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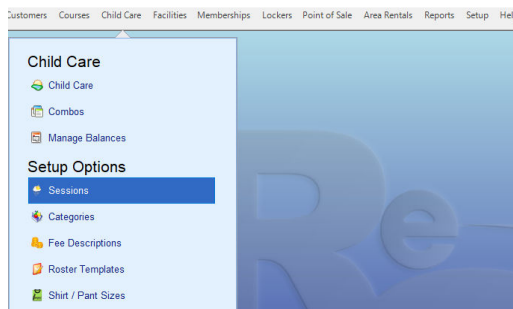
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Child Care Module

This module has the flexibility to setup activities for camps and child care, making dates fixed or flexible and billing options for daily, weekly or monthly. It offers payment due dates, one-time non-refundable registration fees, late payment fees and late pickup fee options. Admin default setups must be in place first (see **User Manual_Admin Module** for details).

Sessions

From the main menu, go to **Child Care > Setup Options > Sessions**



Enter the **Description**, **Begin Date** and **End Date** of the child care session. Click the **Publish** check box to display online for the website.

Child Care Sessions					
Save Print Grid					
Description	Begin Date	End Date	Publish	Inactive	
Click here to add a new session					
2020 Summer Camps	6/1/2020	8/28/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
School Year 2019-2020	9/9/2019	6/1/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2018 Fall Camp	9/10/2018	10/1/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
School Year 2018-2019	9/4/2018	6/21/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2018 Summer Camp	6/18/2018	8/24/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2018 Spring Break Camps	4/11/2018	4/11/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Categories

From the main menu, select **Child Care > Setup Options > Categories**

Child Care Categories			
<div>Save Print Grid</div>			
Description		Roster Template	Inactive
<div>Click here to add a new category</div>			
+	After School Programs	Child Care Roster	<input type="checkbox"/>
+	Child Care	Child Care Roster	<input type="checkbox"/>
+	Fall Camp	Child Care Roster	<input type="checkbox"/>
▶	Holiday Day Camps	Child Care Roster	<input type="checkbox"/>
Fees			
Q	Priority	Fee Description	
<div>Click here to add a fee</div>			
▶	1	Child Care	
	2	Child Care NR	

Child Care Categories table will display. Type the **Description**, add the **Roster Template** and click **save** button. (If you are not familiar with Roster Templates setup, see **User Manual_Admin Module**). This



setup creates a pick list in child care reports so user can filter data by categories. **Fee Descriptions** attach to the categories for easy setup of Child Care Activity (see *Fee Descriptions on the next page*). Click the plus sign ('+'), next to the description to attach **Fee Description** in order of priority.

Fee Descriptions

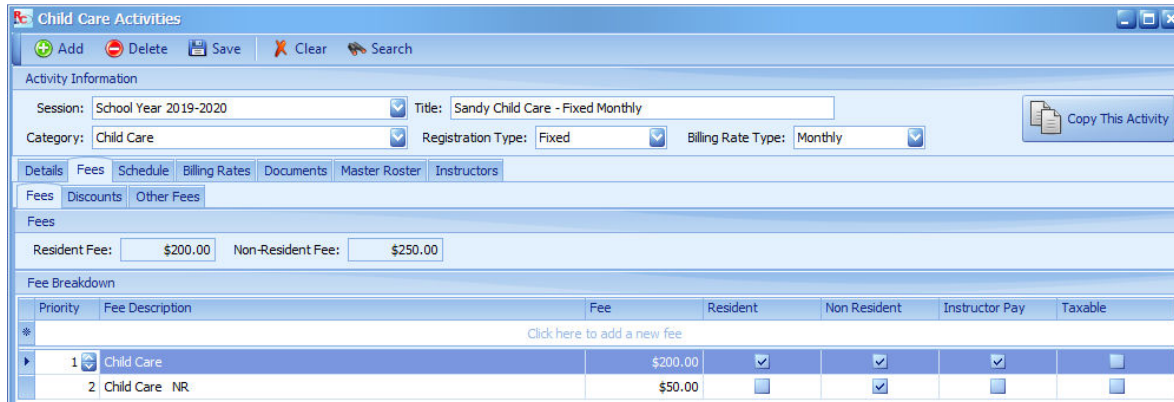
Type **Description** for each fee description, select the **Non-Taxable Account #**, check the **Taxable** box (if applicable) and select the **Taxable Account #**. Check the box if the fee applies to **Resident**, **Non-Resident** and **Instructor Pay**. Click **save** button.



Description	Non-Taxable Account	Taxable	Tax Rate	Taxable Account	Resident	Non-Resident	Instructor Pay
* Click here to add a new fee description							
Child Care	5001	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Child Care NR	1031	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Day Care	1003	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Fund	1001	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Fund - NR	1003	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General fund NR	1001	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

EXAMPLE:

Let's say you have a Child Care Activity where the department wants to charge **Residents \$200.00** and **Non-Residents \$250.00**. How should the Child Care Activities Fee tab look?



Priority	Fee Description	Fee	Resident	Non Resident	Instructor Pay	Taxable
* Click here to add a new fee						
1	Child Care	\$200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Child Care NR	\$50.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: The original concept of having separate line items for Resident and Non-Resident was so the EXTRA \$\$ they collect for Non-Resident (in this case \$50.00) could get posted to a separate G/L Revenue Account Number, but also so they don't pay the instructor based on the EXTRA \$\$ amount. The contract with the instructor will typically state that the instructor gets paid based on the "Base Fee" for the class. Any additional amounts that are collected (Non-Resident Premium.) go directly to the Park & Recreation Department and not the instructor.

How this Calculates During a Registration

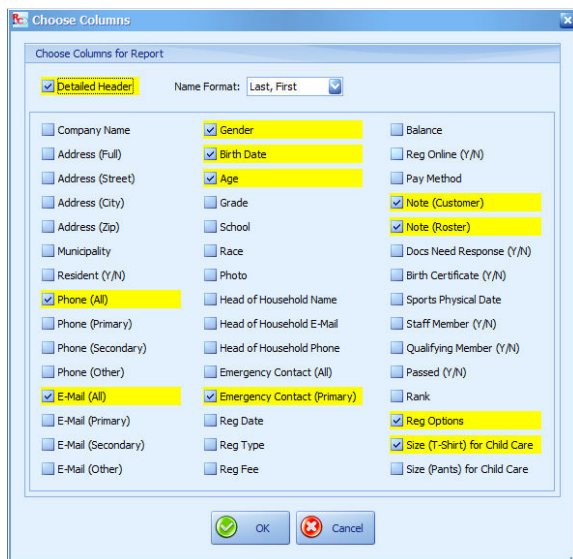
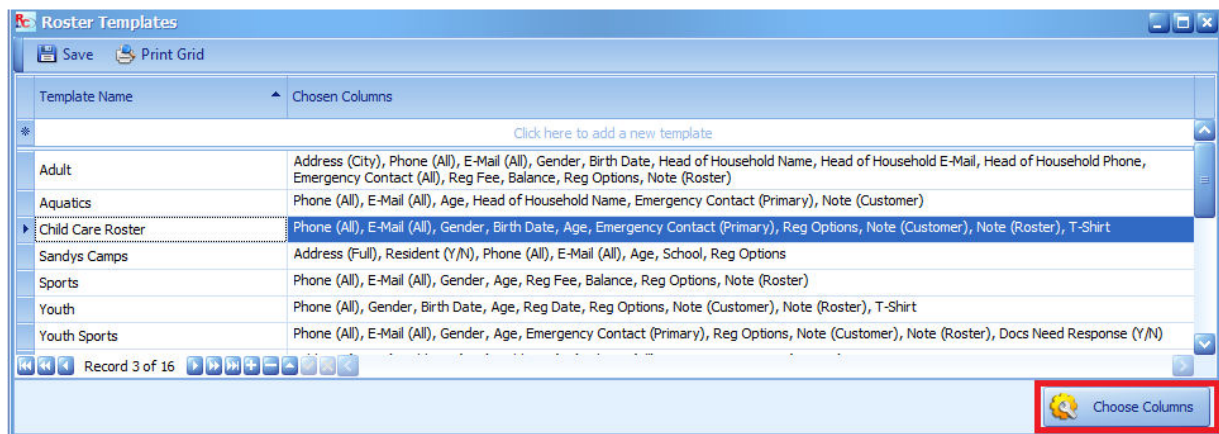
ReCPro™ will determine if the person is a Resident or Non-Resident based on the customers municipality (see *Default Admin User Manual for setup*) and then it will tabulate the price based on

which items are marked Resident and which items are marked Non-Resident. So, with this example a Non-Resident is going to get charged (\$200.00 + \$50.00) for a total of \$250.00.

Roster Templates

Roster Templates are used for both Child Care and Courses and it is a way to pull specific data for the roster that you give to the instructor or child care worker.

Enter the **Template Name**, click **Choose Columns** button in the lower right-hand corner of the screen.



Choose Columns screen will display. Check boxes of items needed on the roster. **Name Format** is a pick list to choose between last name or first name, first. Click **OK** button when finished.

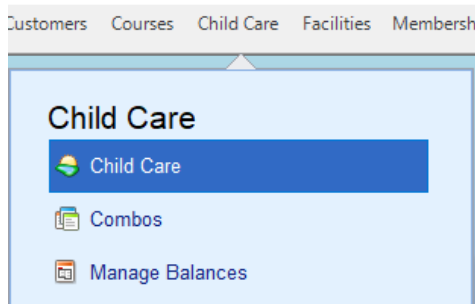
Template Rosters are landscape format (11" wide x 8-1/2" high) and attach to the **Child Care Categories** table.

Shirt / Pant Sizes

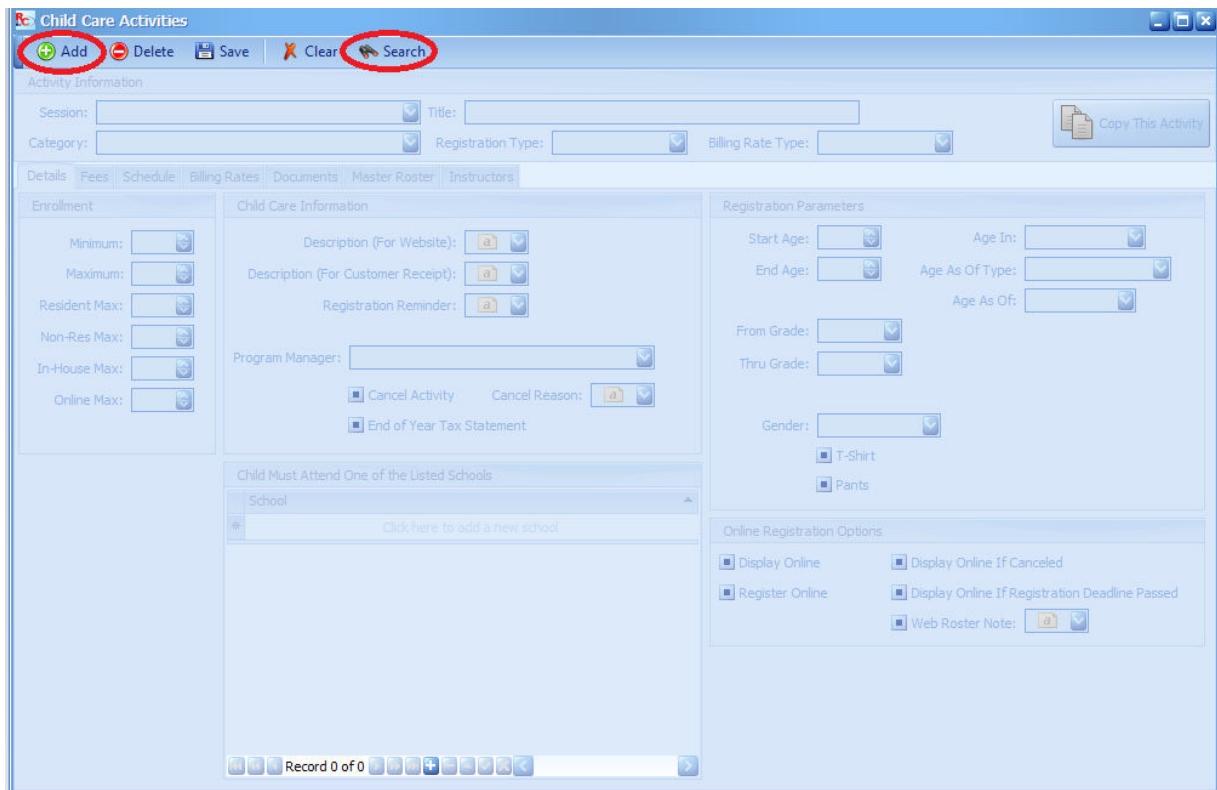
Shirt / Pant Sizes are pre-loaded for user. User can edit, delete or add additional sizes to the table.

