Room- How to change a registration fee

Last Modified on 12/07/2020 7:27 am EST

Setup -> Semester

Registration fees can be added to the system in multiple areas, the first place to start when trying to adjust a registration fee is to see how the fee is being charged.

This can be seen on the Setup > Semester page.

| Sea | arch | | • | | | | | | | | 📕 Bu | siness L | evel - DCW | - Transactiona | 9 |
|-----|------|------------|----------|------------|---------|--------|---------|-----------|---------|-------|--------|----------|------------|----------------|---|
| ☆ | Home | Family | Payments | Attendance | Lessons | Meals | Connect | Approvals | Reports | Staff | Setup | Q | | | |
| H | lome | Informatio | on | | | | | | | | Seme | ster | J | | |
| | | | | | | | | | | | Classr | oom | | | |
| | | | | | Cla | ssroom | List | | | | Classr | nom Si | immarv | | |

Select a semster from the drop down menu-

| sem | ester Information 🗹 | |
|-------|------------------------------|---|
| | | |
| Semes | ster: * | |
| 2 | Add Semester | |
| | Add Semester | |
| | 17-18 Enrichment | N |
| | 17-18 School Aged Child Care | |
| | 2018 Preschool | |
| | 2010 Summer | |

Then look at the Semester Cost At: field.

- Room/Program- registration fee is set at the room or room/semester level, this means that each room/program associated to the semester that has been selected will invoice as parents register for the program.
 - For example- AM, Before School has a registration fee AND PM, After School has a registration fee- if both rooms are selected the parent will pay a registration fee for both room/programs.
- Semester Family- registration fee is set by adding a total in the Semester Cost, Semester Additional Participant Cost and Max Semester Cost fields on the Setup > Semester page
 - For example- If a parent has more than one child they will pay one fee for registration into one or more programs associted to the same semster.
- Semester Family & Room/Program- registration fee is set by adding a total in the Semester Cost, Semester Additional Participant Cost and Max Semester Cost fields on the Setup > Semester page AND the registration fee at the room or room/semester level
 - For example- AM, Before School has a registration fee AND PM, After School has a

registration fee- if both rooms are selected the parent will pay a registration fee for both room/programs, the parent will ALSO pay an overall registration fee for enrolling in the semester.

 Select Yes to tying semesters of the same date if using semester family and room/program and you do not want to charge the family for the same child if they enroll in additonal programs related to the semester.

Setup -> Semester

| Export Current/Pending Semesters | Semester Scratchpad | Import |
|---|---------------------|--------|
|---|---------------------|--------|

| Como | star Information 📝 | | | |
|----------|--------------------------------|-----|----------|-----------|
| Seme | ster mormation & | | | |
| | | | | |
| Semest | er: * | | | |
| 2 | 17-18 Enrichment | | | |
| Show | All | | | |
| Semest | er Description: * | | Semest | er Year: |
| Ē | 17-18 Enrichment | | | 201 |
| Start Da | ate: * | | End Da | te: * |
| | 08/28/2017 | | | 05/ |
| Next Er | nrollment Date: | | | |
| | | | | |
| Registra | ation Active: | | New Re | gistratio |
| 0 | Active | - | | Yes |
| Semest | er Cost At: | | Semest | er Cost: |
| 0 | Room/Program | շիտ | \$ | |
| | Room/Program | | Max Se | mester (|
| | Semester Participant | | \$ | |
| | Semester Family | | | |
| | Semester Family & Room/Program | | | |
| Max En | rollment: | | Active I | Enrollme |
| \$ | | | \$ | |

Go to the Setup > Room page-

| Se | arch | | • | | | | | | | | 🛄 Bu | siness Level - DCW - | Transactional | 0 |
|-------|------------|-----------|-------------|----------------|-------------|-------|---------|-----------|---------|-------|--------|----------------------|---------------|---|
| ☆ | Home | Family | Payments | Attendance | Lessons | Meals | Connect | Approvals | Reports | Staff | Setup | ۹ | | |
| Setup | -> Semeste | er | | | | | | | | | Seme | ster | | |
| × | Export Cu | irrent/Pe | ending Seme | esters Semes | ster Scrate | chpad | Import | | | | Classr | oom | | |
| | Semest | er Infor | mation 🕝 | \$ | | | | | | | Classr | oom Summary | | |

On the Setup > Room page, select a room name

Setup -> Classroom

| Search Panel | | | | |
|------------------------------|---------------------------|---------------|---------------------|-----------------------------|
| Semester: | | | | ▼ |
| FILTER | | | | |
| Actions - | School Age Enrichment Pro | ograms (4) | Summer Camp (2) | No Category (2) |
| | | grams (T) | Summer Cump (2) | No category (2) |
| Center Leve | l - Classrooms | | | |
| Category | Cla | assroom Na | me | |
| Child Care | | | | |
| 7 Programs - <mark>Sh</mark> | ow/Hide | | | |
| Upload a Catego | ry Picture | | | |
| (Registration Set | up) 🕀 | | | |
| (Registration Cor | nfirmation Question) 🕀 | | | |
| | AN | M, Before So | chool Care 💾 점 🕀 | |
| | Re | egular (Viev | v Semer) - Monthl | y - Parent Managed Room Ava |
| | Up | oload a Clas | sroom Picture | |
| | Ex | tra Program | Registration Info 🕂 | |
| | (Re | egistration S | Setup) 🕀 | |

