DropInCare Sage Manual
(Drop In Center Management System)
Version 14.11

www.DropInCareSage.com by B & I Computer Consultants, Inc. 2014

Introduction

The DropInCare Sage adds specific drop in center functionality to the Childcare Sage Large Center system. The added functionality was specifically designed for the needs of drop in centers and includes the following:

1) supports both dollar based and prepaid hours based account tracking,
2) billing rate system that can automatically discount hourly care for siblings,
3) ability to bill in time blocks and round up or down when calculating charges,
4) prepay functionality to precharge based on scheduled hours,
5) coupon functionality that can automatically apply coupon discounts to childcare charges,
6) drop in reservation system to reserve slots for drop in care and reserve rooms for parties/events,
7) built in drink, snack, and meal add-ons with food reports,
8) prepaid care and gift certificate functionality,
9) automatic sales tax processing,
10) one screen to process and bill drop in children,
11) snapshot report that shows daily attendance, income and sales,
12) optional fingerprint integration for sign in and out.

These unique features automate and simplify running a drop in child care center. The DropInCare Sage also contains all of the features and benefits of the Childcare Sage Large Center version.

This manual will cover the specific drop in center functionality and screens.

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DropInCare Sage Manual

Dollar Based or Prepaid Hour Based Account Tracking

The DropInCare Sage supports both dollar based and prepaid hours based account tracking. These methods are only different when a parent prepays for care by purchasing a package plan. If a parent simply pays their balance when they pick up their children, the methods are the same, because the parents will never have a credit on their account.

Neither of these methods force you to change a child's rate when they prepay for care.

Figure 1: System Setup screen

Dollar based tracking combines child care charges and any incidental charges (registration, food, diapers, etc,) into a single account balance. If a parent has a credit (from a prepayment, package plan, gift certificate, etc,) they can charge any expense to that credit (including child care and incidental charges.)

Prepaid Hours based tracking keeps prepaid hours (from a package plan,) separate from incidental charges so that the remaining prepaid hours balance is always based on hours used, and doesn't include incidental charges.

You can select which method you want to use in the Drop In Setup tab of the System Setup screen (figure 1- opened by clicking Setup Menu from the main menu, then System Setup- top left).

When deciding which method to use, please keep the following in mind:

Pros (+) of Dollar based
1) it is similar to a parents bank account -> they can use it for any service or product at the center
2) when the parent buys a package plan, it simply adds a bonus to the parent account (ie: get $120 worth of care for $100)
3) if you charge differently depending on the age of the child, the dollar based method doesn't require you to have different plans for different age groups (20 hours for an infant versus 20 hours for a toddler)
4) a parent's balance is simply how much money they have left in their account (the system also tells you how many hours their balance can buy)

Cons (-) of Dollar based
1) a parent's hours balance will change as they buy other center services or incidentals
2) parents have to ask how many hours they have left given their dollar balance
3) might be harder to explain to parents
    a. we suggest that you explain it like a restaurant gift certificate: you pay us $80, you get $100 worth of services

Pros (+) of Prepaid Hours based
1) simple to understand (you have 10 hours left)
2) package plans are simpler (20 hours for $100)
3) hours balance is only based on how many hours the family uses

Cons (-) of Prepaid Hours based
1) parents have to pay separately for incidental charges
2) if parents have hours left, they cannot convert those into their incidental balance, and vice-versa
3) you have to have different plans for different age groups and different numbers of siblings if you offer sibling discounts

Drop In Specific Icons

Figure 2:

There are 2 dedicated drop in center function icons in the DropInCare Sage.

Update Drop In List: updates the list of accounts on the Batch Drop In screen.

Batch Drop In: opens consolidated drop in functions screen to sign in/out drop in kids, charge accounts, take payments and print bills and receipts
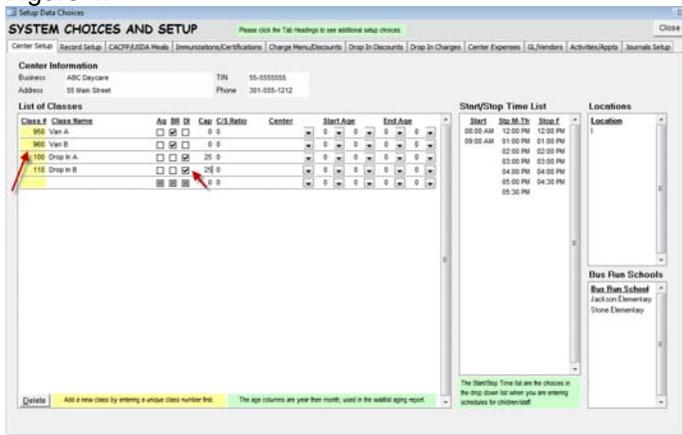
Figure 3:

Drop In Center Rooms/Classses

Most drop in centers have different rooms or classes. You can setup the rooms/classes on the Screen Choices screen (openend from the Setup Menu.)
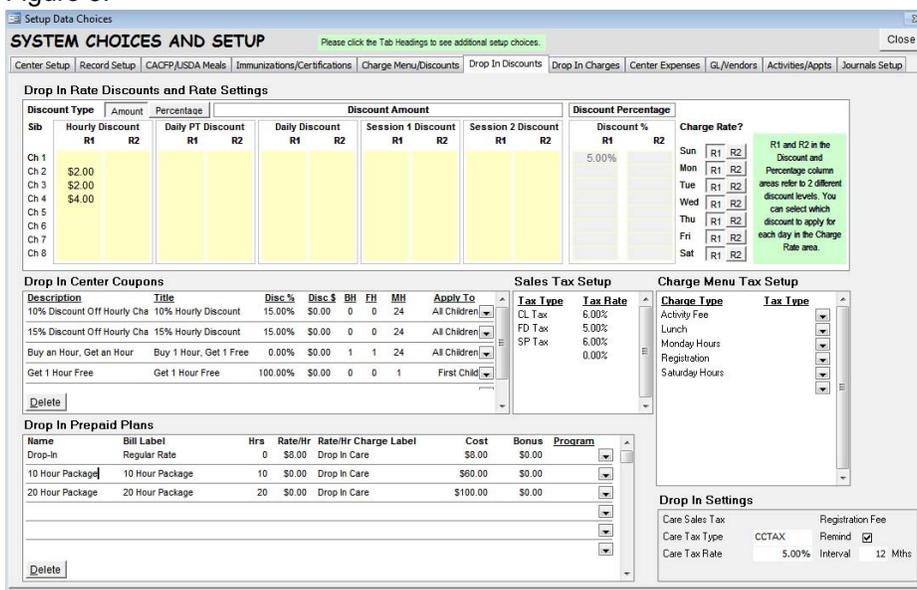
Figure 4:

