment: Grandmother
 Address: []

Medical
 Doctor: Dr. Brian Glaser
 Work Phone: (301) 928-2929 Ext 172
 Cell Phone: []
 Beeper: []
 Email: []
 Comment: Primary Care
 Address: []

Dentist: []
 Work Phone: [] Ext []
 Cell: []
 Beeper: []
 Email: []
 Comment: []
 Address: []

To enroll children, you must enter the following:

- 1) child's first and last name
- 2) child's birthdate
- 3) child's primary class (if applicable)

If you want to use the optional fingerprint scanner or pull up drop-in children by id rather than name, you need to setup ID numbers for the children in the system.

Drop In Scheduling

Figure 14:

The Drop in scheduling screen is used in drop in centers to schedule future attendance. The hours entered into this screen also appear on the daily attendance charts. The biggest difference between entering hours on this screen and on the Child Timesheet screen, is that hours entered on this screen are not seen by the billing system, and on this screen you can designate which class the child will attend.

If you click on any of the daily hour count buttons on the calendar, the system lets you edit the arrive and leave time and class for the date clicked.

The entry boxes next to the year and month labels at the bottom left of the screen let you pick which year and month you would like to see; the arrow buttons next to the entry boxes let you move between the year and month, respectively.

Attendance: show the daily attendance chart for the date selected including drop off scheduling hours.

Reserving a Room

Many drop-in centers rent out rooms at the center for parties, play dates, etc. You can reserve a room through the drop in scheduling screen by selecting a class and then selecting a choice from the Hour Type drop box.

Figure 14a:

Batch Drop-In Quick Entry

Figure 15:

DROP IN QUICK ENTRY Children At Center: 3 To record drop in attendance, charge accounts, take payments, and print bills and receipts, click Select in the appropriate row.

	Age	Balance	Hrs	Notes	In Room	Date	Arrive Time	Pickup Time		
Mark M. Auldridge	3y-7m	\$859.50	0.0	allergic to peanuts	Three Year Olds-Blue	08/10/2011	04:27 PM		Select	Goto
Mort Aycock	4y-5m	\$0.00	0.0		Four Year Olds-Green	08/10/2011	09:00 AM		Select	Goto
James E. Bates	2y-4m	\$100.01	0.0		Two Year Olds-Purple	08/10/2011	10:00 AM		Select	Goto
Jorge S. Aguilar Dad	3y-3m	(\$1,636.18)	211.1	allergic to peanuts temp	Three Year Olds-Yellow	08/10/2011			Select	Goto
Jorge Aguilar Mom	y-m	\$1,567.50	0.0		Three Year Olds-Yellow	08/10/2011			Select	Goto
Joan C. Amico	2y-1m	(\$1,636.18)	211.1	allergic to strawberries	Two Year Olds-Purple	08/10/2011			Select	Goto
Barbara Anoskey	3y-11m	(\$528.92)	52.9		Four Year Olds-Orange	08/10/2011			Select	Goto
Francis E. Anoskey	42y-9m	(\$528.92)	75.6		One Year Olds-White	08/10/2011			Select	Goto
Walter R. Arnoult	2y-3m	\$277.51	0.0		Two Year Olds-Red	08/10/2011			Select	Goto
Harold R. Bamford	3y-10m	\$859.50	0.0		Four Year Olds-Green	08/10/2011			Select	Goto

The drop-off quick entry screen combines 6 functions (sign in and out, charge accounts, charge accounts through barcode scanning, take payments, and print statement with receipt,) together onto the same screen for drop-off functionality. All 6 of the functions combined on this screen are available on each child's information screen, or on the Child Billing Menu.

Figure 15 is an overview screen that shows which children are currently at the center. Children at the center are at the top of the list.

Center Summary: opens a daily summary report for the center including children through the center, plans purchased, children currently at the center by room, and childcare charges for the center both paid and owed.