Child Care Activities

From the main menu, go to **Child Care > Child Care**

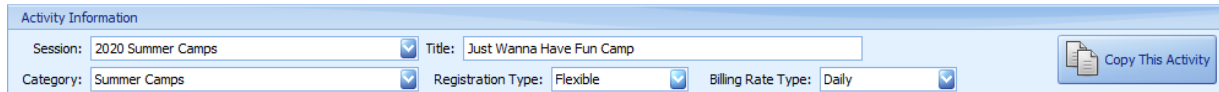


The **Child Care Activities** screen will display; select the **Add** button which enables the screen so that a new activity can be added to the database or select the **Search** button to locate a record.

A screenshot of the 'Child Care Activities' window. The window has a title bar 'Child Care Activities' and a toolbar with buttons: 'Add' (circled in red), 'Delete', 'Save', 'Clear', and 'Search' (circled in red). Below the toolbar is a 'Copy This Activity' button. The main area is divided into several sections: 'Activity Information' with fields for Session, Title, Category, Registration Type, and Billing Rate Type; 'Enrollment' with fields for Minimum, Maximum, Resident Max, Non-Res Max, In-House Max, and Online Max; 'Child Care Information' with fields for Description (For Website), Description (For Customer Receipt), Registration Reminder, Program Manager, Cancel Activity, Cancel Reason, and End of Year Tax Statement; 'Registration Parameters' with fields for Start Age, End Age, Age In, Age As Of Type, Age As Of, From Grade, Thru Grade, Gender, T-Shirt, and Pants; and 'Online Registration Options' with checkboxes for Display Online, Register Online, Display Online If Canceled, Display Online If Registration Deadline Passed, and Web Roster Note. At the bottom, there is a status bar showing 'Record 0 of 0'.

Activity Information

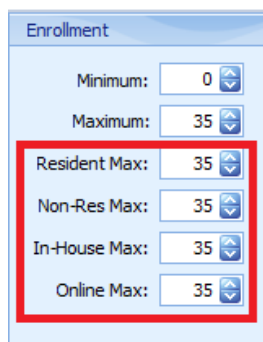
Select the **Session** from the pick list and enter activity **Title**. Select **Category**, **Registration Type** and **Billing Rate Type** from the pick lists. **Flexible** registration type will allow your customer to select which Child Care Activity they want to register the child for. **Fixed** will not allow a choice. Fees will be calculated based on the **Billing Rate Type** selected (daily, weekly, or monthly). Click **Copy This Activity** button to save time setting up a similar child care activity with minimum adjustments needed.



The screenshot shows the 'Activity Information' form. It includes fields for 'Session' (2020 Summer Camps), 'Title' (Just Wanna Have Fun Camp), 'Category' (Summer Camps), 'Registration Type' (Flexible), and 'Billing Rate Type' (Daily). A 'Copy This Activity' button is located on the right side of the form.

Enrollment

Set the **Minimum** and **Maximum** number of enrollments. Once the maximum is reached, it will show the child care activity as being full and unable to register. Additional maximum enrollment fields are to set limitations and track number of **Resident**, **Non-Resident**, **In-House** and **Online** registrations.



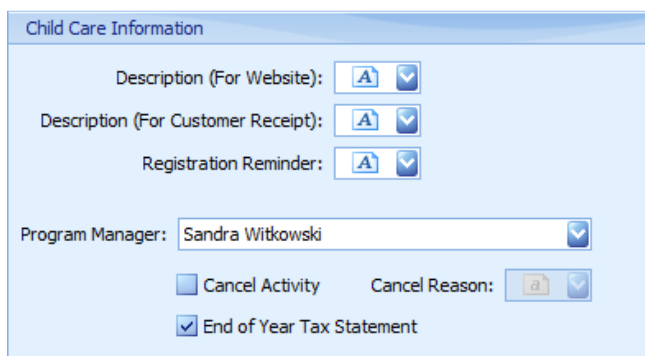
The screenshot shows the 'Enrollment' form. It includes fields for 'Minimum' (0) and 'Maximum' (35). Below these are four fields for specific enrollment types, all set to 35: 'Resident Max', 'Non-Res Max', 'In-House Max', and 'Online Max'. These four fields are highlighted with a red rectangle.

IMPORTANT NOTE:

Resident Max, Non-Resident Max, In-House Max and Online Max fields do **NOT** total to give the maximum. It's strictly a way to set the limitation if there is a restriction for number of Resident, Non-Resident, In-House or Online. Registrations could conceivably be all Resident, or all Non-Resident, or all In-House or all Online or a combination of each field.

Child Care Information

Enter **Description (For Website)** for child care activity that displays on the website (*if purchased*). Enter **Description (For Customer Receipt)** that will print on sales receipts. For example: "Be sure your child has a change of clothes in their back pack" or "No open toe shoes allowed on playground". **Registration Reminder** is strictly for in-house registrations only. Use this field to remind your front desk of an important message that verbally needs to be communicated to the customer during registration through shopping cart. It will not print or display anywhere else.

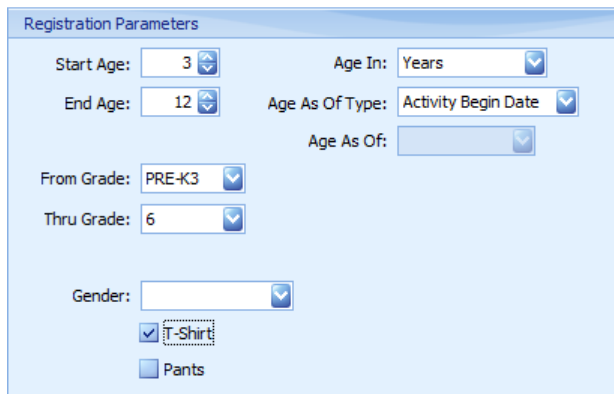


The screenshot shows the 'Child Care Information' form. It includes fields for 'Description (For Website)', 'Description (For Customer Receipt)', and 'Registration Reminder', each with a text input and a dropdown arrow. Below these is a 'Program Manager' field with a pick list showing 'Sandra Witkowski'. At the bottom, there are checkboxes for 'Cancel Activity' (unchecked) and 'End of Year Tax Statement' (checked), along with a 'Cancel Reason' field with a pick list.

Select **Program Manager** from the pick list of users for reporting purposes. When **Cancel Activity** is checked the **Cancel Reason** field will open up to type text. **End of Year Tax Statement** maps to reports.

Registration Parameters

Type the **Start Age** and **End Age** and select by **Age in: Years** or **Months** from pick list. **ReCPro™** will validate the age by selecting the **Age as of Type**. Default is Activity Begin Date or select Registration Date, or Custom Date which will open the date field for you to enter a specific date or use calendar popup.

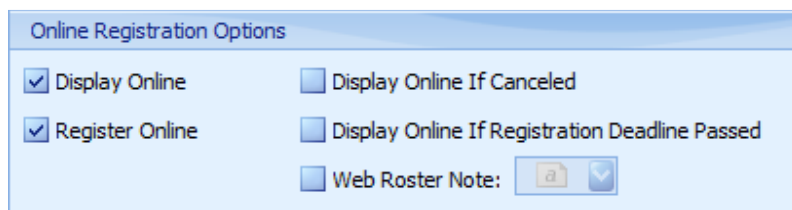


The 'Registration Parameters' dialog box contains the following fields and options:

- Start Age:** Spin box with value 3.
- End Age:** Spin box with value 12.
- Age In:** Pick list with 'Years' selected.
- Age As Of Type:** Pick list with 'Activity Begin Date' selected.
- Age As Of:** Empty date field.
- From Grade:** Pick list with 'PRE-K3' selected.
- Thru Grade:** Spin box with value 6.
- Gender:** Pick list (empty).
- T-Shirt:** Checked checkbox.
- Pants:** Unchecked checkbox.

Select **From Grade** and **Thru Grade** if that is a required registration parameter. **Gender** is not a required field; however, user may select from pick list. Use checkbox if **T-Shirt, Pants** are applicable.

Online Registration Options



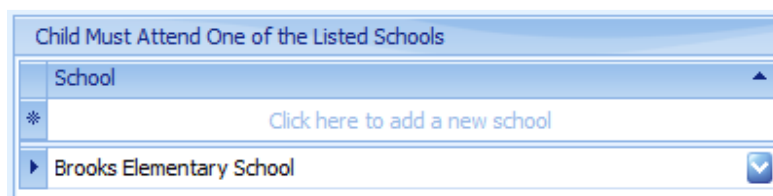
The 'Online Registration Options' dialog box contains the following options:

- ☒ **Display Online**
- ☐ **Display Online If Canceled**
- ☒ **Register Online**
- ☐ **Display Online If Registration Deadline Passed**
- Web Roster Note:** Text field with a placeholder icon and a pick list arrow.

Display Online and **Register Online** are checked as a default setup for website. User can uncheck box to turn options off. User may also check box for **Display Online if Canceled**, **Display Online if Registration Deadline Passed** and **Web Roster Note** which will open the text field for user to type note. This will display above the entry field on the website to allow customer response.

Child Must Attend One of the Listed Schools (Optional)

This feature validates if the child is attending the school(s) listed. The desktop version of **ReCPro™** will prompt a validation message if the child does not attend one of the schools listed and it can be overridden. With the online version, it will stop the customer if the child does not attend one of the schools listed. Select from the school drop down menu. Multiple schools may be selected.



The 'Child Must Attend One of the Listed Schools' dialog box contains the following elements:

- School:** A dropdown menu with 'Brooks Elementary School' selected.
- * Click here to add a new school**: A link to add a new school.
- Brooks Elementary School**: A checkbox next to the selected school name.



Fees

Click **Fees > Fees** tab and enter the base rate for residents and non-residents and if there is an additional fee for non-residents. Refer to the Fee Description setup for details of how **ReCPro™** calculates the charges.

Priority	Fee Description	Fee	Resident	Non Resident	Instructor Pay	Taxable
1	Child Care Resident	\$25.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Child Care Non-Resident	\$5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multi Day Fees (for Daily billing rate only)

When using **Billing Rate Type: Daily**, you can setup a fee based on multiple days.

In this example, residents pay \$25 / day, and non-residents pay \$30 / day. When they register the full week, the rate will change for residents to pay \$20 /day and non-residents to pay \$25 / day.