Enter all of your rooms in to the List of Classes. If your center only has 1 room, enter class # 100, Drop In.

Setup Menu -> Screen Choices -> Drop In Discounts/Coupons (tab): opens the drop in center setup tab (figure 5).

Drop In Rate Discounts and Settings

Figure 5:

Drop In Rate Discounts:
You can setup different hourly discounts for each sibling at the center at the same time. Keep in mind that if you use Prepaid Hours account tracking, the discounts will only apply after all of the prepaid hours are used. All sibling discounts are shown as credits on the parents bill.

The Discount Amount table (in yellow) lets you setup dollar amount discounts for each sibling for each hour, day, or session. Many drop in centers are open on weekends and charge higher rates. The R1 and R2 discount columns in the Discount Amount and Discount Percentage areas let you apply different discounts for different days of the week.

To enter an hourly discount, simply put in the discount amount into each of the 8 sib (sibling) rows under the R1 and/or R2 columns. To set different discounts for different days in the week, push in the discount you want to use (R1 or R2) for each day in the Charge Rate select on the right side of the screen.

In the example in figure 4, there is a $2 per hour discount for the 2nd sibling and a $3 per hour discount for the 3rd sibling that are at the center at the same time. Keep in mind that the 8 sibling discount rows only apply to siblings at the center at the same time, not siblings in the family.

Discounts can be entered as amounts or percentages. There are 5 discount $ amount areas that correspond to each timesheet rate charge types (whether you charge by the hour, day, session, etc.) The percentage discounts simply credit a percentage of the total charge for that sibling.

Charge Rate?: select which rate (rate 1,2) to charge for each day

Drop In Center Coupons:
Enter new drop in center coupons into the empty rows. Each coupon can be a combination of a:
1) discount percentage (Disc %),
2) discount amount (Disc $),
3) buy some hours (BHrs), get some hours free (FHrs),
4) how many hours is the coupon good for (enter 24 for all day),
5) which siblings does the coupon apply to.

Some examples are:

Description	Disc %	Disc $	BHrs	FHrs	MHrs	Apply to
10% off entire bill	10	0	0	0	24	All Children
Buy 1 hour, get 1 free	0	0	1	1	24	All Children
Get 1 hour free	100	0	0	0	1	First Child
Half price for 2nd child	50	0	0	0	24	Second Child
$5 off hourly rate and buy 1 hour, get 1 free for 2nd child	0	5	1	1	24	Second Child

By mixing and matching the 5 coupon parameters, you can create virtually any coupon. All coupons are shown as credits on the parents bill.

Childcare Tax
If your state taxes child care, you can enter the tax rate and the tax label on the parents bill in the bottom right of figure 5.
Care Tax Type: label for childcare tax charges on parent's bill
Care Tax Rate: tax rate for childcare

Retail Item and Incidentals Tax
If your state taxes retail items, supplies, and incidentals that you provide at your center such as snack packs, coloring books, diapers, etc, you can enter the tax rate and the tax label for different types of retail items and services at the center of figure 4.

Sales Tax Setup lets you enter the tax rate and tax label for different types of taxes that you charge such as food taxes, supply taxes (books, diapers,) etc. There are also reports tax collection reports that you can run for collected sales tax payments to the government.

Tax Type: label for tax charges on parent's bill and tax collection grouping categories
Tax Rate: tax rate for each tax type

Charge Menu Tax Setup lets you assign a tax type to each expense menu category that you set up. Expense menu categories are entered in the Charge Menu setup area in the Charge Menu/Discounts tab of figure 4, shown to the right ->

Figure 5a:
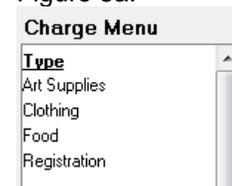
Registration Fee Reminder

The DropInCare Sage can automatically remind you to charge registration fees to families. You can select the time period that the registration fee is due (usually 12 months.) The system will check whether there is a Registration charge type in the family account, and then will determine how much time has passed since it was last charged. The reminder will appear on the left side of the family Drop In Quick Entry screen.

Figure 5b:

The registration fee for this account was last charged on 06/17/2012. Please charge the registration fee.

Prepaid/Package Plans

The DropInCare Sage lets you create prepaid packages or plans that customers can purchase. There are 2 types of plans that you can create, dollar or prepaid hour based. Dollar plans are similar to a gift certificate at a restaurant; the customer pays $100 and gets $120 worth of care (a $20 bonus). PrePaid Hour plans let the customer prepay for a certain number of hours; regular rates automatically apply once the prepaid hours are used up.

Enter new plans into the empty rows. For each plan, you can set the following:
1) Name: name of the plan that shows in the plan selector on the payments windows of the drop in screen
2) Bill Label: what the parents will see on their bill when they buy the plan
3) Hours: how many prepaid hours the plan includes
4) Rate/Hr: should be set to the standard rate at your center (only enter an amount if you want the hourly rate to change with package plans, otherwise leave at $0)
5) Rate/Hr Charge Label: what the parents will see on their bill when they use hours at the center
6) Cost: price of the plan
7) Bonus: difference between the cost of the plan and the plan's face value (should be $0 for prepaid hour plans)
8) Program: cost center for the plan (used to track plan sales)

Setting Up Barcode Charges

Barcode charging let you quickly and easily charge drop in child accounts by simply scanning an item from a barcode sheet that you create in Microsoft Word. Using barcode charging is a great way to reduce charge errors, and speed up charging accounts.

