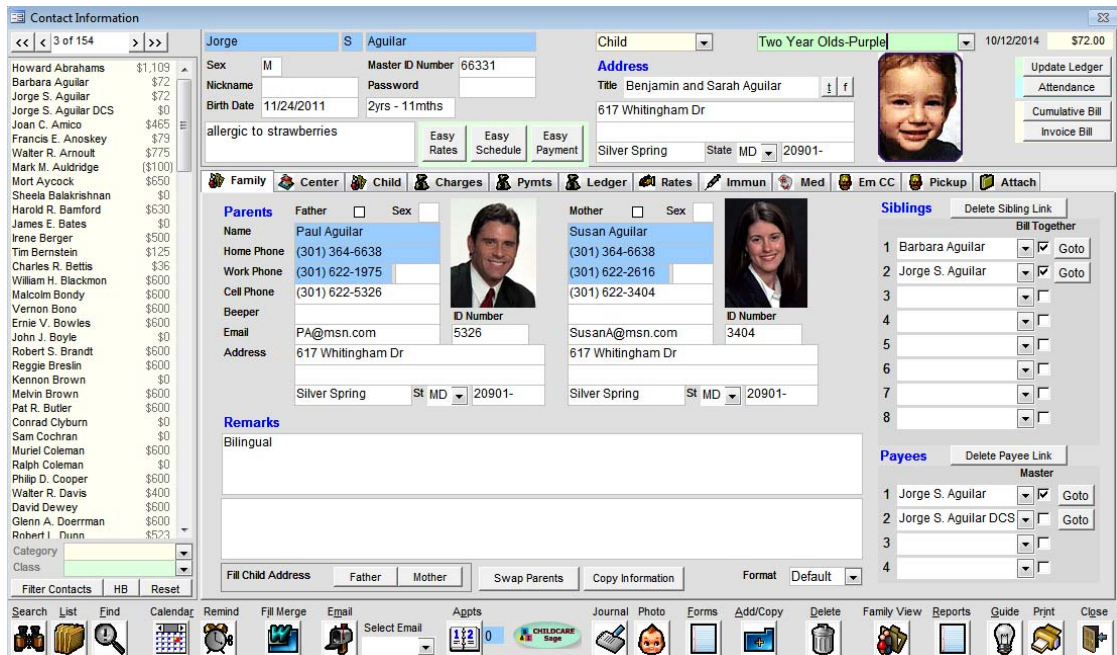




Childcare Sage Manual

(Childcare and Preschool Management System)

Version 17.3



Introduction

The Childcare Sage is the most feature rich, easy to learn, and most affordable childcare management system available. It is an easy to use system designed to save time and increase productivity for childcare administrators with any level of computer skills or experience.

You can learn about the Childcare Sage and learn how to use the system from our website: www.childcaresage.com Our website also includes introduction and training videos to help you learn our system. To watch the videos, go to our website and click [Resources](#) from the menu along the top of the page. Click on any video to watch it on your computer.

Software Requirements:

- a) Microsoft Windows XP or newer (Vista, 7, 8, 10, 32 bit, 64 bit, etc.)
- b) Microsoft Access 2002/XP or newer (2003, 2007, 2010, 2013, 2016, Office 365 *32 bit only, etc)
(Access 2002/XP Runtime is provided with the Childcare Sage; Access 2003/2010/2013/2016 Runtimes available by request.)

Hardware requirements:

The Childcare Sage system is comprised of the Childcare Sage and Timeclock programs. The minimum requirements are based on which program you want to run on each computer, and the version of windows on that computer.

ChildCare Sage- any dual core or faster computer, 1GB or higher RAM (2GB for Windows vista/7/8/10)

TimeClock- pentium 4 or faster, 1GB or higher RAM (2GB for Windows vista/7/8/10)

Support Information:

Automated support options include:

- 1) complete manuals and user guides,
- 2) complete access to our user forums at www.childcaresage.com ,
- 3) online training videos on our Resources page at www.childcaresage.com ,
- 4) email support at support@bandissoftware.com ,

Live support options are available 9am to 5pm, Monday-Friday Eastern Time, and include:

- 5) phone support at 301-537-4754, and
- 6) on-line support through GoToAssist.

ChildCare Sage Support includes helping you setup the ChildCare Sage on your computer and/or existing network as long as you have a high-speed internet connection at each computer that you want to use the ChildCare Sage. Please keep in mind that we can not help you set up a network at your center, and that all of the computers that you want to run the ChildCare Sage on must be able to see each other.

To check if the computers can see each other for:

Windows XP: click the Start button in Windows, then My Network Places (left side), then View Workgroup Computers

Windows Vista/7: click the Start button in Windows, then Computer (right side), then Network (left side)

Windows 8: go into the desktop, click the Folder icon (bottom left), then click Network (left side)

Our systems interface with programs from Microsoft Office (Word, Excel, Outlook,) and other applications. We **cannot provide support** for **software** that we did not create, even if our systems can interface and use that software. Please **direct all support questions** about **outside programs** to the developers of those programs.

Transfer Information from another system:

We can transfer information from many other systems into the Childcare Sage.

System Functions Passwords: (all passwords are user settable)

Main Program		Timeclock	
Default system password	system	Setup Timeclock	open
Post Batch Charges/Payments	post	Edit All Timesheets	open
Copy Batch Timesheets/Functions	post	Edit Child Timesheets Only	child
Save Rates/Schedules (batch)	update	Edit Center Notes on Timeclock	notes
Payroll System	payroll	Edit Child Messages	messages
Default Admin password	ccs173	Batch/List Functions	batch

TABLE OF CONTENTS

Introduction	2	Utility Menu	42
System Information	2	Child/Staff Account Reset	42
System Function Passwords	2	Meal Rules	43
Manual	4	Setup Menu	44
Controls	4	Setup screen	44
Start screen	4	Choices screen	45
Main Menu	4	Menu Choices screen	47
Records	6	Meal Setup screen	48
Families screen	6	Edit Merge Files screen	48
Contacts screen	6	Emails Setup screen	48
Displaying Photos	6		
Selecting ID Numbers	7	Chart of Schedules screen	49
Family tab	8	Schedule of Charges screen	50
Center tab	9	Charge Menu Setup screen	50
Child tab	10	Recurring Expenses screen	51
Charges tab	10	Search Guide	52
Payments tab	11	Time Use/Space % Calculation Guide	52
Rates tab	11	Childcare Sage Rates	53
Immunizations tab	13	Setting Up Billing Rates Introduction	53
Medical tab	13	Setting Up Billing Rates step-by-step	54
Emergency tab	14	Rate Functions	57
Pickup tab	14	Sample Rates	60
Attachments tab	14	Tuition Direct (EFT & ACH Functionality)	63
Add/Copy screen	15	EFT Introduction	63
Timesheets screen	16	Schedule Payments screen	64
Find Contacts screen	18	Review and Post Payments screen	65
Contacts List screen	19	EFT Returns	65
Appointment Calendar screen	20	Payroll	67
Appointments screen	21	Payroll Introduction	67
Appointment Reminder screen	21	Setting Up Tax Tables	67
Contact Journal	22	Setting Up Deductions	68
Easy Enroll	23	Setting Up Staff Payroll	69
Batch Rates & Schedules	24	Setting Up Staff Benefits	70
Child Billing Menu	25	Running Payroll	71
Easy Charge screen	25	Batch Wages	72
Charge Accounts screen	25	Batch Payroll	72
Batch Charges screen	26	Edit Payroll	73
Barcode Charges screen	27	Sample Reports	74
Child Payments Menu	28		
Batch Payments Entry	28		
Late Payments	29		
Timesheets Menu	30		
Batch Timesheets Entry	30		
Batch Session Entry	30		
Batch Schedule Entry	31		
Batch Timesheets Functions	32		
Reports Menu	33		
Center Functions	37		
Daily Activities	37		
Activity Planner	37		
Center Journal	38		
Center Ledger	39		
Menu Planner Calendar	40		
Batch Meal Entry	41		

Childcare Sage Manual

Keyboard shortcuts:

Tab: move between fields and buttons

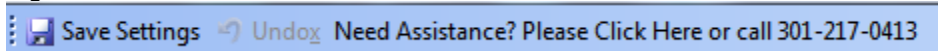
F6: switch panes (panes are sections of the screen separated by horizontal grey lines)

Alt + letter under button: click that button

Alt + down arrow: see combo box choices

Common Functions

Figure 1:



All Childcare Sage screens have a common menu at the top of the application window. The menu item functions are:
Save Settings: Saves resized screens. This is used for screens that display lists such as the contact list screen or batch payment screens. To change the height on these screens, move the mouse over the lower blue border and drag the arrow cursor down. Once you have resized the screen, click Save Settings. Save Settings only saves the height of the expanded screen and will not work if you maximize the screen.