Figure 16:

DROP IN SUMMARY FOR 08/11/2011 AT 12:45 PM

Room	Count	Opening	Children At the Center	Package Plan	Count
Infant-Black	1	13	Current Count	Regular Rate	0
Infant-Orange	0	20	Current Charges	Trial 1 Child	0
One Year Olds-White	0	20		Bronze 1 Child	0
One Year Olds-Silver	0	20	Children Who Signed Out	Silver 1 Child	1
Two Year Olds-Purple	0	20	Count	Gold 1 Child	0
Two Year Olds-Red	0	20	Payments	Platinum 1 Child	1
Three Year Olds-Blue	2	18	Charges	Titanium 1 Child	0
Three Year Olds-Yellow	0	20		Trial 2 Children	0
Four Year Olds-Green	1	19	Daily Counts	Bronze 2 Children	0
			New Children	Silver 2 Children	0
			Returning Children	Gold 2 Children	0
			New Families	Platinum 2 Children	0
			Returning Families	Titanium 2 Children	0
				Trial 3 Children	0
				Bronze 3 Children	0
				Silver 3 Children	0
				Gold 3 Children	0
				Platinum 3 Children	0
				Titanium 3 Children	0
				Trial 4 Children	0

To track or check children in and out, you can open the drop-in quick entry screen for that family by:

- 1) enter the child's id number at the top left then press enter,
- 2) type the first few letters of the child's last name to automatically jump to their name on the list of children, then click **Select**
- 3) you can click **Select** to the right of the child's name,
- 4) have the parent scan their fingerprint if you have the Childcare Sage Fingerprint Package.

When you select a child, all of the siblings in that family appear in figure 17.

Figure 17:

DROP IN QUICK ENTRY

Record Timesheets | Charge Account | Barcode Expenses | Add Taxes | Invoice Bill | Record Payments | **Reset All** | Goto Contact

	Balance	Hrs	Notes	In Room	Date	Arrive Time	Pickup Time	Leave Time	Time Left
<input type="checkbox"/> Mark M. Auldridge	Label	\$859.50	0.0	allergic to peanuts	Three Year Old	08/10/2011	04:27 PM	Now	A P Now L Reset
<input type="checkbox"/> Harold R. Bamford	Label	\$859.50	0.0		Four Year Old	08/10/2011		Now	A P Now L Reset
<input type="checkbox"/> Jerry Barrett	Label	(\$641.25)	128.3		Three Year Old	08/10/2011		Now	A P Now L Reset
<input type="checkbox"/>	Label	\$0.00	0.0					Now	A P Now L Reset

Reset All: clears all newly entered times

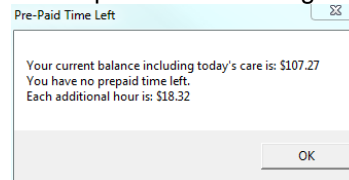
Reset: clears times in the current row only

Goto Contact: opens the contact screen for the current selected child (you can select a child by clicking a column in that child's row)

Check Out: this button only appear if the family has a credit, and no payment is due. It marks the timesheets and charges as paid so if the child comes back on the same day, they will not be recharged for the earlier visit.

Time Left: calculates how much prepaid time is left on a parent's account, and also shows how much each additional hour of care will cost. Time left is based on all charges including taxes through the time this button is clicked.

No Prepaid Time Left: Figure 17



Prepaid Time Left: Figure 17a

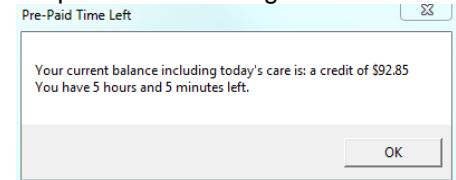
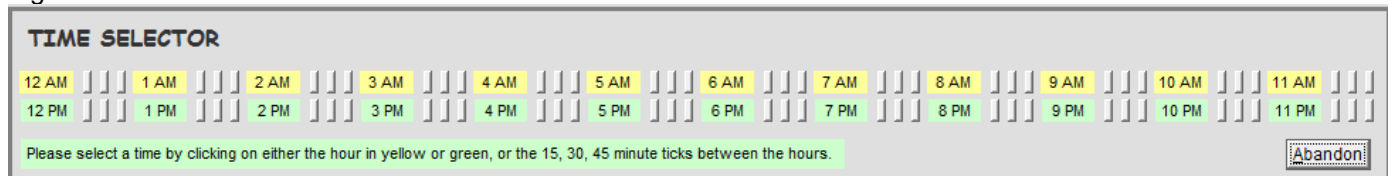