To use barcode charging in the DropInCare Sage, you need:
1) Any USB barcode scanner will work. The scanner that we used was the: Metrologic Eclipse MS5145
2) ConnectCodeFreeSetup.exe, which creates barcodes from numbers and is available on our website.

The first step to settting up barcode charging is to enter the charge menu types in the Charge Menu/Discounts tab of the Screen Choices screen opened from the Setup Menu. Setting up charge menu types allows you to print reports that break down and group different charge categories for charges on customer accounts. Examples include: diapers, snack packs, art supplies, and registration fees.
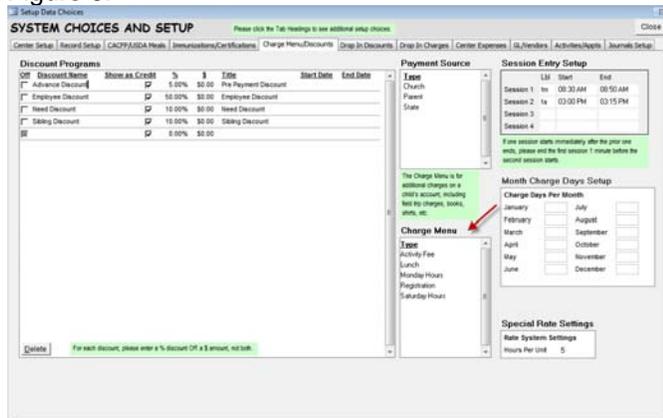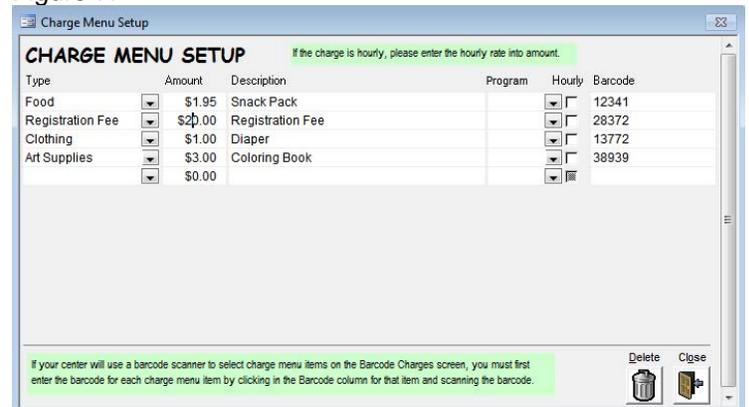
Figure 6:

Figure 7:

After you enter the charge menu types (figure 6), open the Charge Menu Setup screen from the Setup Menu (figure 7).

Fill out each row including the price, and then enter a barcode in the barcode column. The barcode number isn't important, but each row has to be unique. We recommend a barcode number with at least 5 digits.

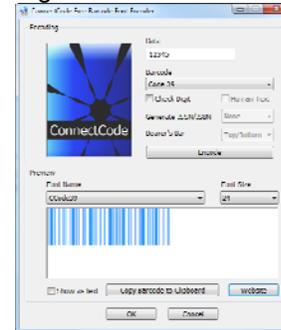After you have entered your charge items, you can setup the barcode scanning sheet.

We have included a sample barcode charges sheet which is in the ccsage folder of your computer's c: drive. It is called barcodesheet.doc (it will have a Microsoft word icon.)

Figure 8:

Figure 9:

To create edit our sample barcode sheet in Microsoft Word, do the following:
1) open barcodesheet.doc from the ccsage.mdb folder on your c drive
2) open the ConnectCodeFree program (figure 9)(select Code 39 from the barcode selector)

3) type in a number into the Data box
4) click Encode
5) click Copy Barcode to Clipboard
6) right click on the microsoft word barcode sheet where you want to paste the barcode and click Paste

DropInCare Sage Rates

Most drop in centers charge by the hour with a discount for siblings if both children are at the center at the same time. Some centers also charge by the hour with a part day and full day rate once a set number of hours are reached. You can setup different rates for different ages, classes, etc, in the Schedule of Charges, and then simply select the appropriate rate for new children as you enter them into the program.

Entering Batch/Standard Drop In Rates into the Schedule of Charges

Schedule of Charges
Figure 10:
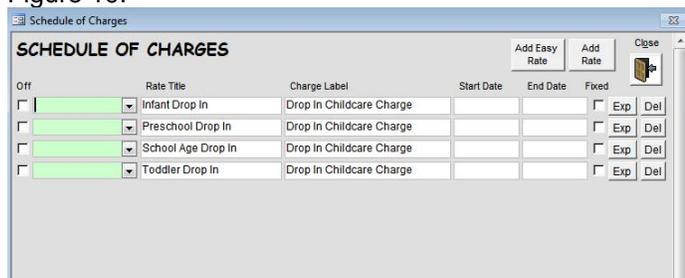
Add Easy Rate: opens the Easy Rates screen to add a new rate (figure 10a)
Add Rate: opens the full Rate Editor to add a new rate (figure 10b)
Exp: opens the full Rate Editor with the selected rate
Del: deletes the current rate

Off- turns rate off (rate will not be charged anywhere in the system)
Fixed- is this a fixed rate (charged regardless of attendance) or an attendance based rate?

Add Easy Rate: Figure 10a:

Edit Rate: Figure 10b:

The green class column to the left of each rate is the class/room that each rate is assigned to. If you use the easy enroll screen to enroll families and select a class for each child, all of the rates for that class will be automatically selected for that child. The Schedule of Charges don't require a start/end date. Please see the Rates section in childcare sage manual for step by step rate setup instructions and sample rates.