Undo: Un-does the last data change (undoes all changes since you started editing the current child/staff member.)

Need Assistance?: Opens the childcare sage web help page (the web page has online video tutorials and training videos, tips, and answers to childcare sage questions.)

Childcare Sage Start screen

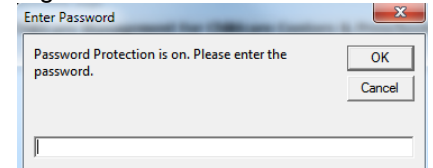
Figure 2:



This is the first screen in the Childcare Sage. If the password system is enabled, you will be asked to enter one of the system passwords or your username and password to start using the system. (You can set the passwords in the Passwords tab on the Setup screen opened from the Setup Menu.)

- Start:** open the main menu
- Quit:** closes the Childcare Sage skips the online version and account lookup (click if your internet is down)

Figure 3:



The ChildCare Sage will automatically back itself up daily to your computer, and weekly to our servers. If you are opening the Childcare Sage for the first time only, you will also have the option to Load Sample Center Data.

Main Menu screen

Figure 4:



This is the main menu in the Childcare Sage. From this menu, you can open all of the screens and functions in the program. The Main Menu is broken into functional areas.

Records

Contacts: opens contact screen

Filter Records Menu: select which records to display (children/staff/families/etc.) (see figure 3a)

Families: displays family records for children only (siblings are shown together)

Easy Enroll: batch family enroll screen that automatically creates and links sibling account, payee accounts, and rates and schedules in one step

Batch Rates and Schedules: batch copies rates and schedules into selectable groups of children and staff

Child and Staff Billing

Child Billing Menu: open the menu to batch charge accounts

Child Payments Menu: opens the menu to batch record payments

Update Ledger: recalculates account balances and ledger histories

Staff Payroll Menu: opens payroll menu to calculate staff wages, run payroll, and print tax reports

Timesheets

Timesheets Menu: opens the menu to batch enter timesheets

Timeclock Loader: load contacts and transfer timesheets between the Childcare Sage and the Timeclock

Reports: print accounting reports, informations reports, batch bills, and timesheet logs

Center Tasks

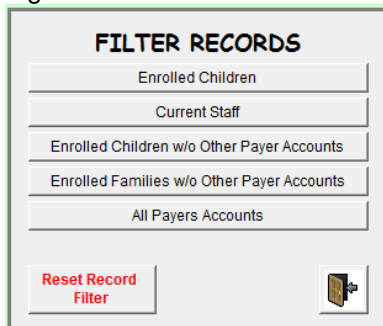
Center Functions: opens the menu for center functions including menus, activities, center ledger, and journals

Utilities Menu: opens the menu for utility functions including setup, backup, cleanup, etc

Setup Menu: opens the menu for system setup and journal editing

Filter Records Menu:

Figure 4a:



Menu to filter which contacts (children/staff/payers/etc) are shown on the contact screen

Enrolled Children: contacts with category Child

Current Staff: contacts with category Staff

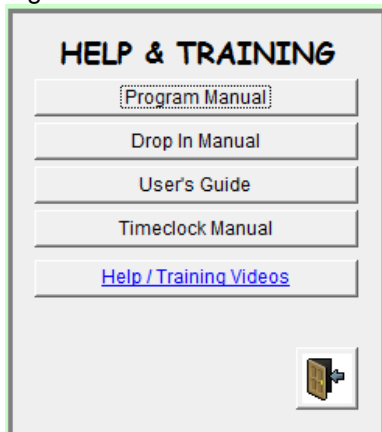
Enrolled Children w/o Other Payer Accounts: child contacts excluding other payers on child accounts (state, vouchers, etc.)

Enrolled Families w/o Other Payer Accounts: one child sibling per family excluding other payers on all sibling child accounts (state, vouchers, etc.)

All Payer Accounts: one child sibling per family plus all payers on sibling child accounts

Help:

Figure 4b:



The manuals and guides for the Childcare Sage are in Adobe Acrobat PDF format. If you don't have Adobe Acrobat on your computer, please install it from the Childcare Sage CD, or download it from:

<http://www.adobe.com> .

The Drop In Manual covers functions unique to the Childcare Sage Drop In Center version.

Help / Training Videos: opens the Childcare Sage Internet Help Site

Records

Family Screen

Figure 5:

Family Information

Family: **Jacobs Family**

Parents: Paul Jacobs (Home: (301) 537-4754, Work: (301) 728-2718, Cell: (301) 278-2791, Email: pjacobs@msn.com), Susan Jacobs (Home: (301) 872-7181, Cell: (301) 879-1288, Email: susanj@yahoo.com)

Child: Sam Jacobs (Three Year Olds), Sarah Jacobs (Three Year Olds)

Date	Amount	Description	Balance
09/27/2009	(\$100.00)	Pymt: Childcare Payment Type:	\$130.00
09/27/2009	\$100.00	Weekly Childcare	\$230.00
09/20/2009	(\$100.00)	Pymt: Childcare Payment Type:	\$130.00
09/20/2009	\$100.00	Weekly Childcare	\$230.00
09/13/2009	(\$103.21)	Pymt: Childcare Payment Type:	\$130.00
09/13/2009	\$100.00	Weekly Childcare	\$233.21
09/11/2009	\$3.21	crayons	\$133.21
09/07/2009	\$30.00	registration	\$130.00
09/06/2009	(\$100.00)	Pymt: Childcare Payment Type:	\$100.00
09/06/2009	\$100.00	Weekly Childcare	\$200.00
08/30/2009	(\$100.00)	Pymt: Childcare Payment Type:	\$100.00
08/30/2009	\$100.00	Weekly Childcare	\$200.00
08/23/2009	(\$100.00)	Pymt: Childcare Payment Type:	\$100.00
08/23/2009	\$100.00	Weekly Childcare	\$200.00
08/16/2009	(\$100.00)	Pymt: Childcare Payment Type:	\$100.00
08/16/2009	\$100.00	Weekly Childcare	\$200.00
08/09/2009	\$100.00	Weekly Childcare	\$100.00
			\$0.00

Payees: Sam Jacobs (checked), Sam Jacobs State

Enroll Date: 08/08/2009
Billing Start Date: 01/01/2009
Last Pymt Date: 09/27/2009
Last Attended: 09/30/2009

This screen shows family accounts in the Childcare Sage. You can not enter or change any information on this screen. To go to a specific child on the contact information screen, click the child's picture or name in the top center of the screen. To move between families, select a family from the list on the left side of this screen.

New children and staff can only be entered on the contact information screen (figure 6).

