

# Financial- How to add or update a discount associated to a child

Last Modified on 12/07/2020 7:18 am EST

From the family record, select the Program/Room assignment tab on the Child record.

From the discount drop down list select the correct discount-

The screenshot shows the 'Baggins Family' record with 2 students and a Regular Statement Type. The balance outstanding is 445.00. The 'Children' tab is selected, showing Frodo Baggins (Age 6) and Bilbo Baggins (Age 4). The 'Program/Room Assignment' tab is active, displaying a dropdown menu for 'Discount' with 'Employee Discount' selected. A table below shows columns for Active, Classroom, Effective Date, End Date, M, T, W, R, F, Rate, Override, Semester, and Create Date. The current room is 'No active room'.

Once the discount has been selected scroll to the bottom of the page and press Save.

The screenshot shows the bottom of the page with a 'Wait List Date/Time' field and two buttons: 'Save to Wait List' and 'View Rate'. At the bottom right, there are two buttons: 'Save' (with a checkmark icon) and 'Delete' (with an X icon).