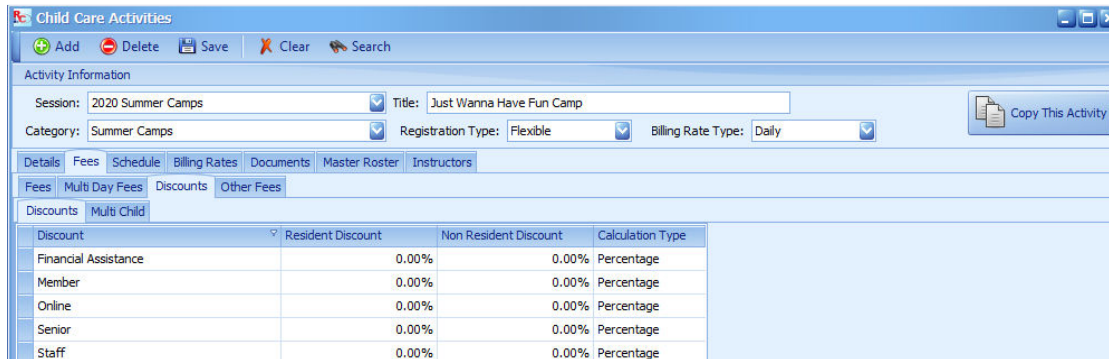
# of Days Per Week	Resident Fee	Resident Extension	Non-Resident Fee	Non-Resident Extension	Other Discounts Apply
5	\$20.00	\$100.00	\$25.00	\$125.00	<input type="checkbox"/>

Priority	Fee Description	Fee	Resident	Non Resident	Instructor Pay	Taxable
1	Child Care Resident	\$20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Child Care Non-Resident	\$5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you enter the number of days, click the plus sign (+) in order to open to **Fee Breakdown** tab. Enter the **Fee** for each **Fee Description**. **ReCPro™** will calculate the **Resident Extension** and the **Non-Resident Extension** dollar amount by the number of days. If **Other Discounts Apply**, check the box.

Discounts

Click **Fees > Discounts > Discounts tab** and add any discounts by percentage or flat rate. This table maps over from **Custom Discounts** (see *Admin Module User Manual for setup*).

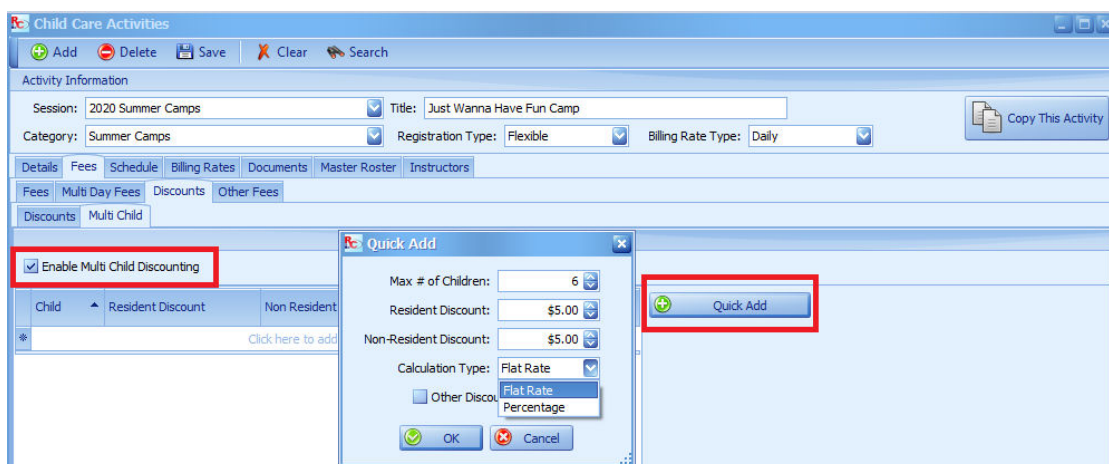


The screenshot shows the 'Child Care Activities' window with the 'Discounts' tab selected. The 'Activity Information' section shows 'Session: 2020 Summer Camps' and 'Title: Just Wanna Have Fun Camp'. The 'Category' is 'Summer Camps', 'Registration Type' is 'Flexible', and 'Billing Rate Type' is 'Daily'. The 'Discounts' table is displayed with the following data:

Discount	Resident Discount	Non Resident Discount	Calculation Type
Financial Assistance	0.00%	0.00%	Percentage
Member	0.00%	0.00%	Percentage
Online	0.00%	0.00%	Percentage
Senior	0.00%	0.00%	Percentage
Staff	0.00%	0.00%	Percentage

Multi Child

Click **Fees > Discounts > Multi Child** tab and check the box **Enable Multi Child Discounting** to apply multi-child discounts to Child Care Activities.



The screenshot shows the 'Child Care Activities' window with the 'Multi Child' tab selected. The 'Enable Multi Child Discounting' checkbox is checked. The 'Quick Add' dialog is open, showing the following fields:

- Max # of Children: 6
- Resident Discount: \$5.00
- Non-Resident Discount: \$5.00
- Calculation Type: Flat Rate
- Other Discounts Apply: ☐

The 'Quick Add' button is highlighted with a red box.

Click **Quick Add** button to setup multi child discount. Enter **Max # of Children**, amount of **Resident** and **Non-Resident Discount**. Select **Calculation Type** between **Flat Rate** or **Percentage**. Check box if **Other Discounts Apply**. Click **OK** button.

Note: Multi child discounts will override other discounts in the previous tab, so if user wants those discounts to apply in addition to the multi child discounts, be sure to check the boxes **Other Discounts Apply**.



Child	Resident Discount	Non Resident Discount	Calculation Type	Other Discounts Apply
Click here to add a new Discount				
2	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
3	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
4	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
5	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
6	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>

If the multi child discount rates increase or decrease per child, the rate field can be changed accordingly.

Other Fees (Registration, Late Pickup and Late Payment)

Click **Fees > Other Fees** tab to setup **Registration Fee**, **Late Pickup Fee** and **Late Payment Fee**. These fees must first be setup in the system default (see **User Manual_Admin Module > Misc. Fees** for details).

Registration Fee: Child Care Registration ☒ Taxable

Late Pickup Fee: Late Pickup ☒ Fee: \$1.00 ☐ Taxable Late Pickup Fee Bill Type: Per Minute Late After: 4:00 PM

Late Payment Fee: Late Payment Fee ☒ Fee: \$25.00 ☐ Taxable

Child	Fee Amount	Apply Only Once
Click here to add a new fee		
1	\$25.00	<input checked="" type="checkbox"/>
2	\$25.00	<input checked="" type="checkbox"/>
3	\$25.00	<input checked="" type="checkbox"/>
4	\$25.00	<input checked="" type="checkbox"/>
5	\$25.00	<input checked="" type="checkbox"/>
6	\$25.00	<input checked="" type="checkbox"/>

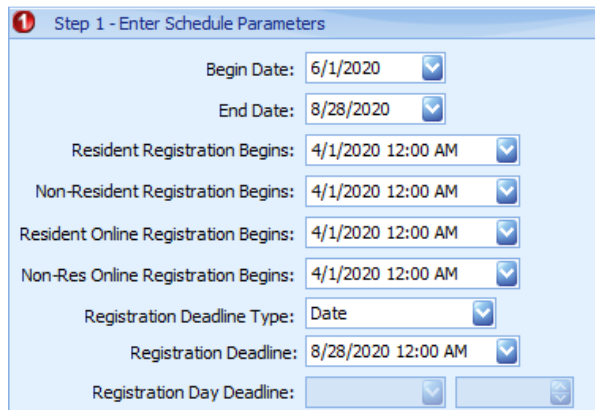
Select the **Registration Fee** from the pick list menu; This will open the **Registration Fees** grid to enter child number. The **Fee Amount** automatically populates. Check box if the fee is to **Apply Only Once**.

Select the **Late Pickup Fee** from the pick list menu. Select the **Late Pickup Fee Bill Type**, **Flat** or **Per Minute**, enter the **Late After Time**.

Select the **Late Payment Fee** from the pick list menu.

Setup Schedule

Step 1 – Enter Scheduling Parameters



Step 1 - Enter Schedule Parameters

Begin Date: 6/1/2020

End Date: 8/28/2020

Resident Registration Begins: 4/1/2020 12:00 AM

Non-Resident Registration Begins: 4/1/2020 12:00 AM

Resident Online Registration Begins: 4/1/2020 12:00 AM

Non-Res Online Registration Begins: 4/1/2020 12:00 AM

Registration Deadline Type: Date

Registration Deadline: 8/28/2020 12:00 AM

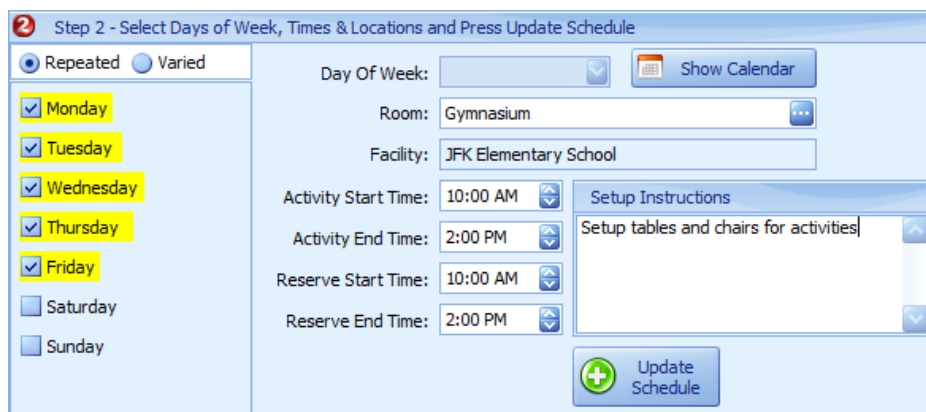
Registration Day Deadline:

Enter the **Begin Date** and **End Date** of the child care activity. Enter the registration begin dates for Resident, Non-Resident, Resident online, and Non-Resident online.

Registration Deadline Type can be changed from Date to Day of Week which will open up the following fields for selecting the day and time.

Step 2 – Select Days of Week, Times & Locations

The default radio button is set at **Repeated** and check the days of the week. This means the facility / room will be the same for each day selected. **Varied** will open the pick list for Day of WeekSetup so user can select a variety of facilities / rooms. Enter **Activity Start Time**, **End Time**, **Reserve Start** and **End Time** and any **Setup Instructions**. Click **Update Schedule** button.



Step 2 - Select Days of Week, Times & Locations and Press Update Schedule

☒ Repeated ☐ Varied

Day Of Week: [Show Calendar](#)

Room: Gymnasium

Facility: JFK Elementary School

Activity Start Time: 10:00 AM

Activity End Time: 2:00 PM

Reserve Start Time: 10:00 AM

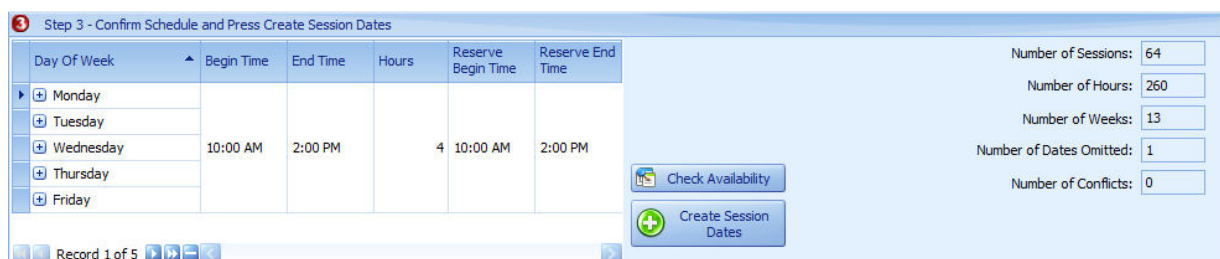
Reserve End Time: 2:00 PM

Setup Instructions

Setup tables and chairs for activities

[Update Schedule](#)

Step 3 – Review Schedule and Create Session Dates



Step 3 - Confirm Schedule and Press Create Session Dates

Day Of Week	Begin Time	End Time	Hours	Reserve Begin Time	Reserve End Time
Monday					
Tuesday					
Wednesday	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM
Thursday					
Friday					

Record 1 of 5

[Check Availability](#)

[Create Session Dates](#)

Number of Sessions: 64

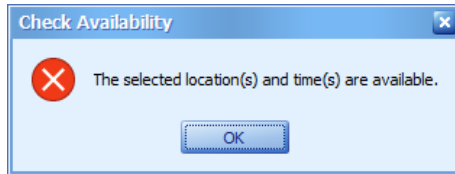
Number of Hours: 260

Number of Weeks: 13

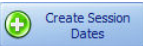
Number of Dates Omitted: 1

Number of Conflicts: 0

Review the information, if the schedule looks correct click **Check Availability** button.