Contact Information screen

Figure 6:

Contact Information

Child: **Jorge S. Aguilera** (Two Year Olds-Purple), 10/12/2014, \$72.00

Address: Benjamin and Sarah Aguilera, 617 Whittingham Dr, Silver Spring, MD 20901

Parents: Paul Aguilera (Home: (301) 364-6638, Work: (301) 622-1975, Cell: (301) 622-4326, Email: PA@msn.com, Address: 617 Whittingham Dr), Susan Aguilera (Home: (301) 364-6638, Work: (301) 622-2616, Cell: (301) 622-3404, Email: SusanA@msn.com, Address: 617 Whittingham Dr)

Contact Selector List (Left): Howard Abrahams (\$1,109), Barbara Aguilera (\$72), Jorge S. Aguilera (\$72), Jorge S. Aguilera DCS (\$0), Joan C. Amico (\$495), Franck E. Anselmy (\$75), Walter R. Arnould (\$175), Mark M. Aubridge (\$1,100), Mort Aycock (\$950), Sheila Bakarrishan (\$0), Harold R. Bamford (\$630), James L. Bates (\$0), Irene Berger (\$500), Tim Bernsten (\$125), Charles R. Bello (\$35), William L. Blackmon (\$500), Malcolm Bondy (\$600), Vernon Bono (\$500), Irene V. Bowles (\$600), John J. Boyle (\$0), Robert S. Brandt (\$500), Reggie Breslin (\$600), Kenyon Brown (\$0), Melvin Brown (\$500), Pat R. Butler (\$500), Conrad Cuyburn (\$0), Sam Coobran (\$0), Manuel Coleman (\$500), Ralph Coleman (\$0), Philip D. Cooper (\$500), Walter R. Davis (\$400), David Dewey (\$500), Glenn A. Doerman (\$500), Robert I. Dunn (\$500)

This screen shows individual contact information. Contacts are always ordered alphabetically by lastname. There are record selector buttons at the top left of the screen, a contact selector list on the left side of the screen, and command buttons on the top right and along the bottom of the screen.

Using the Contact Selector:

The contact list on the left side of the screen shows all of the contacts and their current balances for the criteria or filter chosen. (Clicking Filter Records Menu, then Enrolled Children on the main menu creates a filter to only show active children, etc.) If applicable, the category and class for the current filter is shown at the bottom of the contact selector list. You can change the filter to show any category and/or class by selecting the category and/or class that you want to see and then clicking **Filter Contacts**. To turn off the filter and show all contacts, click **Reset**. Clicking **HB** hides the balances in the contact selector (used when you want to show a parent their child's record, but don't want them to see family balances.)

Taking and Selecting Photos:

Photos are not stored directly in the Childcare Sage. They are kept on your hard drive and imported when you open a child's screen. Because the photos must be imported and the photo areas are small, do the following when taking photos:

- 1) set your digital camera to the lowest resolution (640x480 vga),

2) try to zoom in onto the person's face to create a head shot.

If you don't have a digital camera at your center, we always recommend the kid type digital cameras from Vtech (about \$40.) They are low resolution, rugged, and have a flash. Any brand will work, but make sure it has a flash.

After you take the person's picture, copy that picture file into the designated Childcare Sage photo folder (default folder is c:\ccsage\). Your picture files should not be larger than 100kb each. If they are, the system will slow down significantly when you move from contact to contact. If your files are larger, please use a photo editor to reduce the size of the pictures. For future pictures, set your digital camera to the lowest resolution (640x480 vga).

Photos should be saved in .jpg format. Once the photo file is transferred to the photo folder, click the photo area and select the file from the file selector box that appears. You can also click the Photo icon to select the photos for the current contact from drop lists.

If your need to resize your photos, or convert your photos to a different format (.jpg -> .bmp, etc,) we suggest that you download and install the free FastStone Photo Resizer from <http://www.faststone.org/FSResizerDetail.htm> .

The top selector buttons have the following functions: << first < previous > next >> last contact

Update Ledger: updates the ledger for the current child/family

Attendance: (for category: child) opens the timesheet screen for the current child

Timesheet: (for category: staff) opens the timesheet screen for the current staff member

Cumulative Bill: prints a cumulative bill for the current contact from the account start date to the current date.

Invoice Bill: prints an invoice bill for the current contact for the current day/week/month depending on the default billing period for that child set in the Rates tab.

The date and dollar amount (in yellow) at the top right is the account balance for the contact shown through the period in the date. To update the balance, click Update Ledger on the main menu or on the contact screen, click Cumulative Bill or Invoice Bill, or run an account balance report from the Report Menu.

Fill Child Address: (at the bottom of the family tab) copies the address information from the parent areas in the Family tab to the account address next to the contact's name. We recommend that you first fill in the parent's addresses. You can then copy the parent address into the child's address by selecting which address you want to copy (Father/Mother) and then clicking Fill...

Swap Parents: swaps the parents information (father->mother,mother->father. This is usually used after data conversions to make sure that data is in the correct place.

Copy Information: lets you copy selected information from another contact into the current record (used to copy pickup persons, charges, payments, etc from one contact to another.)

The bottom half of this screen is broken into tabs that display information about the contact. The tabs shown change based on the yellow contact category selected at the top left of the screen.

Tabs visible for category: Child- child, charges, payments, ledger, rates, immunizations, medical, emergency pickup, pickup, attachments

Tabs visible for category: Staff- staff, charges, payments, ledger, rates, certifications, attachments

Tabs visible for all categories- family, center (the schedule area in the center tab is only enabled for children, staff, and waitlist.)

ID Numbers

ID numbers are the codes that children, parents, and pickup persons will use to sign children in/out, and that staff will use to sign in/out. **ID numbers must be numeric** and can be any length from **1 to 5 digits**. For child master id numbers, we suggest the last 4 digits of the child's home or parent's cell phone plus a digit for each sibling (if there are 2 siblings and the last 4 of the sibling's home phone is 1234, make the master id numbers 12341 for sibling 1, and 12342 for sibling 2.) For staff id numbers, we suggest the last 4 of the staff's cell phone number. For parent and pickup person ID numbers, we suggest the last 4 digits of that person's cell phone number.

There are a total of 11 id numbers (master ID number, 2 parents, 4 pickup persons, and 4 emergency contacts) that can be used in the timeclock sign in/out program for each child.

For staff with children that attend the center, you should setup 2 id numbers, one for the child and one for the staff member. The reason for this is so the staff member can sign in/out for breaks without having to also sign their child in/out.

Family Tab (figure 6)

Siblings link

The siblings link combines the charges and payments for all of the siblings in a family into one family bill

Siblings can either be added initially via the Easy Enroll screen, or later using the Add/Copy function on the Contact Information screen. You can add up to 8 siblings to a sibling link.

To manually add sibling accounts for children that are already entered into the ChildCare Sage:

- 1) click Add/Copy at the bottom of the original child's record (figure 7)
- 2) click Add Sibling of Current Child
- 3) change the name to the sibling's name and select which information you want to copy at the bottom left
- 4) click Add
- 5) repeat steps 1-4 for all other siblings

The youngest child should always be the first sibling in the sibling link. The first sibling entered is also the master sibling and their Title box text will be used on the combined balance reports and bills.

Payee links

Early versions of the Childcare Sage had an add-copay button and copay amount in the rates area for each child. The system would simply track the copay charges and all payments on the account would be flagged with the payee. The drawback to this was that the system couldn't charge extra charges such as late payments, late pickups, registration fees, etc to a specific payee. Because of this, the centers couldn't give the parents a separate bill that included only the extra charges and the copays. One solution could have been to mark each charge and payment with a payee. This would require extra work whenever a charge or payment was entered and this method was also prone data entry mistakes.

We solved this problem with payee links. The payee links function allows up to 4 payers to pay a child's bill, such as the parents and the state. The function lets each account in the link have its own ledger and balance, and lets each account use the child's timesheet hours to calculate what that account or payer owes. Generally payee links are used for children on subsidy, or if 2 parents want to split a child's bill.