Figure 11:

Once these rates are set up, you can add them into any account in the Schedule of Charges area at the bottom right of the Rates tab for each child.

Entering One-Off Drop In Rates for Individual Children using the Easy Rates screen

You can also enter Account Specific drop in rates for individual children. These are usually special one off rate for a specific family. To enter account specific rates, go into the child's record by clicking All Records from the Main Menu, then clicking the Child's name in the list on the left side of the contact information screen (figure 12). Next click Easy Rates (figure 12a).

Contact Information Screen: Figure 12

Figure 12a:

Figure 12b:

To setup a drop in rate, enter the following:
1) Drop In
2) Charge Label: what the parents will see on their bill for hourly childcare charges
3) Start Date: when the rate goes into affect (usually the start of the year)
4) End Date: leave blank
5) Amount: hourly rate
6) click Save

RATE SAMPLES

Figure 13a:

You charge $10 per hour for toddlers.

Figure 13b:

You charge $10 per hour for toddlers in 15 minute blocks with a 3 minute threshold.

Figure 13c:

You charge $10 per hour for toddlers in 15 minute blocks (with a 5 minute threshold) and a minimum of 60 minutes.

Figure 13d:

You charge $10 per hour for toddlers in 60 minute blocks with a 5 minute threshold, for a maximum of $50 per day.

You charge $10 per hour for toddlers on weekdays and $12 per hour for toddlers on weekends. This requires 2 rates, one for weekdays and 1 for weekends.

Figure 13e:

Adding Drop In Children

Children can be added to the system by either using the Easy Enroll screen, or by using the Add Contact screen (click Add/Copy from the contact information screen.) If you are entering a new family, use the Easy Enroll screen. If you want to add a sibling to an existing family, use the Add Contact screen.

Click Easy Enroll from the main menu. On this screen, you enter 1 family at a time with up to 6 siblings. For each sibling, you enter their birthdate and their room (based on age/needs for drop in centers.) Once you click Enroll, the system will automatically create the accounts, link the siblings together, and assign rates based on your predefined room rates.

To enroll children, you must enter the following:
1) child's first and last name
2) child's birthdate

If you want to use the optional fingerprint scanner or pull up drop in children by id rather than name, you need to setup ID numbers for the children in the system.

Figure 14:

To open the Add Contact, click <u>Add/Copy</u> from the contact information screen of the sibling that is already in the system. Simply enter the name and the class for the new sibling. You can also copy information from the sibling already in the system by selecting the copy option checkboxes at the bottom left. After you click Add, the new record will automatically be linked to the existing sibling.

If you want to use the optional fingerprint scanner or pull up drop in children by id rather than name, you need to enter the master ID number for the new sibling.

Figure 15:

Reservation Scheduling

The DropInCare Sage has an extensive reservation system built in. There are two types of reservations:
1) one time reservation: this is an ad-hoc drop in reservation that covers a single day
2) one time reservation for a room: this reserves a room at the center and is usually used for parties/etc
3) standing reservation: this is a scheduled reservation that reserves a slot on an ongoing basis

The reservations are entered differently depending on the type:

Reservation Type	Added	Changed
One Time	Drop Off Scheduling Batch Reservation Editor	Drop Off Scheduling Batch Reservation Editor
Standing	Easy Schedule Center Tab of child record	Center Tab of child record Batch Reservation Editor (one date change)

Changing a standing reservation on the Batch Reservation Editor for a single day means that the change will only be in effect for that one day. The schedule will automatically revert back to normal for other days/dates in the schedule.

One Time Reservations
The Drop Off scheduling screen is used to schedule one time reservations and to reserve rooms for parties. The hours entered into this screen also appear on the daily attendance charts. The biggest difference between entering hours on this screen and on the Child Timesheet screen, is that hours entered on this screen are not seen by the billing system, and on this screen you can designate which class the child will attend.

Figure 16:

If you click on any of the daily hour count buttons on the calendar, the system lets you edit the arrive and leave time and class for the date clicked.

The entry boxes next to the year and month labels at the bottom left of the screen let you pick which year and month you would like to see; the arrow buttons next to the entry boxes let you move between the year and month, respectively.

<u>Attn Count</u>: show the daily attendance count for the date selected including scheduled hours.
<u>Attn Chart</u>: show the daily attendance chart (with names room by room) for the date selected including scheduled hours.
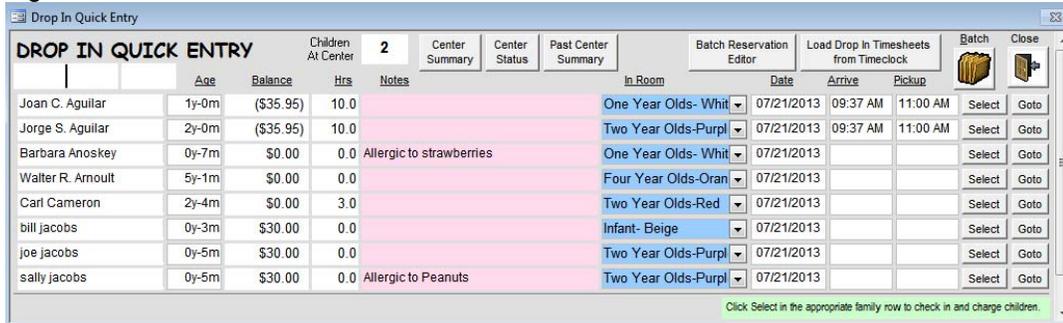
Reserving a Room
Many drop in centers rent out rooms at the center for parties, play dates, etc. You can reserve a room through the drop in scheduling screen by selecting a class and then selecting a choice from the Hour Type drop box.

Figure 16a:

Standing Reservations

Standing reservations are entered into the system as a standard schedule on the child's record. The simplest way to enter a standing reservation, is to go into a child's record and click Easy Schedule. Enter a date range for the reservation, the room for the reservation and the days and times.