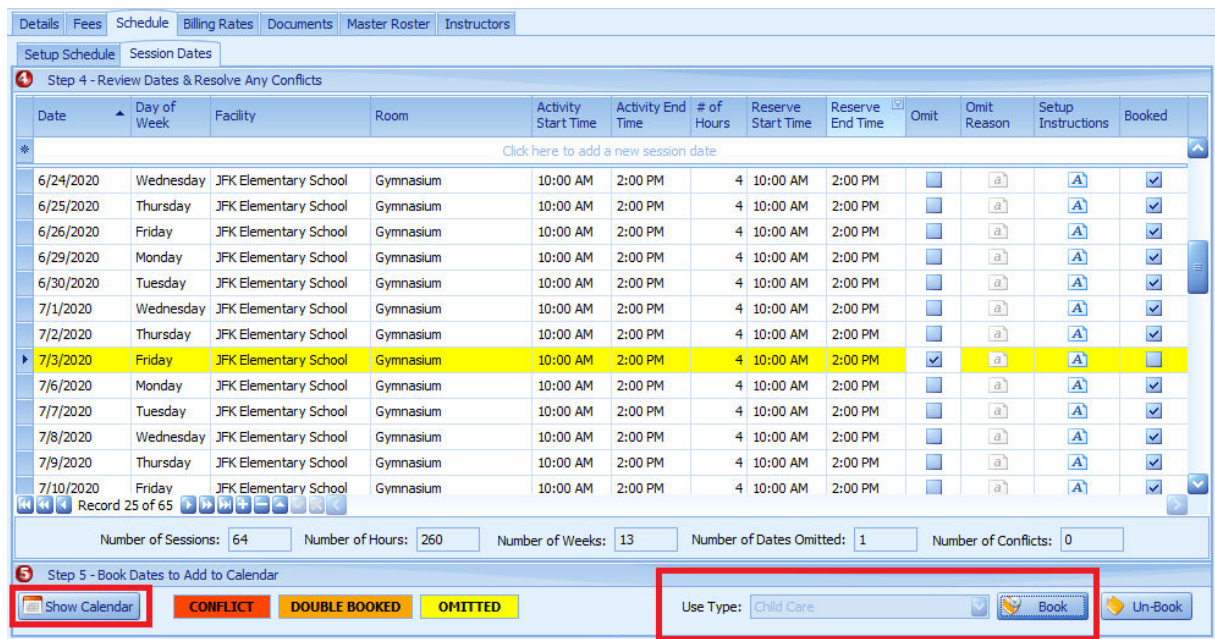


Popup screen **Check Availability** will display the following message when rooms are available.

Click  button to generate the schedule. **ReCPro™** will create a schedule based on the first 3 steps.

Step 4 – Review Dates & Resolve Any Conflicts

Review the sessions, omit any dates for holidays, special events, etc.



Date	Day of Week	Facility	Room	Activity Start Time	Activity End Time	# of Hours	Reserve Start Time	Reserve End Time	Omit	Omit Reason	Setup Instructions	Booked
6/24/2020	Wednesday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
6/25/2020	Thursday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
6/26/2020	Friday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
6/29/2020	Monday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
6/30/2020	Tuesday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/1/2020	Wednesday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/2/2020	Thursday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/3/2020	Friday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input checked="" type="checkbox"/>		A	<input type="checkbox"/>
7/6/2020	Monday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/7/2020	Tuesday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/8/2020	Wednesday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/9/2020	Thursday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>
7/10/2020	Friday	JFK Elementary School	Gymnasium	10:00 AM	2:00 PM	4	10:00 AM	2:00 PM	<input type="checkbox"/>		A	<input checked="" type="checkbox"/>

Number of Sessions: 64 Number of Hours: 260 Number of Weeks: 13 Number of Dates Omitted: 1 Number of Conflicts: 0

Step 5 - Book Dates to Add to Calendar

 Use Type: Child Care

Then select **Use Type** and click **Book** button. This step saves the information to the calendar. User can click **Show Calendar** button to review and ensure it saved.



Billing Rates

Click **Billing Rates** tab. The grid will open blank.

Child Care Activities

Activity Information

Session: 2020 Summer Camps Title: Just Wanna Have Fun Camp

Category: Summer Camps Registration Type: Flexible Billing Rate Type: Daily

Details Fees Schedule **Billing Rates** Documents Master Roster Instructors

Description	Resident Payment Due at Registration	Non-Resident Payment Due At Registration	Payment Due Date	# Of Days	# Of Hours	Resident Fee	Non-Resident Fee	Reg
-------------	--------------------------------------	--	------------------	-----------	------------	--------------	------------------	-----

Generate Billing Rates Remove Billing Rates Set Due Date

Customer must pay first 0 Days **FULL**

Click **Generate Billing Rates** button. **Set Payment Information** screen will display.

Description	Resident Amount Due At Registration	Non-Resident Amount Due At Registration	Payment Due Date
Activity Date: 06/01/2020 - Monday	\$25.00	\$30.00	
Activity Date: 06/02/2020 - Tuesday	\$25.00	\$30.00	
Activity Date: 06/03/2020 - Wednesday	\$25.00	\$30.00	
Activity Date: 06/04/2020 - Thursday	\$25.00	\$30.00	
Activity Date: 06/05/2020 - Friday	\$25.00	\$30.00	

Payment Due Date can be entered by selecting from the calendar or typing date. After dates have been entered, you would change the **Resident** and **Non-Resident Amount Due at Registration**. That means you can change it to \$0.00 (zero) or put a minimum amount to hold the space for the participant and the balance would be due on the Payment Due Date. When finished, click **OK** button.

Alternately, when the **Set Payment Information** screen displays, skip this step by clicking **OK** button.



This example is a **Daily Billing Rate Type**, so it is easier to select a full week (Monday thru Friday) to set the date for all 5 days. Hold down the control key on the keyboard and select each day.

The screenshot shows the 'Child Care Activities' window. The 'Activity Information' section at the top includes fields for Session (2020 Summer Camps), Title (Just Wanna Have Fun Camp), Category (Summer Camps), Registration Type (Flexible), and Billing Rate Type (Daily). Below this is a tabbed interface with 'Details', 'Fees', 'Schedule', 'Billing Rates', 'Documents', 'Master Roster', and 'Instructors'. The 'Details' tab is active, displaying a table of activities. A 'Set Due Date' dialog box is open, showing a date of 6/1/2020. At the bottom of the window, there are buttons for 'Generate Billing Rates', 'Remove Billing Rates', and 'Set Due Date'. A red box highlights the 'Set Due Date' button and the 'Customer must pay first' field, which is set to 0 days.

Description	Resident Payment Due at Registration	Non-Resident Payment Due At Registration	Payment Due Date	# Of Days	# Of Hours	Resident Fee	Non-Resident Fee	Req
Activity Date: 06/01/2020 - Monday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	\$30.00	
Activity Date: 06/02/2020 - Tuesday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	\$30.00	
Activity Date: 06/03/2020 - Wednesday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	\$30.00	
Activity Date: 06/04/2020 - Thursday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	\$30.00	
Activity Date: 06/05/2020 - Friday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	\$30.00	
Activity Date: 06/08/2020 - Monday	\$25.00	\$30.00				\$25.00	\$30.00	
Activity Date: 06/09/2020 - Tuesday	\$25.00	\$30.00				\$25.00	\$30.00	
Activity Date: 06/10/2020 - Wednesday	\$25.00	\$30.00				\$25.00	\$30.00	
Activity Date: 06/11/2020 - Thursday	\$25.00	\$30.00				\$25.00	\$30.00	
Activity Date: 06/12/2020 - Friday	\$25.00	\$30.00				\$25.00	\$30.00	
Activity Date: 06/15/2020 - Monday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/16/2020 - Tuesday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/17/2020 - Wednesday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/18/2020 - Thursday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/19/2020 - Friday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/22/2020 - Monday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/23/2020 - Tuesday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	
Activity Date: 06/24/2020 - Wednesday	\$25.00	\$30.00		1	4	\$25.00	\$30.00	

Click **Set Due Date** button, enter date and click **OK** button. The **Customer must pay first – Days** is used when payment is required in full on specific number of days in order to register.

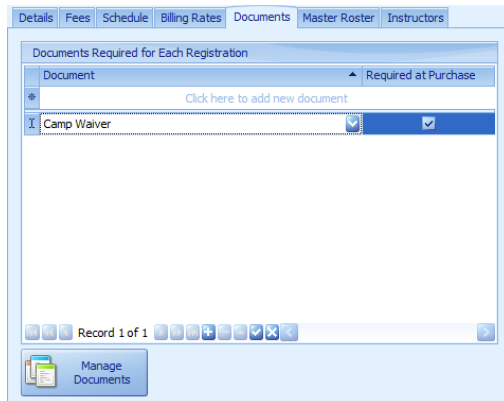
Details	Fees	Schedule	Billing Rates	Documents	Master Roster	Instructors									
							Description	Resident Payment Due at Registration	Non-Resident Payment Due At Registration	Payment Due Date	# Of Days	# Of Hours	Resident Fee	Non-Resident Fee	Req
							+ Activity Date: 06/01/2020 - Monday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	\$30.00	
							+ Activity Date: 06/02/2020 - Tuesday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	\$30.00	
							+ Activity Date: 06/03/2020 - Wednesday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	\$30.00	
							+ Activity Date: 06/04/2020 - Thursday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	\$30.00	
							+ Activity Date: 06/05/2020 - Friday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	\$30.00	

Once the **Payment Due Dates** are set, you can now change the **Resident** and **Non-Resident Payment Due at Registration** amount.

Note: Once customer registrations transactions are created, the **Remove Billing Rates** button will become disabled.

Documents

Click **Documents** tab. From the pick list, select the **Document Required for Each Registration**. Check the box if it is **Required at Purchase**. For online registrations, the customer will not be able to checkout and pay for activities until the waiver is electronically signed.

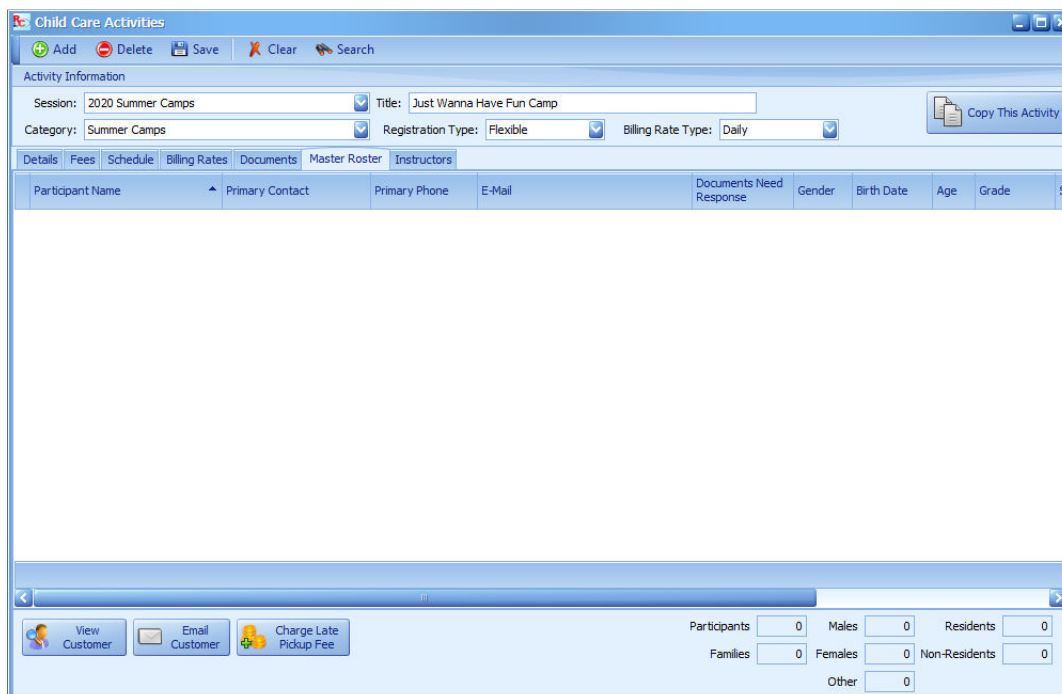


Click **Manage Documents** button to review customers response with documents.