Before creating payee links, we recommend that you define a separate class (added to the list of classes that includes infant, toddler, preschool, etc,) for each type of responsible party other than the parent (State, CIS, DCS, etc). You can add new classes on the Screen Choices screen opened from the Setup Menu.

Payees can be added by:

A) automatically add the accounts when adding children on the Easy Enroll screen by checking Agency in the sibling row and then selecting an agency class,

OR

B) manually add payee accounts for children that are already entered into the ChildCare Sage:

- 1) click Add/Copy at the bottom of the original child's record
- 2) click Add Payee for Current Child
- 3) select the agency in the Class selector
- 4) Select which information you want to copy at the bottom left
- 5) click Add

repeat steps 1-5 for all other payees

Tab	Add Child	Add Staff	Add Sibling of Current Child	Add Payee for Current Child	Add Other	Copy Contact
First	Jorge	MI	S	Last	Aguilar DCS	
Category	Child		Class DCS			
Information to Copy from Current Contact						
Address/DOB	<input checked="" type="checkbox"/>	Charges	<input type="checkbox"/>			
Parents	<input checked="" type="checkbox"/>	Payments	<input type="checkbox"/>			
		Timesheets	<input type="checkbox"/>			
Center Information	<input checked="" type="checkbox"/>	Rates	<input type="checkbox"/>			
						Add Cancel

Once the payee accounts are added and linked, change the rates in each payee account to what that party is responsible for.

Center Information Tab

Figure 6a:

The screenshot displays the 'Center Information Tab' in the ChildCare Sage software. The interface is divided into several sections:

- Center Information:** Includes fields for 'Enroll Date' (11/05/2013), 'End Date', 'Location' (ABC Daycare), and 'Classification'. There are also buttons for 'Replace' and 'Add To'.
- Meals Setup:** Features a 'Track Meals' checkbox (checked), 'Meal Category' dropdown, and a 'Portion Level' dropdown set to '0'.
- Bus Run School Information:** Includes fields for 'Name' (Jackson Elementary), 'Address', and 'Directions'.
- Schedule Setup:** Contains a table for 'Account Specific Schedules' with columns for 'Off', 'Class', 'Start Date', and 'End Date'. Below this is a 'Chart of Schedules' table with columns for 'Off', 'Schedule', 'Start Date', 'End Date', 'Exp', and 'Del'. The chart shows two entries: '2 year old 1 day' and 'Art session 1'.

Enroll Date: when the child first started at the center

End Date: when the child withdrew from the center (leave blank until the child withdraws or leaves)

To track meals for children, check the Track Meals checkbox. The Timesheet Loader will automatically check off meals that the child consumed while they were at the center. If you are not using the Timeclock, the Childcare Sage will also check off meals that the child consumed when you transcribe the child's timesheets on the batch timesheets screens. You can also enter meal specifics manually on the attendance screen, or on the Batch Meal Entry screen.

For CACFP reimbursement, please select the child's Tier. Tier reimbursement values are setup on the Choices screen opened from the Setup Menu.

Portion Level and Meal Category are used for the food production reports to select how much food the current child eats. The portion level is a percentage of the standard portion size set on the Menu Choices screen (this was created because different children of the same age and class can eat different amounts of food for each meal.) The meal category selects whether the child is a newborn/infant/older child.

The classifications are used to further categorize the child records. Some examples are the child's race, level in the program, etc. The Classification report in the Report Menu counts how many children are in each classification.

The bus run school information area displays directions to preschool/school from the childcare center for bus runs.

Schedule Setup

The ChildCare Sage can store an unlimited number of schedules for each contact (child/staff/waitlist) in the system. Each schedule can cover a specific class/room for any date period (including open date, ongoing schedules.) Each account can have 2 basic types of schedules: an account specific schedule (used for the current child/staff/etc only,) or a global schedule from the Chart of Schedules (batch schedules.) Each schedule can also store up to 2 shifts per day. (If a child comes before and after school, or if a staff member comes in the morning and comes back in the afternoon.)

All Account Specific Schedules must have a start date and an end date for when that schedule is in effect. (For example, you can set up a schedule for a child for Monday and Tuesday in Room 2 and Wednesday and Thursday in Room 3 from 9/1/2012 to 12/31/2012, and you can setup a schedule for Room 3 from 1/1/2013 to 6/31/2013.) Global schedules from the Chart of Schedules can be open, or can have effective dates assigned to them. Any dates entered for schedules selected in the Chart of Schedules override any global date settings (in the master Chart of Schedules.)

Schedules in the Childcare Sage are used to forecast how many children or staff will be at the center for any day and time, to create sign-in sheets, to run capacity and planning reports for future periods, and to charge accounts for selected billing rate types. The arrive/leave time choices in the schedule setup screens are entered on the Screen Choices screen.

Schedule Setup: Copies existing schedules from other contacts into the current account.

Replace: deletes existing schedules and copies the selected schedules to the current child's account

Add: adds the selected schedules to the current child's account

Add New Schedule: Add new schedule

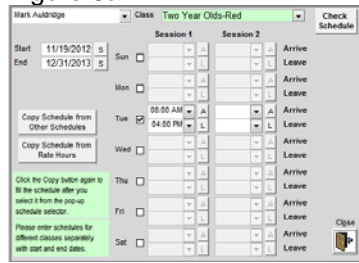
Exp: Edit the current schedule (figure 6d.1)

Del: Delete current schedule

Copy Schedule from Other Schedules: copies the days and hours from other children's accounts
Copy Schedule from Rate Hours: copies the days and hours from the Rate Schedule hours in the rates tab into the current schedule

Edit Schedule

Figure 6a.1:



Easy Schedule

Figure 6a.2:



The Easy Schedule screen lets you setup schedules for the current contact. Each schedule must have Arrive and Leave 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

Quick Scheduling

Figure 6b:

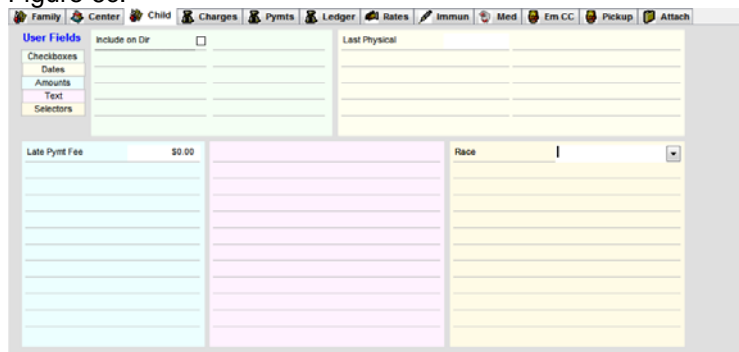


The Quick Scheduling screen is designed for centers who run a morning and afternoon program and want a quick monthly checklist for which children will be attending on each day. This function is standalone and does not affect any other part of the system. Simply click the checkbox for am/pm for each day the child will attend. When you are finished, click Record.

Blank Schedule Chart: print an empty schedule chart for the current child
Record: save the am/pm sessions selected
Schedule Chart: print a completed schedule chart for the center

Child Tab

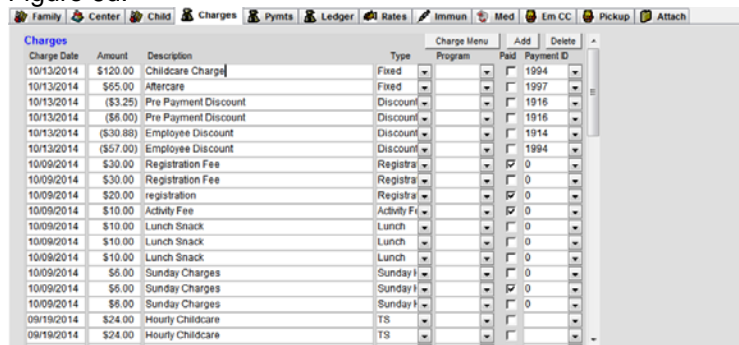
Figure 6c:



The child tab (staff tab for staff) displays the user defined fields which are setup on the Choices screen opened from the Setup Menu. The childcare sage allows up to 60 user fields for children (12 checkbox, 12 date, 12 currency, 12 text, and 12 combo text,) and another 60 user fields for staff. All of the fields are fully searchable on the Find Contacts screen, and can be included on the Contact Report opened from the Report Menu.