The Easy Schedule screen lets you setup schedules for the current contact. Each schedule must have a start and end date and times for at least 1 day.

A,L: select the time from a graphical time selector
Save: save the schedule to the current contact's account

Figure 17:

Batch Reservation Editor
Figure 18:

Figure 19:

The Batch Reservation Editor is opened from the Drop In Quick Entry screen. It shows all one time reservations and all standing reservation changes in the system.

The class and date selectors at the bottom left filter the reservations shown.

The Hour Type column controls reservation functions in the system:
CL: cancel a standing reservation on this day
CH: change a standing reservation on this day
CR: charge for a missed one time reservation on this day

Attn Count: show the daily attendance count for the date selected including scheduled hours.
Attn Chart: show the daily attendance chart (with names room by room) for the date selected including scheduled hours.

Add: add a reservation
Delete: delete the current reservation

Charge Rsv: charge for any reservations with CR in hour type.

Most drop in centers clear the reservations as children arrive. If a child misses a reservation, the center can either delete the reservation, or mark the reservation "CR" (charge for it at the end of the day.)

## Drop In Quick Entry

Figure 20:

Figure 20 is the center wide Drop In screen which lets you select individual accounts, and shows which children are currently at the center. Children currently at the center are automatically at the top of the list.

To process individual accounts (sign children in/out, charge them, take payments, etc,) you can open the Drop In Quick Entry screen for that family by:
1) enter the child's id number at the top left, OR
2) type the first few letters of the child's last name to automatically jump to their name on the list of children, then click Select OR
3) click Select to the right of the child's name, OR
4) have the parent scan their fingerprint if you have the BioPlugin Fingerprint Package.

Notes for individual children (allergies, etc,) are entered on that child's record screen (figure 20a). The notes are also printed on the child's label.

Figure 20a:
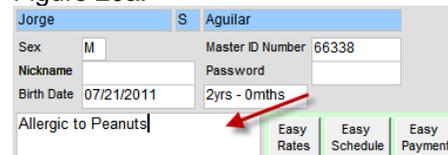
Center Summery: opens a daily summary report for the center including children that attended the center, plans purchased, children currently at the center by room, and childcare charges for the center both paid and owed.

Center Status: shows a list of children currently at the center by room.

Past Center Summery: opens the Center Summary Report above for any prior date. The information shown is the same, except for the children currently at the center.

Batch Reservation Editor: see Reservations section above

Load Drop In Timesheets from TimeClock: transfers any dropin timesheets from the timeclock into the DropInCare Sage (see the TimeClock section at the end of this manual)

Figure 21:

Batch
Figure 22:

The Drop In Batch Functions screen lets you sign children in/out, charge accounts, and charge for meals and transportation in batch.

Search: filter list on children on screen by criteria entered (figure 23)

Checking Children In (there are 3 ways to check a child in)
a) click <u>A</u> in the row of the child you want to sign-in, click a time on the time selector (figure 22), click <u>Record Timesheet</u>
b) type a time into the Arrive Time column in the row of the child you want to sign-in, then click <u>Record Timesheet</u>
c) use the Arrive box at the bottom of the screen
       1) check the children you want to sign in
       2) click Now or type in a time in the Arrive box at the bottom
       3) click Fill next to the Arrive box at the bottom

You can also enter when the child is supposed to be picked up in the Pickup Time column.

Checking Children Out (there are 3 ways to check a child out)
a) click <u>L</u> in the row of the child you want to sign-out, click a time on the time selector (figure 22), click <u>Record Timesheet</u>
b) type a time into the Leave Time column in the row of the child you want to sign-out, then click <u>Record Timesheet</u>
c) use the Leave box at the bottom of the screen
       1) check the children you want to sign out
       2) click Now or type in a time in the Leave box at the bottom
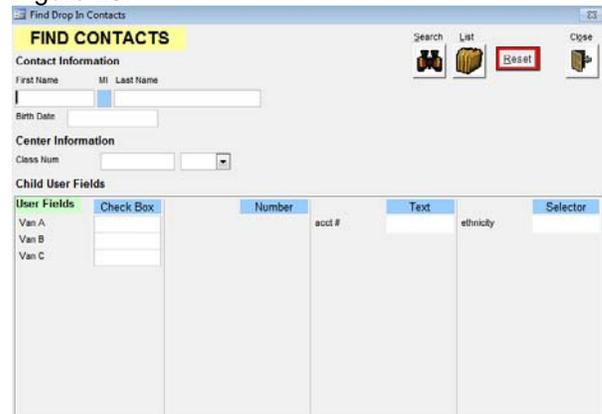   3) click Fill next to the Leave box at the bottom

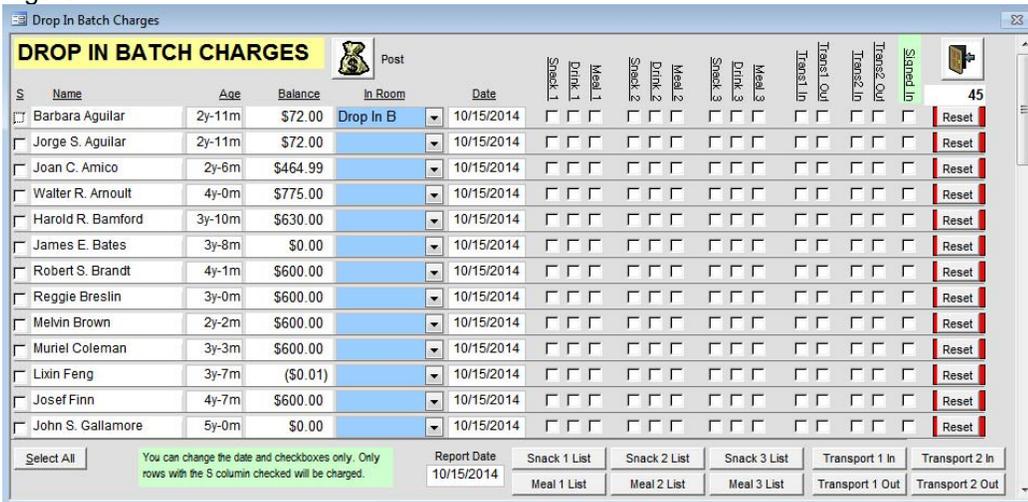Charging Accounts: batch charge all the children that are checked

