

Setup > Fee, Late Pickup Fee

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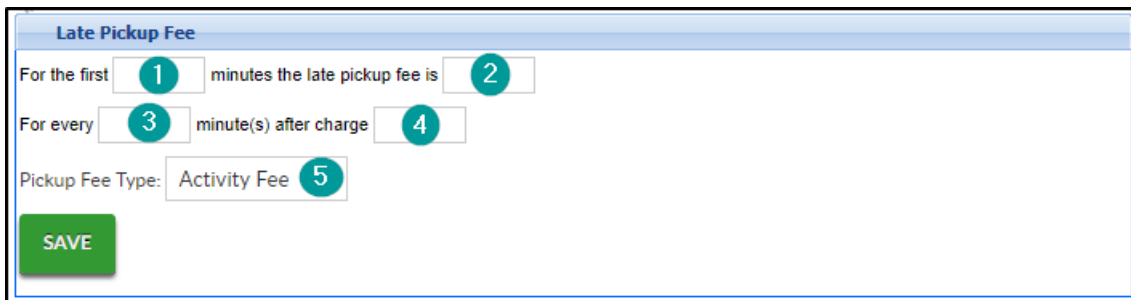
Late Pickup Fee

Late pickup fee allows a center to add rules to how a family should be charged if a student is picked up after center hours.

Key Point: Be sure to set the hours at each center level under [Home > Hours](#).

Enter the late pickup fee guidelines and click Save. If a student is picked up 15 minutes after the center hours, they would be charged a \$10 late pickup fee (\$5 for first 10 minutes and \$5 for the additional 5 minutes), see example below:

A. 10 minutes B. \$5.00 C. 5 minutes D. \$5.00 E. Select the Fee Type from the drop-down



The screenshot shows a form titled "Late Pickup Fee" with the following fields and values:

- "For the first" input: 1
- "minutes the late pickup fee is" input: 2
- "For every" input: 3
- "minute(s) after charge" input: 4
- "Pickup Fee Type:" dropdown: Activity Fee
- "SAVE" button: Green button with white text

Key Point: If this fee should be charged automatically, batch jobs must be set on the back end. Once values have been set on this screen, submit a ticket to the Care portal with the date and time the batches should begin to process.