Charges Tab

Figure 6d:



The charges tab lets you edit charges for the current account. You can add, change, or delete charges.

Charge Menu: lets you select and add charges to the current account of the expense menu
Add: goes to the first empty row in the charges list
Delete: deletes the current charge row (the current row is the last one you clicked on)

Payment ID: lets you link charges to payments (used to track whether specific charges were paid)

Payments Tab

Figure 6e:

Pymt Date	Payment	Period Date	Description	Source	Program	Paid By	Check #	Charge ID	Payment ID	Ret
12/07/2014	\$0.00	11/30/2014	Childcare Payment						1011	Exp
11/30/2014	\$96.38	11/23/2014	Childcare Payment						1010	Exp
11/23/2014	\$74.23	11/16/2014	Childcare Payment						1009	Exp
11/16/2014	\$96.00	11/09/2014	Childcare Payment						1008	Exp
11/09/2014	\$64.00	11/02/2014	Childcare Payment						1007	Exp
11/02/2014	\$0.00	10/26/2014	Childcare Payment						1006	Exp
10/26/2014	\$0.00	10/19/2014	Childcare Payment						1005	Exp
10/19/2014	\$0.00	10/12/2014	Childcare Payment						1004	Exp
10/12/2014	\$0.00	10/05/2014	Childcare Payment						1003	Exp
10/05/2014	\$0.00	09/28/2014	Childcare Payment						1002	Exp
	\$0.00						0		0Number	Exp

You can enter payments directly into this area.
Add: goes to the first empty row in the payments list
Delete: delete the current payment
Receipt: prints a receipt for the current payment
Separate Payments: lets you break up a payment by program (cost center)

**** **Tuition Direct:** Please goto Tuition Direct EFT

Easy Payments: lets you quickly enter a payment for the current account. Most of the screen is prefilled for today's date and the current account balance.

C: select the date from a calendar

Post: post the payment to the current account

Easy Payment Figure 6e.1:

Rates Tab

Figure 6f:

Off	Rate Title	Charge Label	Start Date	End Date	Fixed
	Infant 5 day 9-3				
	Late Pickup		10/01/2014		
	Extra Care				

The ChildCare Sage can store an unlimited number of rates for each contact (child/staff) in the system. Each rate automates a specific type of charge (tuition, late pickup, registration, extra classes, stay and play, etc.) for any date period (including open date, ongoing rates,) and is either a global rate from the Schedule of Charges (batch rates,) or an account specific rate (set up and used for the current child/staff only.) Rates in the system are used to charge accounts and can also be used to forecast revenue for any date or range in the future.

Global rates from the Schedule of Charges can be open, or can have effective dates. Any dates entered into the start date and end date columns of each contact's Schedule of Charges Rates list override any preset start and end dates for that Schedule of Charges rate.

Rates Setup

The Rates tab on the contact information screen shows you a list of rates for the current account. You can edit or add rates by clicking the corresponding buttons.

Billing Start Date: the first date that the system can start charging the current child/staff account.

Default Billing Period: what time period the rates are based on. This can be different from how often the parent pays their bill (ie: you can charge a parent \$100 a week, but they can pay every 2 weeks.)

Discount Programs

The childcare sage uses global discount programs that are tied to the child's record. With global discounts you don't have to enter any discounts for each rate, or have to re-apply discounts after you change rates. You can control which rates get global discounts by checking the **Apply Discounts** checkbox in the appropriate rate setups. Most centers apply discounts to childcare rates, but don't apply them to late pickup or overtime rates. Discount Programs are setup on the choices screen.

Discount Name: select the discount

Order: what order do you want the discounts applied to the charges

Sequential: do you want the discounts to apply after each other, or to apply off of the original amount (ie: if I apply 2 sequential discounts to a \$100 charge, 10% for siblings and another 20% for membership, sequential means, \$10 discount for siblings and another \$18 for membership. 10% off \$100 and then 20% off of \$90.)

Start: date the discount will start

End: date the discount will end

Rates Functions

There are 5 ways to add rates into an account:

1) Copy rates from another account

Account Specific Rates: copies all of the account specific rates from the selected contact into the current contact

Schedule of Charges: copies all of the schedule of charges rates from the selected contact into the current contact

Replace: deletes existing rate setups before copying the new ones into the current contact

Add To: adds the selected rate setups to the current contact

2) select Schedule of Charges Rates

3) **Add New Rate Setup:** opens the New Rates screen (figure 6f.1) to add Account Specific Rates to this account. Please see the Rates section at the end of this manual for a step by step guide to setup rates

Figure 6f.1

Figure 6f.2:

4) **Easy Rates:** opens the Easy Rates/Wages screen to add common rate types to the current account

Easy Rates Figure 6f.3:

Easy Wages Figure 6f.4:

The Easy Rates screen lets you setup common rates for child accounts. Each rate must have a start date and an amount. Late Pickup Rates must also have a time that the center closes.

C: select the date from a calendar

Save: save the rate to the current child's account

The Easy Wages screen lets you setup common rates for staff accounts. Each rate must have a start date and an amount. If you pay overtime, please enter the hourly rate for overtime (time and a half, etc.)

C: select the date from a calendar

Save: save the rate to the current staff's account

5) **Build Rates/Charges:** this is a graphical table used to backdate and rebuild fixed based rates for the history of the account (figure 6f.5).

Figure 6f.5:

The Build Rates screen moves you through setting up the rate history of the account. You start by selecting the Billing Period, then entering the Billing Start Date (when you want the system to start charging the account), and then entering the number of rate changes (how many times the rates on the child's account changed.) Finally, you fill in the rates and dates for the rate change history.

When you fill in the rate change history, each row has a rate and a date column. The date column is the last date that the rate in that row was charged. Since the current rate is ongoing, there is no end date for the current rate. You can stop charging the rates if the child left the center for a period of time by simply entering 0 into the rate column and entering the date they returned into the date column.

After rebuilding and charging past charges, the system will automatically set up the Childcare Sage billing system to charge the amount in the the current rate box.

ie:

\$100 from 1/1/08-3/8/07, then
\$120 from 3/9/07-5/31/08,
 then
\$0 from 6/1/08-9/6/08, then
\$180 from 9/7/08 to now.

Figure 6f.6:

ie:

\$100 from 1/1/08-3/8/08, then
\$120 from 3/9/08-5/31/08, then
\$150 from 6/1/08 to now.

Figure 6f.7:

Immunization Tab

Figure 6g:

This area keeps an immunization history for each child. You can set up the immunizations system in the **Immunization tab** of the Screen Choices screen opened from the Setup Menu. The Expires column is the date that the next immunization shot is due. As the child finishes each immunization, check the immunization complete.

Automatically Fill in Shot 1 Dates based on Birthdate: automatically fills in Shot 1 and Expire dates for all immunizations for a newborn.

Medical Information Tab

Figure 6h:

Displays medical information for the child, including doctors, allergies, medical problems, illnesses and what medical conditions the child is prone to. All of the labels for illnesses and child prone to conditions can be setup on the Screen Choices screen.

Emergency Contact Tab

Figure 6i:

Displays the name, contact information, id numbers, and photos for up to 4 emergency contacts.

The selectors on the right side let you copy father/mother/pickup persons contact information into the emergency contact listing. To copy the information, select the source in the drop box.