Enter the cost of the Room/Program into the Registration Fee field-

| Classrooms | |
|--|--|
| Classroom Information | |
| Room Type: | |
| * Classroom Name: | AM, Before School Care |
| Classroom Category: | Child Care 🔻 |
| Attendance Group: | Select an Attendance Group V Time Details |
| Online Description: | |
| 😡 Source 🔒 🗋 🗟 🖷 🗎 🕻 | i (i) (i) (ii) (ii) (ii) (ii) (ii) (ii) |
| $B I \underline{U} \cdot S \times_{a} \times^{a} \checkmark I_{x} \stackrel{i=}{=} := $ | 應 涯 99 ឫឫ 主 글 글 ☰ →୩ ୩4 話~ © © 🙊 🏴 |
| 🖾 🥝 🖽 🚆 🙂 Ω 🛏 🕲 | |
| Styles - Format - Font - | Size - <u>A</u> - A- X II ? |
| | |
| * Capacity: | 0 |
| Send Email When Room Reaches Capacity: | No v |
| * Registration Fee: | 50 |
| Active: | Yes V |

To update cost at the room/semester level

Note: if the registration fee is updated at this level the changes will apply to all sites the room/semester is assocated to. If sites have varient fees go to the setup > semester summary page to update by semester/room/site.

Go to the Setup > Room page-

| Sea | arch | | • | | | | | | | | 🗒 Bu | ısiness Level - [| DCW - Transaction | • 0 |
|-------|------------|----------|------------|---------------|-------------|-------|---------|-----------|---------|-------|-------|-------------------|-------------------|-----|
| ☆ | Home | Family | Payments | Attendance | Lessons | Meals | Connect | Approvals | Reports | Staff | Setup | ۹ | | |
| Setup | -> Semeste | er | | | | | | | | | Seme | ster | | |
| ×. | Export Cu | rrent/Pe | nding Seme | esters Seme | ster Scrate | hpad | Import | | | _ | Class | room | | |
| | Semest | er Infor | mation 🕢 | 8 | | | | | | | Class | room Summar | Y | |

Then select the (View Semester) link under the Room/Program Name-

Setup -> Classroom

| mester: FILTER FILTER ctions → child Care (7) School Age Enrichment Programs (4) Summer Camp (2) No Category (2) Center Level - Classrooms ategory Classroom Name CapacityFee hild Care Programs - Show/Hide lpload a Category Picture Registration Setup) ↔ AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Regular (View Semester) - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Regular (View Semester) - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture CapacityFee AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Capacity Fee AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Capacity Fee AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Capacity Fee AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Capacity Fee AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Capacity Fee AM, Before School Care Capacity - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Capacity Fee AM, Before School Care Capacity Fee AM, Before School Capacity Fee AM, Before School Capacity Fee AM, Before School Capacity Fee AM, Before School Capa | Search Panel | | | | |
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| Center Level - Classrooms Summer Camp (2) No Category (2) Center Level - Classrooms CapacityFee Rategory Classroom Name CapacityFee Inild Care Programs - Show/Hide Am, Before School Care Image: Capacity Fee Programs - Show/Hide Am, Before School Care Image: Capacity Fee Image: Capacity Fee AM, Before School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee AM, Before School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Am, Before School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Autor of the School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Autor of the School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Autor of the School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Autor of the School Care Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Capacity Fee Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Image: Capacity Fee Autor Fee Image: Capacity Fee | Actions 🗸 | | | | |
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| Programs - Show/Hide Upload a Category Picture Registration Setup) ↔ AM, Before School Care 💾 🔄 ↔ Regular (View Semester) - Monthly - Parent Managed Room Availability ↔ Upload a Classroom Picture Extra Program Registration Info ↔ 0 \$ 0.0 (Registration Setup) ↔ (Attribute Setup) (Attribute Setup) | Category | Classroom Na | ime | | CapacityFee |
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| AM, Before School Care Image: Construction of the second sec | | | | | |
| Regular (View Semester) - Monthly - Parent Managed Room Availability Upload a Classroom Pic Description Extra Program Registration Info (Registration Setup) (Attribute Setup) | | AM, Before So | chool Care 🛗 🚹 🕀 | | |
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| Extra Program Registration Into 순 0 \$ 0.0 (Registration Setup) 순 (Attribute Setup) | | Upload a Class | sroom Picting | | |
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| (Attribute setup) | | (Registration : | Setup) 🕀 | | |
| | | (Attribute Set | up) | | |
| | | | | | |

Then select the semester from the drop down list-

Setup -> <u>AM, Before School Care</u> -> Semester

| Semester Information: AM, Before School Care | |
|--|--------------------------------|
| Semester: | Select Room Semester |
| | Select Room Semester |
| | * 17-18 School Aged Child Care |
| | 17-18 Enrichment |

Enter the registration fee amount in the Enrollment Information section-

- Registration Fee- cost of first child's registration fee
- 1st Sibling Registration Fee- cost of second child's registration fee
- Additional Registration Fee- cost of 3 + children's registration fees

| Enrollment Information | |
|--------------------------------------|---------------------|
| * Enrollment Start Date: | 07/31/2017 |
| * End Date: | 05/25/2018 |
| Default Rate: | Use Program Default |
| Registration Fee: | 40 |
| 1st Sibling Registration Fee: | 40 |
| Additional Sibling Registration Fee: | 40 |
| Re-Registration Fee: | |
| Sponsor Registration Fee: | |
| Start Hour: | 00 • : 00 • |
| Stop Hour: | 00 • : 00 • |
| Parent Manage Cutoff: | Same Day 🔹 |

Scroll to the bottom of the page and select Apply to All-

| Center List | |
|--|------|
| Center Action Change Status Show | |
| | Hide |
| DCW Transactional- Center 1 Remove Close H | de |
| SAVE APPLY TO ALL | |