Figure 18:



Checking Children In (there are 3 ways to check a child in)

- click **Now** next to the Arrive Time in the row of the child you want to sign-in, then click **Record Timesheet**
- click **A** in the row of the child you want to sign-in, click a time on the time selector (figure 18), click **Record Timesheet**
- type a time into the Arrive Time column in the row of the child you want to sign-in, then click **Record Timesheet**

You can also enter when the child is supposed to be picked up in the Pickup Time column.

Checking Children Out (there are 3 ways to check a child out)

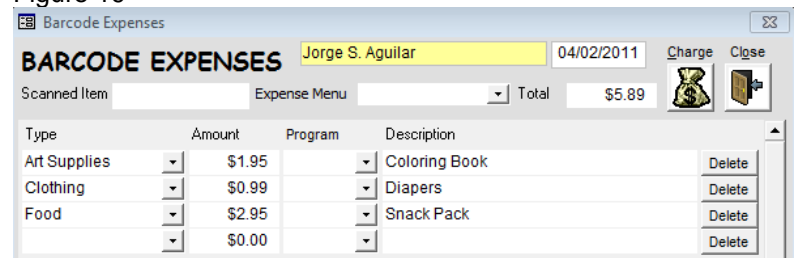
- click **Now** next to the Leave Time in the row of the child you want to sign-out, then click **Record Timesheet**
- click **L** in the row of the child you want to sign-out, click a time on the time selector (figure 18), click **Record Timesheet**
- type a time into the Leave Time column in the row of the child you want to sign-out, then click **Record Timesheet**

Adding Charges for Incidentals, Food, and Supplies

Click in any column in the row of the child you want to add a charge to, then click **Barcode Expenses** (figure 19 ->).

To add charges to an account, select an item from the Expense Menu drop box, or use the barcode scanner to scan an item from a barcode sheet. (Please see the Setting Up Barcode Scanning section to setup the barcode scanning functionality.) Once the items are selected, click **Charge** at the top right.

Figure 19



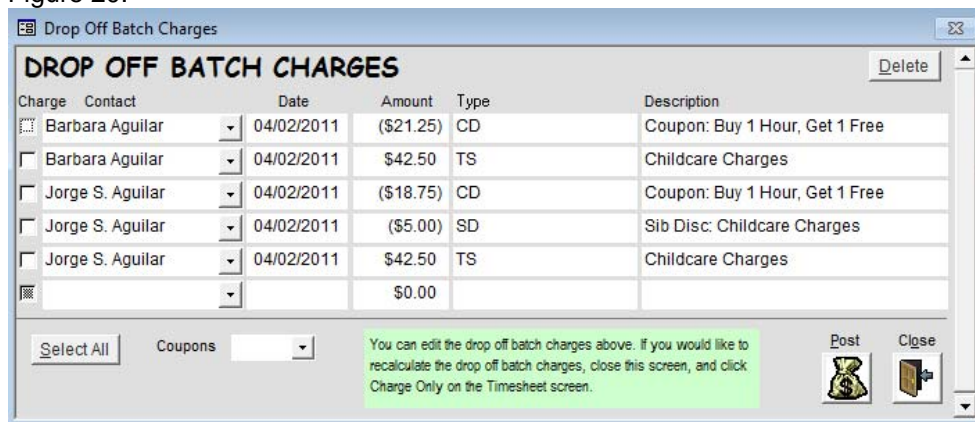
Charging for Child Care

You need to check out the children you are charging for before you can charge their account (please see Checking Children Out above.)