Pickup Person Tab

Figure 6j:

Displays the name, contact information, id numbers, and photos for up to 4 additional authorized pickup persons.

Attachments Tab

Figure 6l:

Figure 6l.1:

You can attach scanned documents and files to child records and open those documents from within a child's records. To attach files, simply copy the files into the designated files folder on your computer (selected on the System Setup screen opened from the Setup Menu (c:\ccsage\ by default).) Next click Edit List, then click Add, and finally fill in attached file information. You can select the file by clicking the ... icon.

Contact Information Screen Command Icons

Search: opens the find contact screen (figure 11)

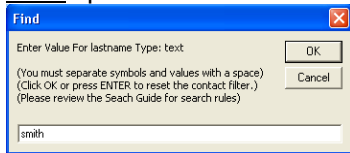
List: opens the Contact List screen (figure 12)

Calendar: opens the calendar screen

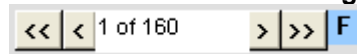
Remind: opens the appointment reminder screen if there are current appointments in the reminder queue.

Searching for a contact on the contact information screen:

Find: opens the find box



Please refer to the search guide for search rules.



If a search is performed and contacts are filtered, a blue F for filtered appears next to the arrow selectors.

Fill Merge: fills a table with most of the information for the current contact. (Microsoft Word accesses the filled table for the mail merge feature. This feature is explained in the Contact List section.)

E-mail: opens the default e-mail program and prefills the e-mail address for the current contact and the subject and body selected from the email selector.

Appts: opens the Appointments screen and displays the appointments for the current contact in reverse chronological order (the box beside the Appts button counts how many future appointments are scheduled with the current contact)

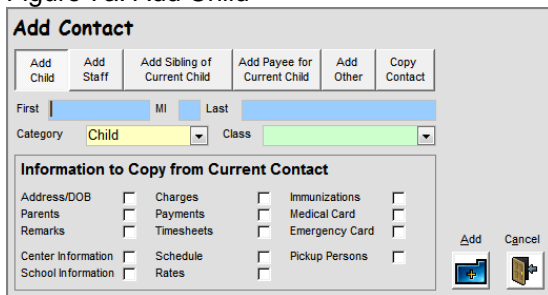
Journal: opens the contact journal screen for the current contact

Format: selects whether the current account is the master child account, or a payer account. If Payer is selected, the medical related, and pickup person tabs are hidden.

Add/Copy

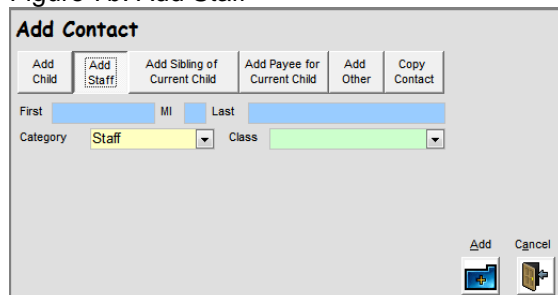
The Add Contact screen lets you add new contacts or copy existing contacts. It also lets you add siblings for existing children, and payers for existing child accounts. To add a new contact, select the type of contact from the top of the screen (figure 7). Depending on your selection, different boxes and options open. In addition, the various copy selectors will open and select depending on your choice.

Figure 7a: Add Child



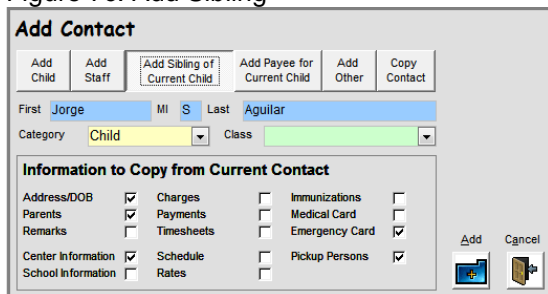
Adds new Child record. You can copy information from the current child (the record you are on,) by selecting the copy option checkboxes at the bottom left.

Figure 7b: Add Staff



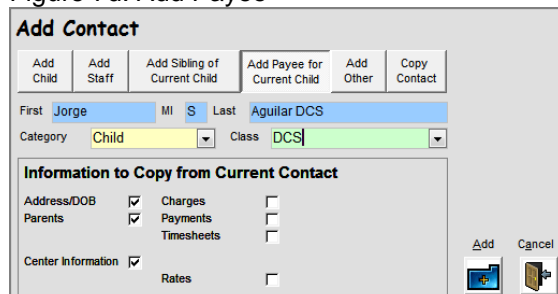
Adds new staff record.

Figure 7c: Add Sibling



Adds sibling record to the current child (the record you are on.) You can copy information from the current child by selecting the copy option checkboxes at the bottom left. After you click Add, the new sibling is automatically linked to the current child.

Figure 7d: Add Payee



Adds payee record for the current child (the record you are on.) You can copy select information from the current child by selecting the copy option checkboxes at the bottom left. The name of the class selected is automatically added to the name on the new payee record. After you click Add, the new payee record is automatically linked to the current child.

Figure 7e: Add Other

The screenshot shows the 'Add Contact' form. At the top, there are buttons for 'Add Child', 'Add Staff', 'Add Sibling of Current Child', 'Add Payee for Current Child', 'Add Other', and 'Copy Contact'. The 'Add Other' button is highlighted. Below these buttons, there are input fields for 'First', 'MI', and 'Last' names, and dropdown menus for 'Category' (set to 'Other') and 'Class'. At the bottom right, there are 'Add' and 'Cancel' buttons.

Adds new visitor, etc record.

Figure 7f: Copy Contact

The screenshot shows the 'Add Contact' form. At the top, there are buttons for 'Add Child', 'Add Staff', 'Add Sibling of Current Child', 'Add Payee for Current Child', 'Add Other', and 'Copy Contact'. The 'Copy Contact' button is highlighted. Below these buttons, there are input fields for 'First', 'MI', and 'Last' names (pre-filled with 'Jorge', 'S', and 'Aguilar'), and dropdown menus for 'Category' (set to 'Child') and 'Class' (set to 'Three Year Olds-Yellow'). Below this is a section titled 'Information to Copy from Current Contact' with a grid of checkboxes for various data points like 'Address/DOB', 'Charges', 'Immunizations', etc. At the bottom right, there are 'Add' and 'Cancel' buttons.

Copy the current record.

Delete: removes the current contact as well as all related contact information from the system. It is **very important** that you understand that the delete button not only removes the contact's information from the system, but also removes all of the timesheets, charges, payments, contact journal records, and meal records for the current contact from the system.

Family: opens the family view screen for the current child (Figure 5)

Search Guide: displays the field search rules

Print: opens a contact profile report that includes all of the contact information including payments and immunizations where applicable (the profile report is different depending on whether the contact is a child, staff member, or other.)

Child Timesheet screen (Child specific screen labels will change for Staff Paysheets)

Monthly Billing Timesheet

Figure 8:

The screenshot shows the 'Child Timesheet' screen for December 2012. It features a calendar grid on the left with 'Weekly Totals' and 'Monthly Totals' columns. The 'Monthly Totals' for December 2012 are: 65.67 hours and \$517.71. A 'Charges' table on the right lists various charges with columns for Date, Charge, Type, Program, Description, and Delete. At the bottom, there are sections for 'Print Bills', 'Charge Accounts', and summary statistics like 'Monthly Balance \$100.00'.

The Child Timesheet screen graphically displays the attendance timesheet for each day of the selected month. If the billing period is monthly, the calendar shows each day in the month (1-31). If the billing period is weekly, all of the calendar weeks in the month are shown. A calendar week goes from Sunday to Saturday. For weekly billing periods, the first week may contain days from the prior month, and the last week may contain days from the next month.

