Financial- How to charge for unscheduled attendance

Last Modified on 12/07/2020 7:19 am EST

Unscheduled attendance fees allow for sites to charge children for attendance in a room on a day that is not on their schedule.

From the menu, select Setup then Room/Program

Sea	arch			•								🗒 Bus	iness Level - DCW - Transactional	0
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	۹		
	Home	Informati	on								Seme	ster		
											Classr	oom		
	Classroom List							Classr	oom Summary					

On the Room/Program page, select a room's name

up -> Classroom					
Search Panel					
Semester:			•		
FILTER					
Actions -					
*Early Childhood (Category	y) (4)	*School Year Care (Category) (4)	*School Year Care- Flexible (Cat	egory, Parent Mana	ged Roo
Center Level - Classrooms					L
	C	lassroom Name		Operating Capacity	Fee
Center Level - Classrooms Category *Early Childhood (Category) 4 Programs - Show/Hide Upload a Category Picture (Registration Setup) ↔ (Registration Confirmation Quest ↔		lassroom Name		Operating Capacity	Fee

Scroll to the Attendance Information section, enter a value in the unscheduled attendance fee field, then select the type of revenue the unscheduled fee should bill as

Attendance Information						
Collect Attendance:	Yes v					
Split Attendance:	No •					
Default Attendance In/Out:	No					
Default Check In:	00 • : 00 •					
Default Check Out:	00 • : 00 •					
Unscheduled Attendance Fee:	15					
Unscheduled Revenue Type:	Tuition					
لم Additional Online Registration Information						

Scroll to the bottom of the screen and press save, select all and then save to commit changes.

Continue this process for all rooms that should charge an unscheduled fee.

Once complete, create a ticket by emailing scwsupport@procaresoftware.com requesting the Unscheduled Batch Fee be turned on for your site.

Once the batch job is turned on, if a child is checked into a room without being scheduled for that day they will be charged the amount indicated in the unscheduled attendance fee field.