Figure 22a:
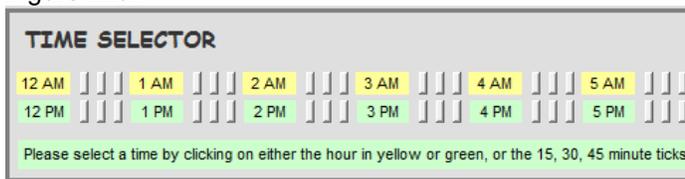
Figure 23:

To filter the child list on the Batch Functions screen, enter criteria, then click <u>Search</u>.

Add Meals/Transportation: lets you add and charge for meals and transportation

Figure 24:

To add meals and transportation to child accounts, check the specific columns, and then click Post at the top.

Once you have added meals and transportation to the child accounts, you can click the list boxes at the bottom right to generate lists of children to serve meals to, pick up and drop off, etc.

If you have children that pay a fixed amount for meals and transportation for weekly periods, you can add those meals and transportation in the Center tab of that child's record.

Figure 24a:

All of the labels, charges, and charge types for the meals and transportation are defined in the Drop In Charges tab of the screen choices screen opened from the Setup Menu.

Figure 25:
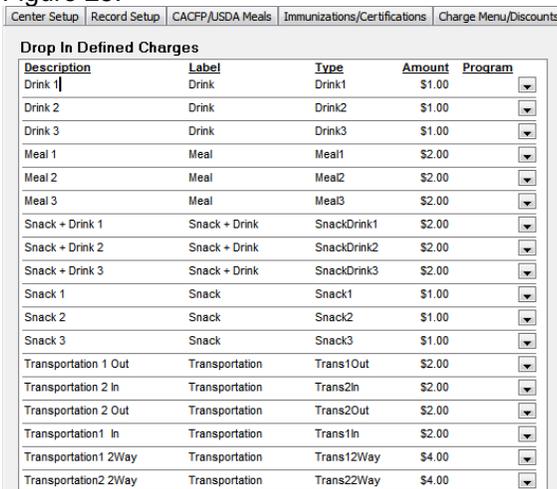
Drop In Quick Entry Family

When you select a child, all of the siblings in that family appear in figure 26.

Figure 26:

The family Drop In Quick Entry screen combines 7 functions (sign in and out, prepay, charge accounts, charge accounts through barcode scanning, take payments, and print statement with receipt,) together onto the same screen for drop in functionality. All of the functions combined on this screen are available on each child's information screen, or on the Child Billing Menu. (Functions such as prepay, and charge account for drop in care are unique to this screen.)

The Prepaid Hours Balance entry box at the bottom left only appears if you are using PrePaid Hours account tracking.

Reset All: clears all newly entered times
Reset: clears times in the current row only
Goto Contact: opens the contact screen for the current selected child (you can select a child by clicking a column in that child's row)
Reservations: see Reservations section above
Check Out: this button only appear if the family has a credit, and no payment is due. It marks the timesheets and charges as paid so if the child comes back on the same day, they will not be recharged for the earlier visit.

Time Left: this is used for Dollar based account tracking and calculates how much time is left on a parent's account based on their current balance. It also shows how much each additional hour of care will cost. Time left is based on all charges including taxes through the time this button is clicked.

No Prepaid Time Left
Figure 26a:

Prepaid Time Left
Figure 26b:

Figure 26c:

Checking Children In (there are 3 ways to check a child in)
a) click Now next to the Arrive Time in the row of the child you want to sign-in, then click Record Timesheet
b) click A in the row of the child you want to sign-in, click a time on the time selector (figure 26c), click Record Timesheet
c) type a time into the Arrive Time column in the row of the child you want to sign-in, then click Record Timesheet

You can also enter when the child is supposed to be picked up in the Pickup Time column.

**Checking Children Out** (there are 3 ways to check a child out)
a) click Now next to the Leave Time in the row of the child you want to sign-out, then click Record Timesheet

b) click L in the row of the child you want to sign-out, click a time on the time selector (figure 26c), click Record Timesheet
c) type a time into the Leave Time column in the row of the child you want to sign-out, then click Record Timesheet

Prepay for Care

The system can calculate childcare charges based on a reserved time, or the time between drop off and scheduled pickup. If your center requires parents to prepay for care (by either purchasing a package plan, or paying the estimated drop in charges when they drop off the child,) the Prepay functionality can completely automate the drop off process. To open the Prepay screen, click Prepay.

Figure 27
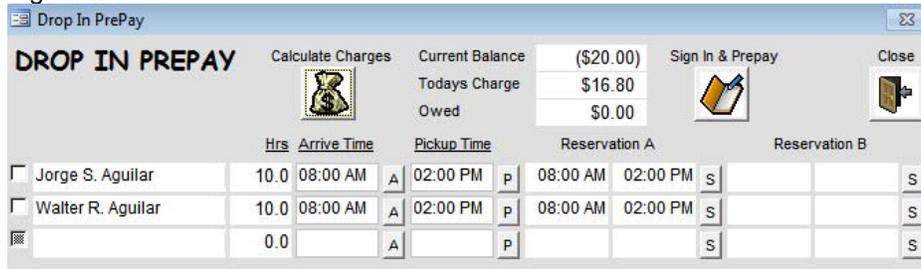
The Prepay screen will automatically pull the reservations for the current day and display them in the Reservation A and B columns. You can copy the times into the Arrive and Pickup time by clicking the S button. You can also manually enter the arrive and scheduled pickup times.