When you charge accounts, the Drop Off Batch Charges screen appears with the current families charges (figure 20.)

Drop In Batch Charges

Figure 20:



This screen shows the calculated drop-in charges for the current siblings. You can post the charges, apply coupons, change any of the amounts, and delete charges.

Delete: deletes the current charge row (click any column in a charge row to make it current)

Select/Unselect: checks or unchecks all of the charges

Coupons: applies the selected coupon and shows all of the discount credits

Post: post the selected charges to the corresponding account.

Checkout and Add Taxes to the Bill

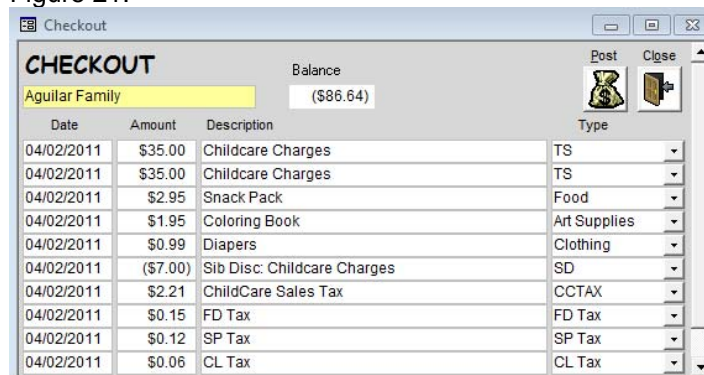
If you charge taxes for childcare and/or incidentals (food, supplies, etc), click Add Taxes to apply and see the taxes.

This screen is only used to calculate, see, and add taxes to a family's bill. You cannot change childcare or incidental charges on this screen, but you can change the tax amounts on this screen.

Click Post to charge the taxes to the account, or click Close to exit without charging the taxes.

You can also use this screen to get a subtotal for today's charges without applying or charging the taxes.

Figure 21:



Taking a Payment

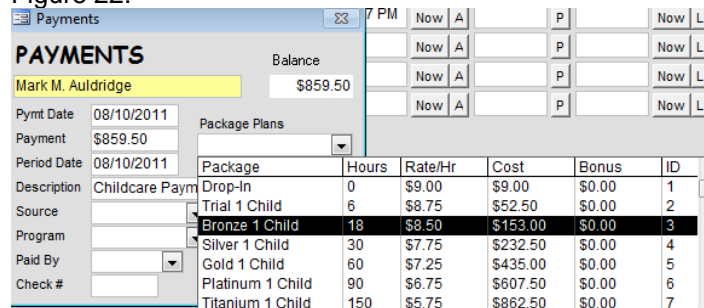
To take a payment click **Record Payments**. The payment amount is automatically set to the current balance.

You can also charge for package plans on this screen by select the plan from the **Package Plans** selector.

You can change any of the boxes on this screen.

Click Post to record the payment. After you record the payment, you can print a bill, which will include the payment and show the current balance after the payment.

Figure 22:



Print a Statement/Bill

To print a bill (including any payments and current balance after the payments,) click [Invoice Bill](#).

Invoice Bill Before Payment: Figure 23

Date	Type	Description	Amount
04/02/2011	TS	Balance Forward	\$249.78
04/02/2011	TS	Childcare Charges	\$42.50
04/02/2011	TS	Childcare Charges	\$42.50
04/02/2011	Registration	Registration Fee	\$20.00
04/02/2011	Art Supplies	Coloring Book	\$1.95
04/02/2011	CC TAX	ChildCare Sales Tax	\$1.40
04/02/2011	Clothing	Diapers	\$0.99
04/02/2011	SP Tax	SP Tax	\$0.12
04/02/2011	CL Tax	CL Tax	\$0.06
04/02/2011	SD	Sib Disc: Childcare Charges	(\$5.00)
04/02/2011	CD	Coupon: Buy 1 Hour, Get 1 Free	(\$18.75)
04/02/2011	CD	Coupon: Buy 1 Hour, Get 1 Free	(\$21.25)
Your current balance is:			\$314.30
Total			\$314.30