For details, watch our video at www.ReCProSoftware.com/videos or review the Manage Document System user manual.

Master Roster

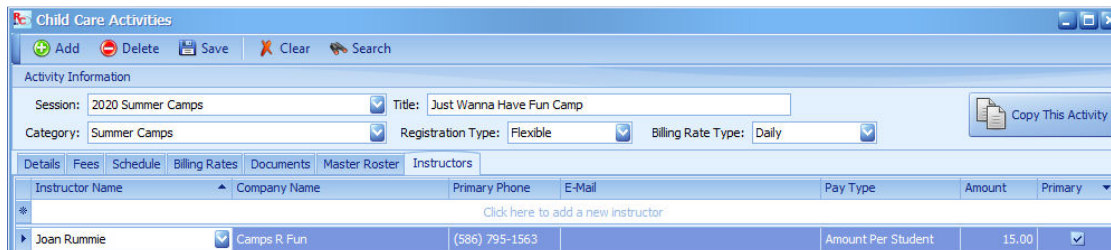
As customers register for the child care activity in shopping cart or online, this grid will populate the child's information. This grid will only display the child's name once even if they are registered for all the days / weeks / months of the child care activity.



User will be able to **View Customer** record, **Email Customer** or **Charge Late Pickup Fee** manually from this screen. Statistics display in the lower right-hand corner as registrations occur.

Instructors

Attach the instructor record to the child care activity. (See *Course Module Manual* for how to load instructors' database.)



Instructor Name	Company Name	Primary Phone	E-Mail	Pay Type	Amount	Primary
Joan Rummie	Camps R Fun	(586) 795-1563		Amount Per Student	15.00	<input checked="" type="checkbox"/>

Child Care Combos

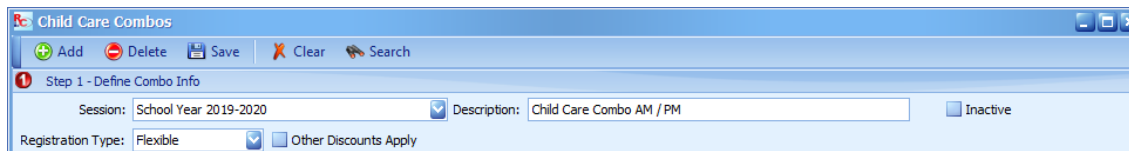
The purpose for **Child Care Combos** is to allow user to set up rates for multiple child care activities such as 'Before and After School Programs'. Typically this is because the user wants to offer a special rate if the child is being signed up for both. It is also a convenience to have both sessions combined together for On Account payments.

Important Note: Each child care activity must be set up first in order to use this function.

Step 1 – Define Combo Info

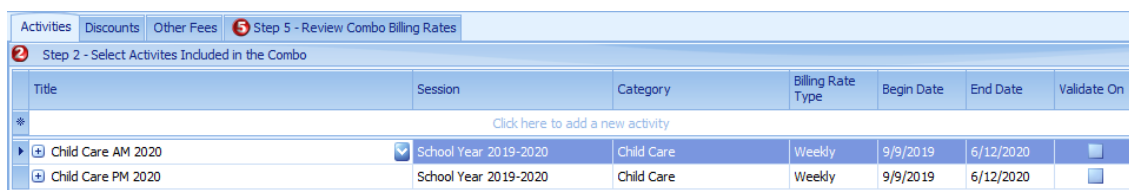
Select **Session** from the pick list menu, add **Description** and selected the **Registration Type** Flexible or Fixed. Check the box **Other Discounts Apply** if you allow discounts beyond multi-child discounts.

Important Note: Once the record is saved, the Registration Type cannot be changed.



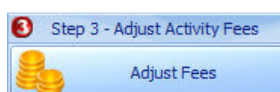
Step 2 – Select Activities Included in the Combo

Select **Title** from the pick list menu and the following fields automatically populate: **Session**, **Category**, **Billing Rate Type**, **Begin Date** and **End Date** based on prior setup of **Child Care Activity**.



Title	Session	Category	Billing Rate Type	Begin Date	End Date	Validate On
Child Care AM 2020	School Year 2019-2020	Child Care	Weekly	9/9/2019	6/12/2020	<input type="checkbox"/>
Child Care PM 2020	School Year 2019-2020	Child Care	Weekly	9/9/2019	6/12/2020	<input type="checkbox"/>

Step 3 – Adjust Activity Fees





Set Fees grid will display allowing user to change the fee for the combination activities. Click **OK** button.

Priority	Fee Description	Fee	Resident	Non Resident	Instructor Pay	Taxable
1	Child Care	\$10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Child Care NR	\$5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There will be a verification message.

Save Changes?

The changes made here will affect the combo fees for all selected billing rates. Are you sure you want to make this change?

Yes No

Step 4 – Generate Combo Billing Rates

Step 4 - Generate Combo Billing Rates

Generate Billing Rates

Set Payment Information screen displays. **Payment Due Dates** can be entered by unchecking the box 'Payment Due at Registration', and selecting the payment due date from the calendar or typing date. Click **OK** button.

Description	Resident Amount Due At Registration	Non-Resident Amount Due At Registration	Payment Due Date
Week of: 09/08/2019 - 09/13/2019	\$20.00	\$20.00	
Week of: 09/15/2019 - 09/20/2019	\$20.00	\$20.00	
Week of: 09/22/2019 - 09/27/2019	\$20.00	\$20.00	
Week of: 09/29/2019 - 10/04/2019	\$20.00	\$20.00	
Week of: 10/06/2019 - 10/11/2019	\$20.00	\$20.00	
Week of: 10/13/2019 - 10/18/2019	\$20.00	\$20.00	
Week of: 10/20/2019 - 10/25/2019	\$20.00	\$20.00	
Week of: 10/27/2019 - 11/01/2019	\$20.00	\$20.00	
Week of: 11/03/2019 - 11/08/2019	\$20.00	\$20.00	
Week of: 11/10/2019 - 11/15/2019	\$20.00	\$20.00	
Week of: 11/17/2019 - 11/22/2019	\$20.00	\$20.00	
Week of: 11/24/2019 - 11/29/2019	\$20.00	\$20.00	
Week of: 12/01/2019 - 12/06/2019	\$20.00	\$20.00	
Week of: 12/08/2019 - 12/13/2019	\$20.00	\$20.00	
Week of: 12/15/2019 - 12/20/2019	\$20.00	\$20.00	
Week of: 12/22/2019 - 12/27/2019	\$20.00	\$20.00	
Week of: 12/29/2019 - 01/03/2020	\$20.00	\$20.00	
Week of: 01/05/2020 - 01/10/2020	\$20.00	\$20.00	
Week of: 01/12/2020 - 01/17/2020	\$20.00	\$20.00	
Week of: 01/19/2020 - 01/24/2020	\$20.00	\$20.00	
Week of: 01/26/2020 - 01/31/2020	\$20.00	\$20.00	
Week of: 02/02/2020 - 02/07/2020	\$20.00	\$20.00	

Payment Due Dates can be entered by unchecking the box 'Payment Due at Registration', and selecting the payment due date from the calendar or typing date. Click **OK** button.

Go to step 5 to review.

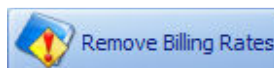


Step 5 – Review Combo Billing Rates

The data will populate the grid.

Description	Resident Amount Due At Registration	Non-Resident Amount Due At Registration	Payment Due Date	Resident Fee	Non Resident Fee
Week of: 09/08/2019 - 09/13/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 09/15/2019 - 09/20/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 09/22/2019 - 09/27/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 09/29/2019 - 10/04/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 10/06/2019 - 10/11/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 10/13/2019 - 10/18/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 10/20/2019 - 10/25/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 10/27/2019 - 11/01/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 11/03/2019 - 11/08/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 11/10/2019 - 11/15/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 11/17/2019 - 11/22/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 11/24/2019 - 11/29/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 12/01/2019 - 12/06/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 12/08/2019 - 12/13/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 12/15/2019 - 12/20/2019	\$20.00	\$20.00		\$20.00	\$20.00
Week of: 12/22/2019 - 12/27/2019	\$20.00	\$20.00		\$20.00	\$20.00

User can change an individual due date by clicking **Set Due Date** button. Or hold control key down and select multiple line items, click Set Due Date to change for the selection.



If user needs to make price changes, click the  button.

NOTE: Once customer registrations are generated, this button will become disabled.

Remove Billing Rates?

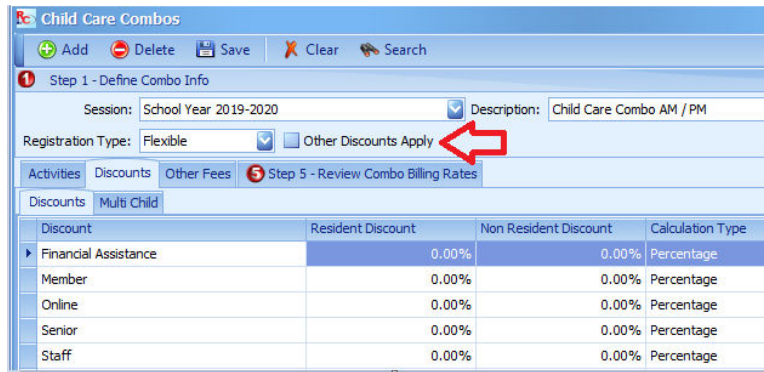
Are you sure you want to remove all the billing rates?

Yes No

A verification message will display. When **Yes** is clicked, it will delete the billing rates and will take user back to start again with **Step 2**.

Discounts (*Child Care Combos*)

Click **Discounts > Discounts** tab to review other discounts and make adjustments if needed. For these discounts to apply to Child Care Combos, user must check box **Other Discounts Apply** in order to activate calculations.



Child Care Combos

Step 1 - Define Combo Info

Session: School Year 2019-2020 Description: Child Care Combo AM / PM

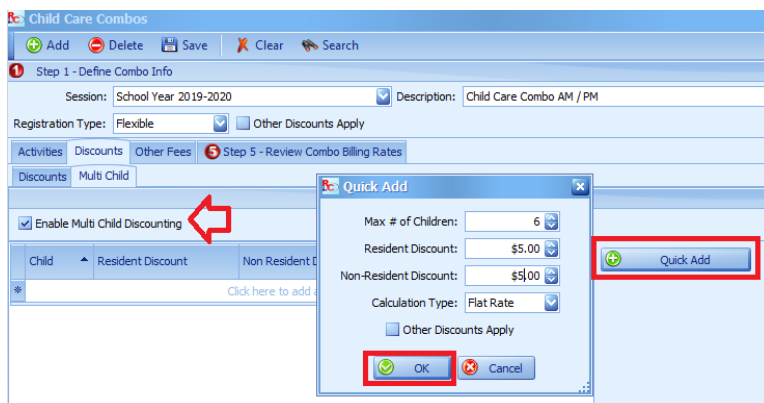
Registration Type: Flexible ☒ Other Discounts Apply

Activities Discounts Other Fees Step 5 - Review Combo Billing Rates

Discount	Resident Discount	Non Resident Discount	Calculation Type
Financial Assistance	0.00%	0.00%	Percentage
Member	0.00%	0.00%	Percentage
Online	0.00%	0.00%	Percentage
Senior	0.00%	0.00%	Percentage
Staff	0.00%	0.00%	Percentage

Multi Child Discounts (*Child Care Combos*)

Check the box **Enable Multi Child Discounting** to apply multi child discounts to Child Care Combos.