Calculate Charges: calculate charges for the hours between the arrive and pickup time
Sign In & Prepay: record the arrive and pickup times and open the payment screen with the Owed amount prefilled.

Figure 27a

Figure 27b
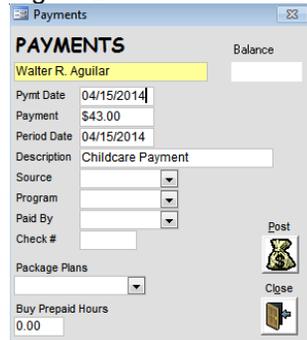
In figure 27, Calculate Charges automatically processed that based on the arrive time and pickup time entered, there is no payment due (this is because the account had a credit of $20 and 10 prepaid hours.) If Sign In & Prepay was clicked, the arrive and pickup times would be recorded and this screen would close.

In figure 27a, (after the prepaid hours zeroed out,) Calculate Charges processed that $43 is due (charges of $63 minus the $20 credit.) If Sign In & Prepay was clicked the Payments screen (figure 27b) would appear to take payment.

Adding Charges for Incidentals, Food, and Supplies

Click in any column in the row of the child you want to add a charge to, then click Add Other Charges (figure 28 ->).

To add charges to an account, select an item from the Charge Menu drop box, or use the barcode scanner to scan an item from a barcode sheet. (Please see the Setting Up Barcode Scanning section to setup the barcode scanning functionality.) Once the items are selected, click Charge at the top right.

Figure 28

Charging for Child Care

You need to check out the children you are charging for before you can charge their account (please see Checking Children Out above.)
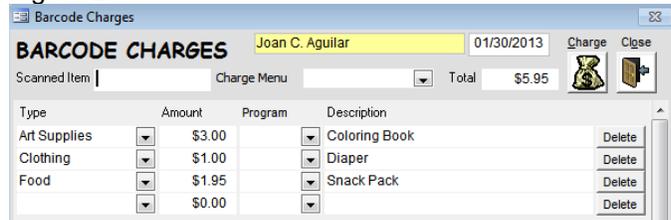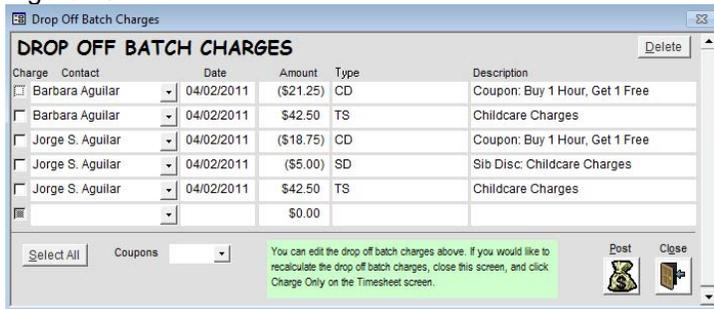
When you charge accounts, the Drop Off Batch Charges screen appears with the current families charges (figure 29.)

If you are using PrePaid Hours account tracking, and the PrePaid Hours balance covers the hours used, the charge rows will appear, but the amounts will be $0.

Drop In Batch Charges
Figure 29:

This screen shows the calculated drop in charges for the current siblings. You can post the charges, apply coupons, change any of the amounts, and delete charges.

Delete: deletes the current charge row (click any column in a charge row to make it current)
Select/Unselect: checks or unchecks all of the charges

Coupons: applies the selected coupon and shows all of the discount credits
Post: post the selected charges to the corresponding account.

Checkout and Add Taxes to the Bill

If you charge taxes for childcare and/or incidentals (food, supplies, etc), click Add Taxes to apply and see the taxes.

This screen is only used to calculate, see, and add taxes to a family's bill. You cannot change childcare or incidental charges on this screen, but you can change the tax amounts on this screen.

Click Post to charge the taxes to the account, or click Close to exit without charging the taxes.

You can also use this screen to get a subtotal for today's charges without applying or charging the taxes.

Figure 30:
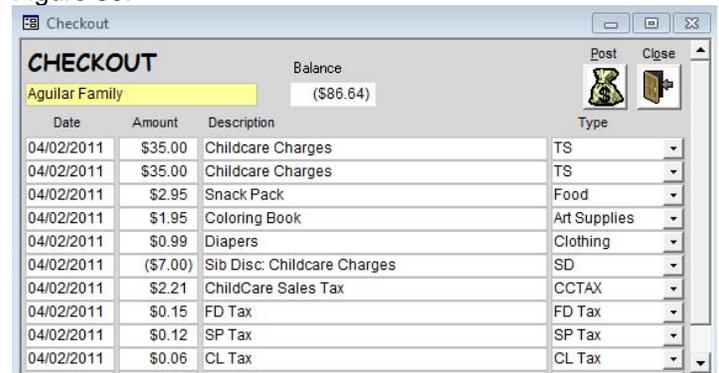
Taking a Payment

To take a payment click Record Payments. The payment amount is automatically set to the current balance.

You can also charge for package plans on this screen by select the plan from the Package Plans selector.

You can change any of the boxes on this screen.

Click Post to record the payment. After you record the payment, you can print a bill, which will include the payment and show the current balance after the payment.

Figure 31:
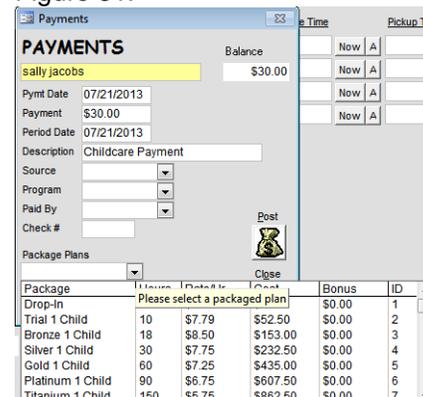
Print a Statement/Bill

To print a bill (including any payments and current balance after the payments,) click Invoice Bill.