Date	Day	Start Time	End Time	Hours																									
Jorge Aguilars																													
04/02/2011	Sat	09:00 AM	11:30 AM	2.50																									
04/02/2011	Sat	09:30 AM	11:15 AM	1.75	Total				4.25	Barbara Aguilars					04/02/2011	Sat	09:00 AM	11:30 AM	2.50	04/02/2011	Sat	09:30 AM	11:15 AM	1.75	Total				4.25
Total				4.25																									
Barbara Aguilars																													
04/02/2011	Sat	09:00 AM	11:30 AM	2.50																									
04/02/2011	Sat	09:30 AM	11:15 AM	1.75	Total				4.25																				
Total				4.25																									

Invoice Bill After Payment: Figure 23a

Date	Type	Description	Amount
04/02/2011	TS	Balance Forward	\$249.78
04/02/2011	TS	Childcare Charges	\$42.50
04/02/2011	TS	Childcare Charges	\$42.50
04/02/2011	Registration	Registration Fee	\$20.00
04/02/2011	Art Supplies	Coloring Book	\$1.95
04/02/2011	CC TAX	ChildCare Sales Tax	\$1.40
04/02/2011	Clothing	Diapers	\$0.99
04/02/2011	SP Tax	SP Tax	\$0.12
04/02/2011	CL Tax	CL Tax	\$0.06
04/02/2011	SD	Sib Disc: Childcare Charges	(\$5.00)
04/02/2011	CD	Coupon: Buy 1 Hour, Get 1 Free	(\$18.75)
04/02/2011	CD	Coupon: Buy 1 Hour, Get 1 Free	(\$21.25)
04/02/2011	Payment	Pymt: Childcare Payment Type: CC	(\$314.30)
Your current balance is:			\$0.00
Total			\$0.00

Date	Day	Start Time	End Time	Hours																									
Jorge Aguilars																													
04/02/2011	Sat	09:00 AM	11:30 AM	2.50																									
04/02/2011	Sat	09:30 AM	11:15 AM	1.75	Total				4.25	Barbara Aguilars					04/02/2011	Sat	09:00 AM	11:30 AM	2.50	04/02/2011	Sat	09:30 AM	11:15 AM	1.75	Total				4.25
Total				4.25																									
Barbara Aguilars																													
04/02/2011	Sat	09:00 AM	11:30 AM	2.50																									
04/02/2011	Sat	09:30 AM	11:15 AM	1.75	Total				4.25																				
Total				4.25																									

Drop-In Tax Reports

Sales tax reports group and total sales taxes collected. You can run the report for any time period and group by any time period. Normally, sales taxes collected must be submitted quarterly during the first year, and then as ordered by the state after that.

To run sales tax reports, go to the Report Menu, then Drop-In Reports.

Figure 24:

How to Process Children

To process children through your center, do the following:

1) check the child in as they arrive

- a) select child from figure 15
- b) enter the arrive time on figure 17 (using the time selector)
- c) enter the given pickup time on figure 17
- c) click Record Timesheets on figure 17

2) add any incidental charges (food, supplies, etc.)

- a) select child from figure 15
- b) click Barcode Expenses on figure 17
- c) select menu items from figure 19
- d) click Charge on figure 19

3) check the child out when they are ready to leave

- a) select child from figure 15
- b) enter the leave time on figure 17
- c) click Record Timesheets on figure 17

4) charge for child care

- a) click Charge Accounts on figure 17
- b) select any coupons from figure 20
- c) click Select All on figure 20
- d) click Post on figure 20

5) if your state taxes childcare and incidentals, add tax to the bill

- a) click Add Taxes on figure 21
- b) click Post on figure 21

6) collect payment

- a) click Record Payments on figure 17
- b) enter payment information in figure 22
- c) click Post on figure 22

7) print bill/receipt

- a) click Invoice Bill on figure 17
- b) click Print at the top the screen on figure 23