Child Care Combos

Step 1 - Define Combo Info

Session: School Year 2019-2020 Description: Child Care Combo AM / PM

Registration Type: Flexible ☒ Other Discounts Apply

Activities Discounts Other Fees Step 5 - Review Combo Billing Rates

☒ Enable Multi Child Discounting

Child Resident Discount Non Resident Discount

Click here to add a new Discount

Quick Add

Max # of Children: 6

Resident Discount: \$5.00

Non-Resident Discount: \$5.00

Calculation Type: Flat Rate

☐ Other Discounts Apply

OK Cancel

Click **Quick Add** button. Enter **Max # of Children**, **Resident** and **Non-Resident Discount**. **Calculation Type** can be selected as a flat rate or percentage.



Activities Discounts Other Fees Step 5 - Review Combo Billing Rates

Discounts Multi Child

☒ Enable Multi Child Discounting

Child	Resident Discount	Non Resident Discount	Calculation Type	Other Discounts Apply
2	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
3	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
4	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
5	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>
6	\$5.00	\$5.00	Flat Rate	<input type="checkbox"/>

Quick Add

Multi child discounts will override other discounts in the previous tab, so if user wants those discounts to apply in addition to the multi child discounts, be sure to check the boxes **Other Discounts Apply**.



Other Fees (Registration, Late Pickup and Late Payment)

Registration Fee – Select from the pick list of miscellaneous fees (*See Admin Module for setup*). In the grid below, start with first child; user can adjust fee and check the box **Apply Only Once** if applicable. Continue to build for number of child registrations.

Child Care Combos

Step 1 - Define Combo Info

Session: School Year 2019-2020 Description: Child Care Combo AM / PM Inactive

Registration Type: Flexible Other Discounts Apply

Activities Discounts Other Fees **Step 5 - Review Combo Billing Rates**

Registration Fee: Child Care Registration Taxable

Late Pickup Fee: Late Pickup Fee: \$1.00 Taxable Late Pickup Fee Bill Type: Per Minute Late After: 6:00 PM

Late Payment Fee: Late Payment Fee Fee: \$25.00 Taxable

Registration Fees

Child	Fee Amount	Apply Only Once
Click here to add a new fee		
2	\$25.00	<input checked="" type="checkbox"/>
3	\$25.00	<input checked="" type="checkbox"/>
4	\$25.00	<input checked="" type="checkbox"/>
5	\$25.00	<input checked="" type="checkbox"/>
6	\$25.00	<input checked="" type="checkbox"/>

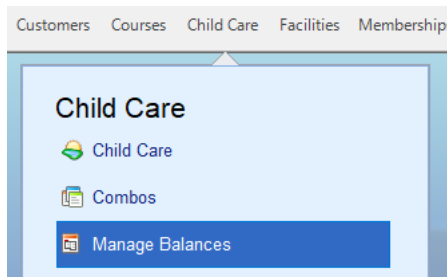
Late Pickup Fee - Select from the pick list of miscellaneous fees (*See Admin Module for setup*). Choose from pick list **Flat** or **Per Minute** in **Late Pickup Fee Bill Type**. If user selects **Per Minute**, then enter the time in **Late After** field.

Late Payment Fee - Select from the pick list of miscellaneous fees (*See Admin Module for setup*).



Child Care Manage Balances

From the main menu, go to **Child Care > Manage Balances**



Manage Balances gives the user a breakdown of each customer's balance due of child care activities. Any overdue items will be highlighted in a light orange color. Uncheck **Only Open Balances** to review closed items in yellow.

Child Care Manage Balances

Session: School Year 2019-2020 Head Of Household: Participant:

Category: Title:

From Due Date: Thru Due Date: Due Within 30 Days

☒ Only Open Balances ☐ Only Overdue Balances

Refresh Select All Print Grid Save Filters

Ctrl + Click to Select Multiple Entries

Due Date	Purchase Date	Participant	Item Description	Amount Billed	Amount Paid	Balance
Head Of Household: Andrews, Christopher Primary: (586) 469-7778 Secondary: (586) 469-9799						
Head Of Household: Cunningham, Howard Primary: (586) 798-5488 Secondary:						
Head Of Household: Geiger, Dale Primary: (586) 469-4200 Secondary: (586) 469-4444						
Head Of Household: Schaible, Kevin Primary: (586) 469-4201 Secondary: (586) 469-4309						
1/29/2020	1/28/2020	Buddy Schaible	Month of: February 2020 - First Watch - School Year 201...	\$100.00	\$0.00	\$100.00
1/29/2020	1/30/2020	Buddy Schaible	Payment Due: 01/29/2020 - Late Payment Fee	\$25.00	\$0.00	\$25.00
2/28/2020	1/28/2020	Buddy Schaible	Month of: March 2020 - First Watch - School Year 2019-2...	\$100.00	\$0.00	\$100.00
2/28/2020	2/29/2020	Buddy Schaible	Payment Due: 02/28/2020 - Late Payment Fee	\$25.00	\$0.00	\$25.00
3/28/2020	1/28/2020	Buddy Schaible	Month of: April 2020 - First Watch - School Year 2019-2020	\$100.00	\$0.00	\$100.00
3/28/2020	3/29/2020	Buddy Schaible	Payment Due: 03/28/2020 - Late Payment Fee	\$25.00	\$0.00	\$25.00
4/28/2020	1/28/2020	Buddy Schaible	Month of: May 2020 - First Watch - School Year 2019-2020	\$100.00	\$0.00	\$100.00
				\$616.00	\$0.00	\$616.00

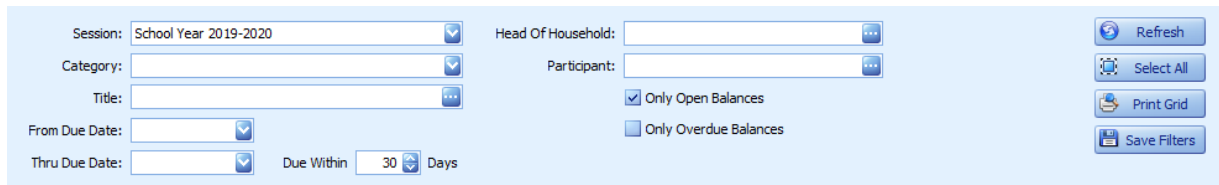
OVERDUE **CLOSED**

Options: View Customer E-Mail Customer Apply Payment Auto Apply Payment Close Balance Forms: Statement



Filters

User can isolate data based on the filter choices, then click **Refresh** button. Click **Select All** in order to select all items in the grid. **Print Grid** button to pull a paper printout of the information. Click **Save Filters** to keep the filter settings.



Session: School Year 2019-2020
Category:
Title:
From Due Date:
Thru Due Date:
Due Within 30 Days
Head Of Household:
Participant:
☒ Only Open Balances
☐ Only Overdue Balances
Refresh
Select All
Print Grid
Save Filters

Options and Forms

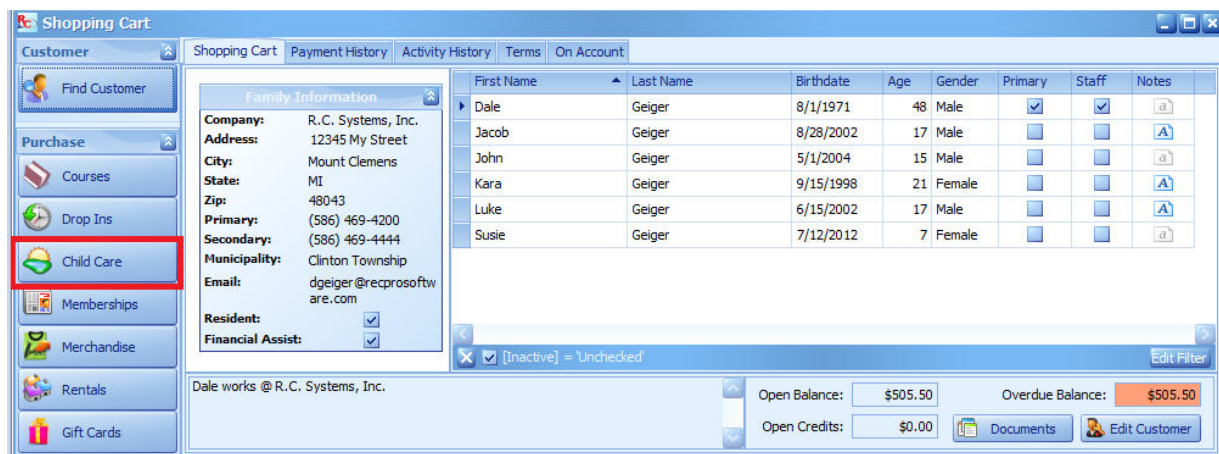


Options: View Customer, E-Mail Customer, Apply Payment, Auto Apply Payment, Close Balance
Forms: Statement

Click **View Customer** button to open the customer record. Click **E-Mail Customer** to open an email with customer email address in place. Click **Apply Payment** button to transfer item to shopping cart to make a payment. Click **Auto Apply Payment** which will pay the items on the customers record from the top down until the money received is used up. Click **Close Balance** button to close the remaining amount owed. Click **Statement** to print the customer's statement.

How to Register for Child Care

From the main menu, go to **Shopping Cart > Shopping Cart > Find Customer > Child Care**



Shopping Cart

Customer: Find Customer

Purchase: Courses, Drop Ins, **Child Care**, Memberships, Merchandise, Rentals, Gift Cards

Family Information:
Company: R.C. Systems, Inc.
Address: 12345 My Street
City: Mount Clemens
State: MI
Zip: 48043
Primary: (586) 469-4200
Secondary: (586) 469-4444
Municipality: Clinton Township
Email: dgeiger@recprosoftw are.com
Resident: ☒
Financial Assist: ☒

First Name	Last Name	Birthdate	Age	Gender	Primary	Staff	Notes
Dale	Geiger	8/1/1971	48	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Jacob	Geiger	8/28/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
John	Geiger	5/1/2004	15	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Kara	Geiger	9/15/1998	21	Female	<input type="checkbox"/>	<input type="checkbox"/>	
Luke	Geiger	6/15/2002	17	Male	<input type="checkbox"/>	<input type="checkbox"/>	
Susie	Geiger	7/12/2012	7	Female	<input type="checkbox"/>	<input type="checkbox"/>	

Dale works @ R.C. Systems, Inc.

Open Balance: \$505.50
Overdue Balance: \$505.50
Open Credits: \$0.00
Documents
Edit Customer

Select the **Child Care Activity** from the grid, click **OK** button

Child Care Activities Lookup

Session: Age: Age In: Years From Date: Exclude Activities ☐
☒ Published Sessions Only Grade: Gender: Thru Date: ☒ Registration Closed
Category: Prog Mgr: Day of Week: ☒ Activity Ended ☒ Canceled
Facility: Instructor: From Start Time: Refresh
Billing Rate: Keyword: Thru Start Time:

Title	Category	Registration Type	Billing Rate Type	Ages	Grades	Begin Date	End Date
Brooks Child Care AM	Child Care	Flexible	Daily	All	All	9/9/2019	6/12/2020
Anchor Bay Before School Care	Child Care	Flexible	Daily	5-12 yrs	All	9/9/2019	6/12/2020
Anchor Bay After School Care	Child Care	Flexible	Daily	5-12 yrs	All	9/9/2019	6/12/2020
Diapers to Diplomas Daily	Child Care	Flexible	Daily	All	All	9/4/2019	6/21/2020
Just Wanna Have Fun Camp	Summer Camps	Flexible	Daily	3-12 yrs	PRE-K3-6	6/1/2020	8/28/2020
COMBO - Anchor Bay Before After School Care	Child Care	Flexible	Daily	5-12 yrs	All	9/9/2019	6/12/2020
First Watch	Child Care	Fixed	Monthly	All	All	2/1/2020	6/1/2020
Diapers to Diplomas	Child Care	Flexible	Weekly	All	All	9/4/2019	6/21/2020

Step 1 – Select a Activity

Select items by holding the control key down and clicking line items with mouse.