The month at the top of the calendar is the month shown. The buttons in each of the day boxes reflect a count of the total number of hours attended for that day. If you click on any of the hour count buttons on the timesheet screen, the system lets you edit the arrive and leave time for the date clicked and the **meals record** for that day if the **Record Meals** checkbox is checked for the current contact on the Contact Information Screen.

Weekly Billing Timesheet

Figure 9:

The screenshot shows the 'Child Timesheet' screen for December 2012, displaying a weekly billing view. It features a calendar grid on the left with 'Weekly Totals' and 'Monthly Totals' columns. The 'Monthly Totals' for December 2012 are: 65.67 hours and \$517.71. A 'Charges' table on the right lists various charges with columns for Date, Charge, Type, Program, Description, and Delete. At the bottom, there are sections for 'Print Bills', 'Charge Accounts', and summary statistics like 'Monthly Balance \$100.00'.

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.

Charge Accounts

Lets you charge accounts for the current family (child and siblings) for any period entered. This simply uses the Charge Accounts (Batch Charges) screen for only the current family and for the date period entered.

Print Bills

This area lets you select a period to print bills for the current contact. The Bill Period Selected selector lets you pick the weeks you want to print the bill for.

Cumulative Bill: opens an account history bill grouped by the display selector (Monthly/Weekly) up to the To date showing all charges and payments in separate columns. You can select weekly/monthly totals, or individual charges and payments (if no dates are selected, the cumulative bill starts from the billing start date in the current contact's Rates tab.)

Invoice Bill: opens an itemized quickbooks style bill for the current child for the period in the FROM and To dates showing charges, and payments for the period on separate lines (if no dates are selected, the invoice bill calculates for the entire month.) If you select a date in the calendar and click Invoice, the system will show an invoice bill for the day selected.

No day clicked/Done clicked
Figure 8a:

Date	Charge	Type	Program	Description	Delete
11/25/2012	\$100.00	Fixed		Weekly Childcare	<input type="checkbox"/>
12/02/2012	\$100.00	Fixed		Weekly Childcare	<input type="checkbox"/>
12/09/2012	\$100.00	Fixed		Weekly Childcare	<input type="checkbox"/>
12/16/2012	\$100.00	Fixed		Weekly Childcare	<input type="checkbox"/>
12/18/2012	\$2.89	Supplies		picture book	<input type="checkbox"/>
12/23/2012	\$100.00	Fixed		Weekly Childcare	<input type="checkbox"/>
12/24/2012	\$2.50	TS		Late Pickup	<input type="checkbox"/>
12/25/2012	\$2.50	TS		Late Pickup	<input type="checkbox"/>
12/25/2012	\$4.82	Food		lunch	<input type="checkbox"/>
12/28/2012	\$5.00	TS		Late Pickup	<input type="checkbox"/>
12/30/2012	\$100.00	Fixed		Weekly Childcare	<input type="checkbox"/>
	\$0.00				<input type="checkbox"/>

Delete: deletes the current charge (to select the current charge, click on any box in that charge's row)

checkbox: charge is paid

Day clicked and Track Meals checked- Figure 8b:

Copy Scheduled Hours: copies scheduled hours for the day shown into the timesheet records for that day.

Charge Menu: opens the charge menu which lets you charge predefined charges to the day shown.

Record: store the added or edited daily timesheet records.

Day clicked and Track Meals not checked- Figure 8c:

Attendance: prints the daily attendance report for the date selected showing the number of children arriving, leaving, and in each class for each hour for all scheduled attendance hours and timesheet hours.

Done: hide the time log box and update the calendar.

Meals Area
Figure 8d:

Meal	Time	Food	Meal	Time	Food
<input type="checkbox"/> BR		<input type="checkbox"/> F	<input checked="" type="checkbox"/> AS	3:30 PM	<input type="checkbox"/> F
<input checked="" type="checkbox"/> MS	10:30 AM	<input type="checkbox"/> F	<input checked="" type="checkbox"/> SU	4:50 PM	<input type="checkbox"/> F
<input checked="" type="checkbox"/> LU	12:30 PM	<input type="checkbox"/> F	<input type="checkbox"/> ES		<input type="checkbox"/> F

Morning Afternoon

To record a meal for the current child, check the checkbox to the left of the meal name (BR, MS, LU, etc.) The meal's time will automatically be set to the current time. You can edit the meal time by typing directly into the meal time box. Once a meal is checked, the F button to the right of the meal is enabled (turns from grey to black). To enter what the child ate specifically during the meal, click the F button, and the Meal Menu Selector will pop up (figure 10).

Reset: clears the meal values for the current day

Print: prints the daily meals report

Meal Menu Selector
Figure 10:

To select the menu items consumed, simple click **Pick** to the left of the food item. You can click any item and that item will be added to the Food Consumed box at the bottom. You can also type directly into the Food Consumed box. If an item the child ate is not on the menu, you should add the item to the menu by going to Menu Choices on the Utility Screen.

Once you click **Close**, the food consumed will be recorded, and the Meal name box for the meal you just clicked will be highlighted in Green. (The Meal name box will only be highlighted in Green if there is a list of foods-consumed for that meal.)

Find Contact screen

Figure 11:

You can search for contacts in the system via a combination of any of the white boxes on the find contacts screen. The system will search the database for contacts matching the description. If only one contact is found, that contact is displayed on the contact information screen. If more than one contact matches the criteria selected, the Contact List (discussed below) screen will come up and you will have the option of choosing the contact you want to see, or you can scroll through the contact list. Data can only be entered on the find contact screen in the white boxes. **Please refer to the search guide for search rules.**

The **User Fields** areas at the bottom of the screen only appear if the **Category** (left side, half way down) is set to “**Child**” or “**Staff**”.

Children Only- Exclude Payees, etc: returns active children and excludes all payee links and non-child contacts.

Families Only- Exclude Siblings, Payees, etc: returns 1 contact per family by excluding all siblings except the first one listed in the sibling links, and by excluding all payee links and non-child contacts. Used for mailing lists, labels, etc.

Payers Only- Exclude Siblings: returns 1 contact per family by excluding all siblings except the first one listed in the sibling links, and all payee links for all siblings

Age Bracket Filter: searches for children who will be turning the selected age during the current week. This is used to find children who’s rates will increase once they turn the selected age. After using this function, use the batch rates function to change the rates for the children found.

Immunization Expire Date: searches for children who have immunizations expiring in the date period criteria entered.

Bill Owed: searches for children who have a balance matching the criteria entered.

Search: creates a filter based on your criteria and applies that filter to the database. If only one contact is found, that contact is displayed on the contact information screen. If more than one contact is found, the Contact List screen displays a list of all of the contacts found that match the criteria entered.

List: opens up the Contact List screen without applying any filters.

Search Guide: displays the field search rules

Reset: clears all criteria on the screen.

Close: goes back to the Contact Information screen

Saving Searches

You can save searches and recall them at any time. To save a search, enter your criteria, enter a search name and click Save. To recall a search, select the search from the Recall Search drop box.

Contact List screen

Figure 12:

Accessed	Name	Class	Balance	View Filtered Contacts
<input type="checkbox"/>	Dorothy Gehrman	Three Year Olds-Yellow	\$0.00	Go to Contact
<input type="checkbox"/>	Shannon Ghelin	Three Year Olds-Blue	\$0.00	Go to Contact
<input type="checkbox"/>	J Gholl	Three Year Olds-Blue	\$0.00	Go to Contact
<input type="checkbox"/>	P Gigot	Three Year Olds-Blue	\$0.00	Go to Contact

The Contact List screen opens by either clicking the List button on the contact information screen, or if the criteria entered on the Find Contacts screen returns more than one contact. The Childcare Sage has a list function that allows you to individually select one/groups of contacts to use in batch functions, reports, emails, form letters, and labels. To turn on the list function, click the Turn List Function On button at the top right. The list function lets you check or uncheck contacts that will be included in the batch functions and reports. The list function is reset if you choose new search criteria on the Find Contacts screen, or if you open and close the Find Contacts screen.

