

Home > Hours

Last Modified on 06/29/2020 12:22 pm EDT

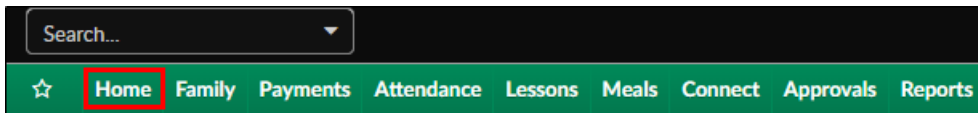
The Hours page allows centers to input their operating hours.

Things to keep in mind regarding hours:

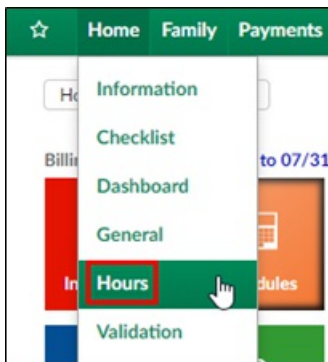
- Hours should be set up at the center level rather than the business level
- Hours can be added for the school year and for summer
- Best practice would be to not overlap dates
- Hours need to be setup if you would like the system to charge a late pickup fee

Add Hours

1. Click on the Home option from the navigator bar



2. Select Hours



3. Scroll to the Edit/Save Schedule for:

Scheduled	Expected Arrival	Expected Departure
Apply to All Days <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Monday <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Tuesday <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Wednesday <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Thursday <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Friday <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

o

Enter the start date

- o Select the end date
 - o Select a status
 - Approved
 - Closed – No Billing
 - o Select the days
 - o Enter the expected arrival and departure times
4. Click Save
5. Verify the new hours are in the Center Schedule:

section at the top

Start Date	End Date	M	T	W	Th
08/24/2018	08/24/2019	✓ 6:30AM-6:30PM	✓ 6:30AM-6:30PM	✓ 6:30AM-6:30PM	✓ 6:30AM-6:30PM

Records from 1 to 1 | Page 1 | 10 rows per page