Child Care Registration

Step 1 - Select a Activity

Search Activities Session: Title:
Category: Registration Type: Billing Rate Type:
Begin Date: End Date: From Age: Thru Age: From Grade: Thru Grade:

Step 2 - Select Dates

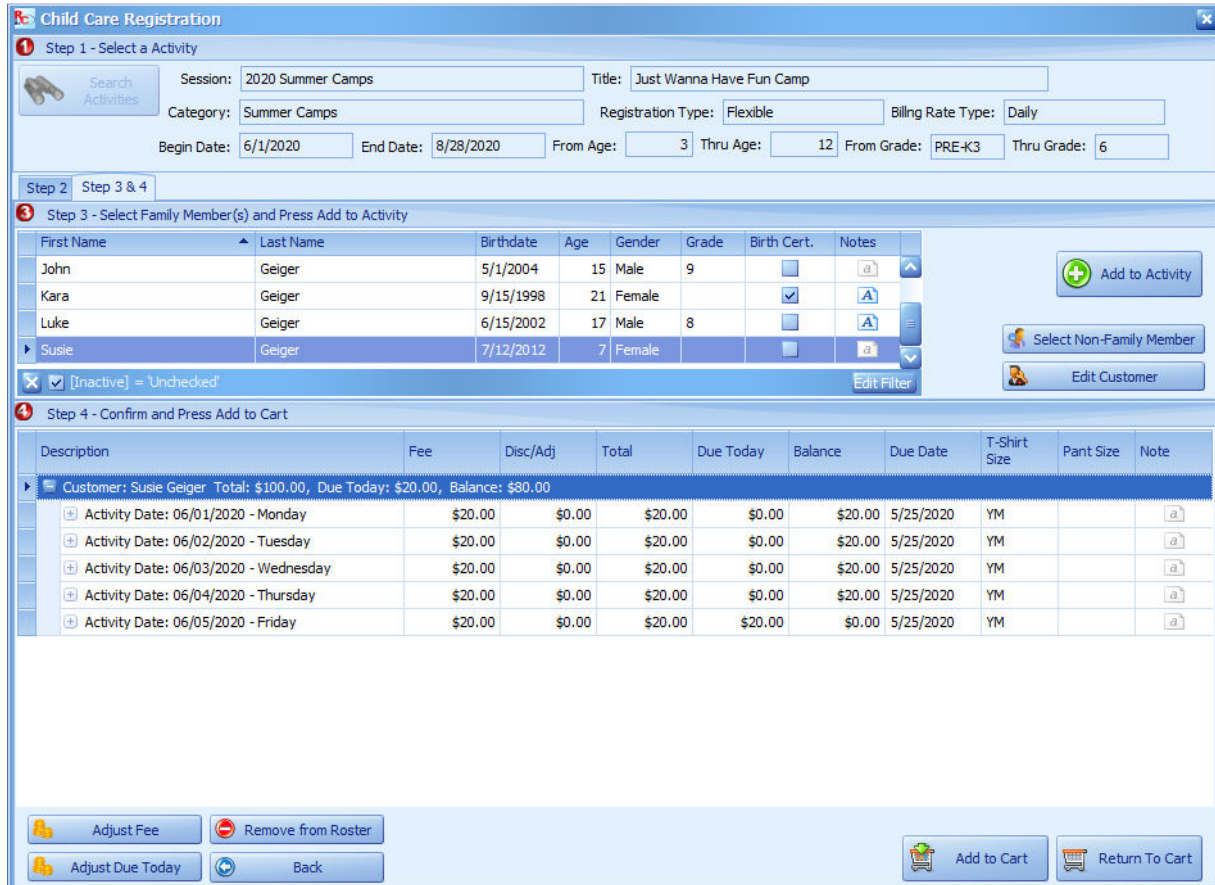
Description	Resident Payment Due at Registration	Non-Resident Payment Due At Registration	Payment Due Date	# Of Days	# Of Hours	Resident Fee	Non-Resident
Activity Date: 06/01/2020 - Monday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	
Activity Date: 06/02/2020 - Tuesday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	
Activity Date: 06/03/2020 - Wednesday	\$0.00	\$0.00	5/25/2020	1	4	\$25.00	
Activity Date: 06/04/2020 - Thursday	\$0.00	\$30.00	5/25/2020	1	4	\$25.00	
Activity Date: 06/05/2020 - Friday	\$25.00	\$30.00	5/25/2020	1	4	\$25.00	
Activity Date: 06/08/2020 - Monday	\$25.00	\$30.00	6/1/2020	1	4	\$25.00	
Activity Date: 06/09/2020 - Tuesday	\$25.00	\$30.00	6/1/2020	1	4	\$25.00	
Activity Date: 06/10/2020 - Wednesday	\$25.00	\$30.00	6/1/2020	1	4	\$25.00	
Activity Date: 06/11/2020 - Thursday	\$25.00	\$30.00	6/1/2020	1	4	\$25.00	
Activity Date: 06/12/2020 - Friday	\$25.00	\$30.00	6/1/2020	1	4	\$25.00	
Activity Date: 06/15/2020 - Monday	\$25.00	\$30.00	6/8/2020	1	4	\$25.00	
Activity Date: 06/16/2020 - Tuesday	\$25.00	\$30.00	6/8/2020	1	4	\$25.00	
Activity Date: 06/17/2020 - Wednesday	\$25.00	\$30.00	6/8/2020	1	4	\$25.00	
Activity Date: 06/18/2020 - Thursday	\$25.00	\$30.00	6/8/2020	1	4	\$25.00	
Activity Date: 06/19/2020 - Friday	\$25.00	\$30.00	6/8/2020	1	4	\$25.00	
Activity Date: 06/22/2020 - Monday	\$25.00	\$30.00	6/15/2020	1	4	\$25.00	
Activity Date: 06/23/2020 - Tuesday	\$25.00	\$30.00	6/15/2020	1	4	\$25.00	
Activity Date: 06/24/2020 - Wednesday	\$25.00	\$30.00	6/15/2020	1	4	\$25.00	

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Use **Select All** button to register for all dates. User can also check box for a specific day of the week. This grid will hide dates prior to today's date, so in the event participant attended but did not to register in advance, click **Show Previous Dates** button to see older dates. Click **Next** button.

Step 3 – Select Customers

Highlight the customer name and click **Add to Activity** button moving customer to step 4.



Child Care Registration

Step 1 - Select a Activity

Search Activities: Session: Title:

Category: Registration Type: Billing Rate Type:

Begin Date: End Date: From Age: Thru Age: From Grade: Thru Grade:

Step 2 **Step 3 & 4**

Step 3 - Select Family Member(s) and Press Add to Activity

First Name	Last Name	Birthdate	Age	Gender	Grade	Birth Cert.	Notes
John	Geiger	5/1/2004	15	Male	9	<input type="checkbox"/>	<input type="text"/>
Kara	Geiger	9/15/1998	21	Female		<input checked="" type="checkbox"/>	<input type="text"/>
Luke	Geiger	6/15/2002	17	Male	8	<input type="checkbox"/>	<input type="text"/>
Susie	Geiger	7/12/2012	7	Female		<input type="checkbox"/>	<input type="text"/>

☒ [Inactive] = 'Unchecked'

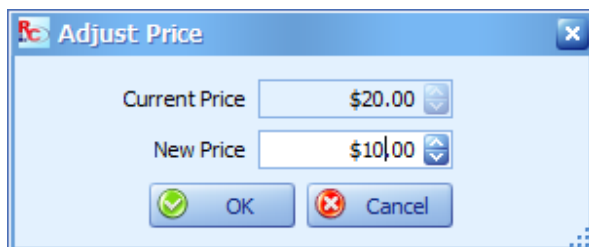
Step 4 - Confirm and Press Add to Cart

Description	Fee	Disc/Adj	Total	Due Today	Balance	Due Date	T-Shirt Size	Pant Size	Note
Customer: Susie Geiger Total: \$100.00, Due Today: \$20.00, Balance: \$80.00									
Activity Date: 06/01/2020 - Monday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		<input type="text"/>
Activity Date: 06/02/2020 - Tuesday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		<input type="text"/>
Activity Date: 06/03/2020 - Wednesday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		<input type="text"/>
Activity Date: 06/04/2020 - Thursday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		<input type="text"/>
Activity Date: 06/05/2020 - Friday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		<input type="text"/>

Step 4 – Confirm and Press Add to Cart

Review items before adding to shopping cart.

Adjust Fee - highlight the line item you want to adjust, (change the price). Click **Adjust Fee** button. User may also hold the control key down and select all items to adjust fee that will change the price for all items.



Adjust Price

Current Price:

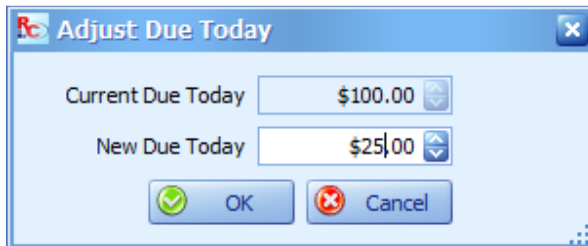
New Price:

Enter the **New Price** in the field and click **OK** button.



Adjust Due Today – using this button allows the user to receive a flat payment to cover multiple items prior to due dates.

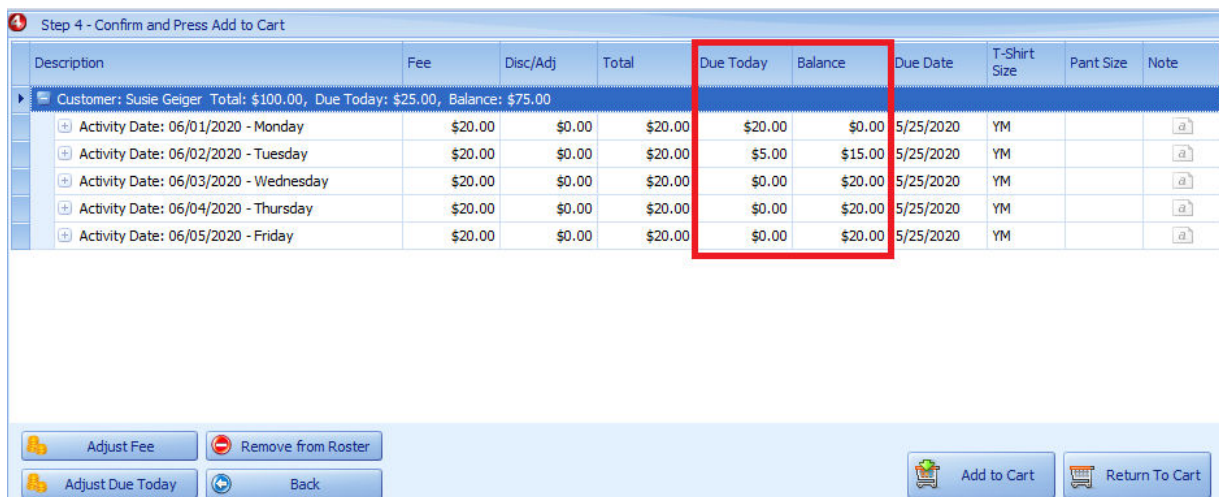
For example: the total of 5 days of child care is \$100 but only \$25 is required today. **ReCPro™** will recalculate the balance due, starting with the first item and applying the payment until the full amount is used.



The dialog box titled "Adjust Due Today" has two input fields. The first field, labeled "Current Due Today", contains the value "\$100.00". The second field, labeled "New Due Today", contains the value "\$25.00". Below the fields are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Click **Adjust Due Today** button, enter amount in the **New Due Today** field and click **OK** button.