Invoice Bill Before Payment
Figure 32:

Invoice Bill After Payment
Figure 32a:

Drop In Tax Reports

Sales tax reports group and total sales taxes collected. You can run the report for any time period and group by any time period. Normally, sales taxes collected must be submitted quarterly during the first year, and then as ordered by the state after that.

To run sales tax reports, go to the Report Menu, then Drop In Reports.

Figure 33:

Drop In TimeClock

With the DropInCare Sage, you can use the timeclock to let parents sign their children in and select a pickup time. You can also let the parents sign their children out.

The timeclock automatically separates regular preschool children from drop in children, based on whether the parent selects a pickup time when they sign in their children. Only the drop in child timesheets are automatically transfered back into the Drop In Quick Entry screen in the DropInCare Sage.

If you want parents to sign drop in children via the timeclock, check Enable Drop In Functions on the Setup screen in the timeclock, and check Ask for Pickup Time.

There are 2 settings for the pickup time selector in the timeclock:
1) display the pickup time selector for a set period, and only mark the child as drop in if the parent selects a time
2) force the parent to select a pickup time
Your choice depends on whether your center has a mix of traditional and drop in children, or whether your center is drop in only. If you have a mix of children, enter the Pickup Display Time and make sure Always Ask for Pickup Time is unchecked.
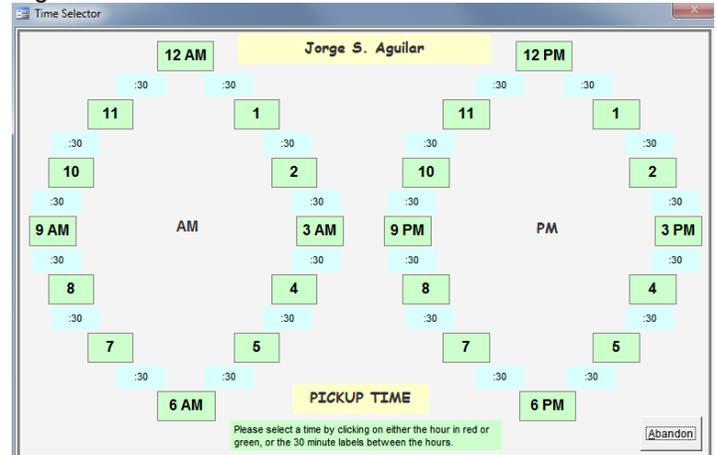
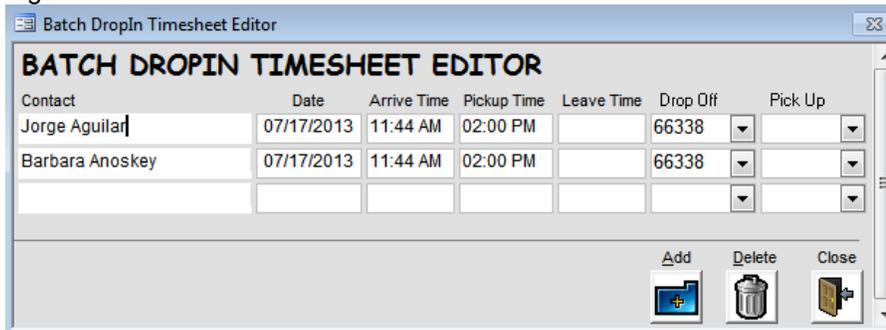Timeclock Setup screen
Figure 34:
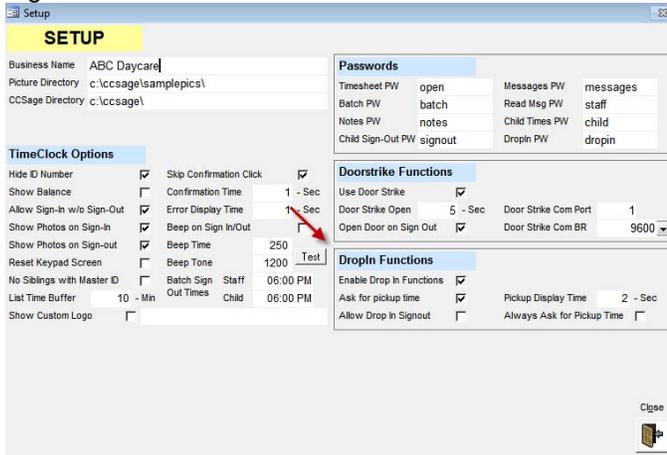
Pickup Time Selector
Figure 35:

You can edit drop in timesheets in the timeclock by clicking the Childcare Sage Logo and entering the DropIn PW.

Figure 36:

How to Process Children
To process children through your center, do the following:

1) check the child in as they arrive
a) select child from figure 20
b) enter the arrive time on figure 26 (using the time selector)
c) enter the given pickup time on figure 26
c) click Record Timesheets on figure 26

2) add any incidental charges (food, supplies, etc,)
a) select child from figure 20
b) click Add Other Charges on figure 26
c) select menu items from figure 28
d) click Charge on figure 28

3) check the child out when they are ready to leave
a) select child from figure 20
b) enter the leave time on figure 26
c) click Record Timesheets on figure 26

4) charge for child care
a) click Charge Account on figure 26
b) select any coupons from figure 29
c) click Select All on figure 29
d) click Post on figure 29

5) if your state taxes childcare and incidentals, add tax to the bill
a) click Add Taxes on figure 26
b) click Post on figure 30

6) collect payment
a) click Record Payments on figure 26
b) enter payment information in figure 31
c) click Post on figure 31

7) print bill/receipt
a) click Invoice Bill on figure 26
b) click Print at the top the screen on figure 32

To process a reservation, do the following:

1) setup a reservation
a) select child from figure 20
b) click Reservations from figure 26
c) click a date from the calendar in figure 16
d) click Attn Count from the bottom of figure 16 to see if you have slots available
e) enter the Arrive and Leave time in the right side of figure 16
f) click Record from figure 16