Notice the first day is paid in full and the second day has \$5.00 applied to it with a new balance.



The screen shows a table with columns: Description, Fee, Disc/Adj, Total, Due Today, Balance, Due Date, T-Shirt Size, Pant Size, and Note. The table contains five rows of activity data. A red box highlights the "Due Today" and "Balance" columns for the first two rows. Below the table are buttons for "Adjust Fee", "Remove from Roster", "Adjust Due Today", and "Back". At the bottom right are buttons for "Add to Cart" and "Return To Cart".

Description	Fee	Disc/Adj	Total	Due Today	Balance	Due Date	T-Shirt Size	Pant Size	Note
Customer: Susie Geiger Total: \$100.00, Due Today: \$25.00, Balance: \$75.00									
Activity Date: 06/01/2020 - Monday	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	5/25/2020	YM		[a]
Activity Date: 06/02/2020 - Tuesday	\$20.00	\$0.00	\$20.00	\$5.00	\$15.00	5/25/2020	YM		[a]
Activity Date: 06/03/2020 - Wednesday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		[a]
Activity Date: 06/04/2020 - Thursday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		[a]
Activity Date: 06/05/2020 - Friday	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020	YM		[a]

Click **Remove from Roster** button when user selected wrong family member.

Click **Back** button to return to step 2 without losing what has been added to step 4.

Click **Add to Cart** button to go to shopping cart.

Return to Cart to stop registration process.

Review items in shopping cart.

Shopping Cart

Customer: Find Customer

Purchase: Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, **Checkout**

Device: Printer Setup, Open Cash Drawer

Family Information

Company: R.C. Systems, Inc.
 Address: 12345 My Street
 City: Mount Clemens
 State: MI
 Zip: 48043
 Primary: (586) 469-4200
 Secondary: (586) 469-4444
 Municipality: Clinton Township
 Email: dgeiger@recprosoftw are.com
 Resident: ☒
 Financial Assist: ☒

Dale works @ R.C. Systems, Inc.

Open Balance: \$505.50
 Open Credits: \$0.00
 Overdue Balance: \$505.50

Documents | Edit Customer

Item	Qty	Price	Tax	Total	Recv'd Today	Balance	Due Date
Child Care Registration	1	\$25.00	\$0.00	\$25.00	\$25.00	\$0.00	
Just Wanna Have Fun Camp (Activity Date: 06/01/2020 - Monday) - Susie Geiger	1	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	5/25/2020
Just Wanna Have Fun Camp (Activity Date: 06/02/2020 - Tuesday) - Susie Geiger	1	\$20.00	\$0.00	\$20.00	\$5.00	\$15.00	5/25/2020
Just Wanna Have Fun Camp (Activity Date: 06/03/2020 - Wednesday) - Susie Geiger	1	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020
Just Wanna Have Fun Camp (Activity Date: 06/04/2020 - Thursday) - Susie Geiger	1	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020
Just Wanna Have Fun Camp (Activity Date: 06/05/2020 - Friday) - Susie Geiger	1	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00	5/25/2020

Summary: \$125.00 | \$50.00 | \$75.00

Click **Checkout** button and apply cash, check or credit card.

Shopping Cart

Customer: Find Customer

Purchase: Courses, Drop Ins, Child Care, Memberships, Merchandise, Rentals, Gift Cards

Transaction: Post Receipt, Post Credit, Refunds, Suspend Sale, Delete Item, Cancel Sale, **Checkout**

Device: Printer Setup, Open Cash Drawer

Family Information

Company: R.C. Systems, Inc.
 Address: 12345 My Street
 City: Mount Clemens
 State: MI
 Zip: 48043
 Primary: (586) 469-4200
 Secondary: (586) 469-4444
 Municipality: Clinton Township
 Email: dgeiger@recprosoftw are.com
 Resident: ☒
 Financial Assist: ☒

Dale works @ R.C. Systems, Inc.

Open Balance: \$75.00
 Open Credits: \$0.00
 Overdue Balance: \$0.00

Documents | Edit Customer

Notice customer's record shows \$75 on the **Open Balance** field.

Click **OnAccount** tab > **Child Care** tab to review account balance



Due Date	Purchase Date	Participant	Item Description	Amount Billed	Balance	Notes
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/02/2020 - Tuesday - ...	\$20.00	\$15.00	(a)
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/03/2020 - Wednesday - ...	\$20.00	\$20.00	(a)
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/04/2020 - Thursday - ...	\$20.00	\$20.00	(a)
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/05/2020 - Friday - Ju...	\$20.00	\$20.00	(a)

Click **Apply Payment** when customer makes another payment. User can click **Statement** button to see payments already made as well as remaining balance. User can also run an **Open Balance Report** (from the main menu, go to **Reports > Financial > Open Balance**).

Click **Close Balance** to force closing the remaining balance. This is typically used when user is no longer able to collect on the customers balance. By closing the balance, it will also remove it from the open balance field in shopping cart and reports.

Click **Late Payment Fee** when customers payment is late (the rate is setup in **Misc. Fees** first and attached in **Child Care Activity** setup.)

Session: 2020 Summer Camps
Title: Just Wanna Have Fun Camp
Late After: 4:00 PM Fee: \$1.00 Per Minute

Participant Name: Susie Geiger
Primary Contact: Dale Geiger
Primary Phone: (586) 469-4200

Step 1 - Enter Pickup Date & Time
Date of Pickup: 4/3/2020
Time of Pickup: 4:00 PM -OR- Minutes Late: 5

Step 2 - Set Payment Due Date & Verify Late Fee
Payment Due Date: 4/3/2020
Late Fee: \$5.00

Step 3 - Add Fee to Customer Account
Charge Late Pickup Fee Cancel

Click **Late Pickup Fee** when customer is late picking up the child. Enter the minutes they are late and **ReCPro™** will calculate the fee.

Click **Adjust Registration Fee** allows user to adjust the current price to a new price.

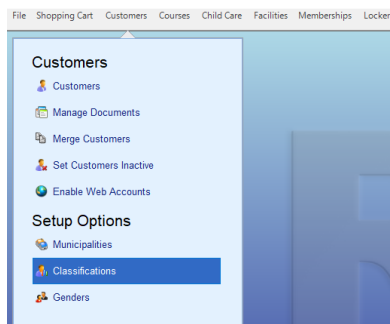
Click **Collections Note** to add a note on the Open Balance Report.

Child Care Roster Reports

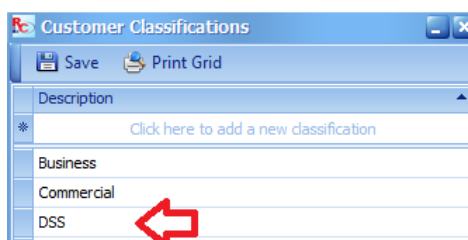
Child Care Roster Reports can be pulled by classification and location. This is an important feature if your child care activity allows supplemental payment through government agencies such as Department of Social Services (DSS). If the money is issued after the original child care activity registration, user can now adjust the registration fee in the On Account tab in shopping cart.

Customer Classification

From the main menu, go to **Customers > Setup Options > Classifications**

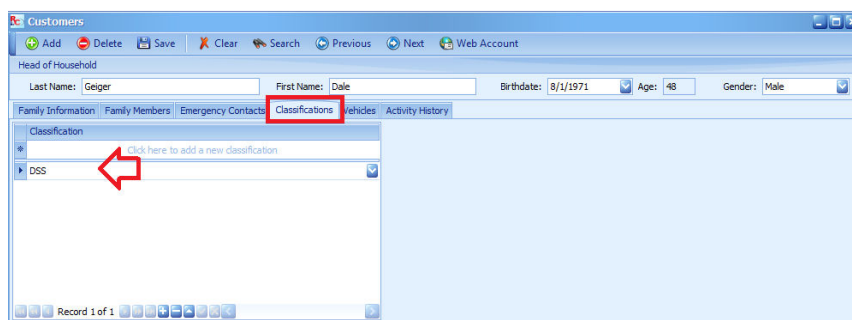


Type the **Customer Classification** in the table, click **Save** and close.



Customer Record

Customer classification must be attached to the customer record. From the main menu, go to **Customers > Customer**, click the **Search** button, **Find Customer**. Click the **Customer Classifications** tab.

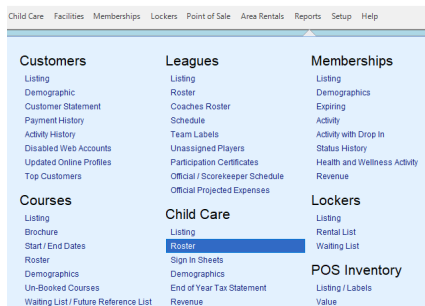


Select the **Classification** from the pick list, and click the **save** button.



Child Care Roster Reports by Classification and / or Location

From the main menu, go to **Reports > Child Care > Roster**



Select the **Location** from the pick list and / or the **Classification** from the pick list.

Sample Report

Child Care Master Roster										04/03/2020 11:08 AM
Session		2020 Summer Camps			Activity		Just Wanna Have Fun Camp			
Enrollment: Min: 0 Max: 35		Date Range: 06/01/2020 - 08/28/2020		Instructor: Joan Rummie		Omitted Dates: 7/3/2020				
Age Range: Min 3 Max 12		# Of Sessions: 64		Company: Camps R Fun						
Grade: From PRE-K3 Thru 6		Days / Times: Mon 10:00 AM - 2:00 PM Tue 10:00 AM - 2:00 PM Wed 10:00 AM - 2:00 PM Thu 10:00 AM - 2:00 PM Fri 10:00 AM - 2:00 PM		Primary Ph: (586) 795-1563						
Gender:		Location(s): JFK Elementary School - Gymnasium		Secondary Ph:						
T-Shirt: <input checked="" type="checkbox"/> Pants: <input type="checkbox"/>				Other Ph:						
				Fax:						
No	Name	Phone	E-Mail	Gender	Birth Date	Age	Emergency Contact (Primary)	Customer Note		
1	Geiger, Susie	(586) 469-4200 (586) 469-4444 (586) 469-5555	dgeiger@recprosoftware.com	Female	7/12/2012	7				



Adjust Registration Fee

From the main menu, go to **Shopping Cart > Shopping Cart > Find Customer > On Account** tab > **Child Care** tab, highlight the line item, click Adjust Registration Fee button, popup will display current price with an open field for user to enter new price. Click **OK** button.

The screenshot shows the 'Shopping Cart' window with the 'On Account' tab selected. The 'Child Care' sub-tab is active, displaying a list of 'Child Care Registrations'. A dialog box titled 'Adjust Price' is open, showing a 'Current Price' of \$20.00 and a 'New Price' of \$15.00. The dialog has 'OK' and 'Cancel' buttons. In the background, the 'Adjust Registration Fee' button in the bottom toolbar is highlighted with a red box.

Due Date	Purchase Date	Participant	Item Description	Amount Billed	Balance	Notes
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/02/2020 - Tuesday - ...	\$20.00	\$15.00	[a]
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/03/2020 - Wednesday - ...	\$20.00	\$20.00	[a]
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/04/2020 - Thursday - ...	\$20.00	\$20.00	[a]
5/25/2020	4/3/2020	Susie Geiger	Activity Date: 06/05/2020 - Friday - Ju...	\$20.00	\$20.00	[a]

Adjust Price Dialog:

Current Price: \$20.00
New Price: \$15.00
OK Cancel

Shopping Cart Summary:

Total: \$80.00
Balance: \$75.00
(Only Open Balances)

Options: Email Customer, Apply Payment, Close Balance, Late Payment Fee, Late Pickup Fee, **Adjust Registration Fee**, Collection Notes, Forms, Statement

Note: If a child care activity charged tax during registration, **ReCPro™** will only allow the registration fee to be adjusted not including tax. Once the new price is entered, **ReCPro™** will calculate then tax on the new adjusted price. If the customer has already made a partial payment on the amount due, it will only allow the user to adjust the balance, not the amount originally billed.