When the list function is off, the following options are available:

View Filtered Contacts: lets you scroll through the contact list on the contact information screen (to view all contacts; click this button again or open and then close the Find Contacts screen.)

Goto Contact: opens the contact information screen for the contact to the left of the Goto Contact button

Report: opens the Report Menu screen

Search: opens the Find Contacts Screen

Close: goes back to the Contact Information screen

When the list function is turned on the following options are made available:

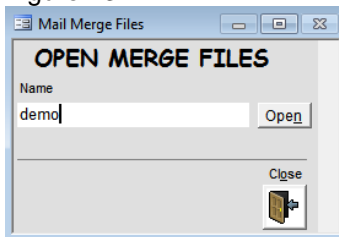
Fill Merge: fills the mail merge table with the names/addresses of the contacts on the contact list. After the table is filled, a list of available mail merge letters appears (Figure 13.) You can select any of the letters that will automatically open in Microsoft Word.

E-mail: opens the default e-mail program and prefills the e-mail addresses of the contacts in the contact list, and the email subject and body of the email selected. (Emails sent to multiple recipients will automatically use the BCC line for email addresses.)

Select All: selects all of the displayed contacts

Open Mail Merge Letter screen (To add more files to this screen, see the Childcare Sage User's Guide)

Figure 13:



Calendar screen

Figure 14:



The Childcare Sage has a built in appointment scheduling system to keep track of and remind you of parent conferences, interviews, etc. The calendar screen graphically displays how many appointments you have for each day of the selected month. The values next to the year and month labels under the calendar title specify which year and month is being shown. The date in yellow at the top is the day being shown. The buttons in each of the day boxes reflect a count of the total number of appointments for that day. A star next to the appointment count for any of the days shown means that you have an appointment with the last contact viewed on that day. By clicking on any of the appointment count buttons on the calendar screen, the appointments for that day will be displayed in the appointments list on the right half of the screen.

drop boxes next to the year and month labels at the bottom left of the screen set the calendar display
arrow buttons next to the entry boxes let you move between the year and month, respectively.

Month: displays all of the appointments for the month chosen on the appointments screen (figure 15)

Week (1..6): displays all of the appointments for the week chosen on the appointments screen (figure 15)

Enter: opens the appointment screen for the date in the date entry box

Close: goes back to the contact information screen.

Add: opens the expanded appointment entry screen to add a new appointment. The date for the new appointment will be filled in with the date shown.

Delete: removes the appointment highlighted (to highlight an appointment, just click on any box in the appointment row you want to delete)

Schedule: prints an hourly appointment schedule for the day shown

Print: opens the appointment list report

C: lets you graphically select dates (on the appointment list on the calendar screen, you must click C again after you select a new date from the date selector screen.)

Exp (E): displays the current appointment in the expanded appointment screen

Goto (G): opens the contact information screen for the contact selected

Daily Ruler/Appointment Bar: the white and red bar visually shows when you have appointments scheduled for the current day. Red means you have already scheduled an appointment during that time.

The ticks above the Appointment Bar let you easily add a new appointment on the Expanded Appointment (figure 16) screen for the current day at the time clicked.

The ticks below the Appointment Bar let you change the time for an appointment. To change an appointment's time, click on the appointment time box you want to change, and then click a tick below the appointment bar.

When an appointment date, time, or duration are entered or changed, the system performs a check to make sure there are no overlapping appointments. If any are found, you are informed.

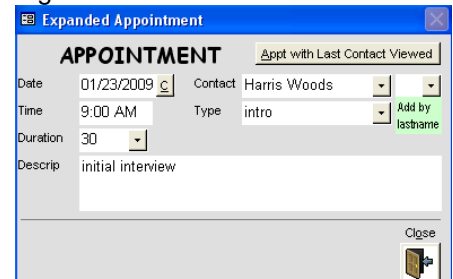
Appointments screen

Figure 15:



Expanded Appointment screen

Figure 15a:



The appointments screen shows a detailed listing of appointments. The appointments screen is opened when you click to view a week or the month from the calendar screen, or if you to click the Appts button on the contact information screen (this brings up all of the appointments in reverse chronological order for the current contact only.)

Appt with Last Contact Viewed: fills in the Contact box with the last contact viewed on the contact information screen

Calendar: is only visible if the appointments screen was opened from the calendar screen. If the calendar button is clicked, the calendar screen is opened to the date formally viewed in it

All of the other buttons on the Appointments screen have the same function as the appointment list on the calendar screen.

When an appointment date, time, or duration are entered or changed, the system performs a check to make sure there are no overlapping appointments. If any are found, you are informed.

Appointment Reminder screen

Figure 16:



The appointment reminder screen appears before a scheduled appointment. This feature is activated on the Setup screen. Depending on the settings on the Setup screen, the system checks for upcoming appointments on a selectable interval. Appointments are checked by a selectable period in advance. (If the appointment reminder setup is: Check every 5 minutes with a 30 minute appointment warning, the system will check every 5 minutes for appointments between 30 and 35 minutes from the current time.)

C: lets you graphically select dates

Exp: displays the current appointment in the expanded appointment screen

Goto: opens the contact information screen for the contact selected

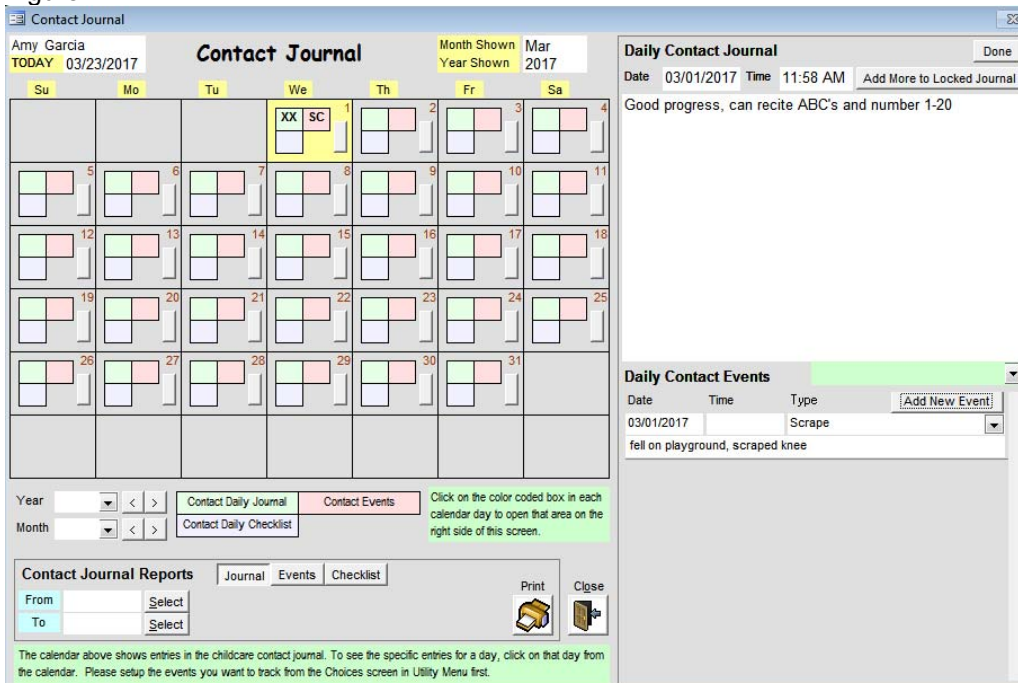
Postpone: adds the time in the box to the left of this button to the current appointment time.

Delete: removes the appointment highlighted

Close: goes back to the contact information screen with the current contact's information

Contact Journal screen

Figure 17:



The Childcare Sage includes a contact journal system with 4 daily log types:

- 1) a journal log to enter progress reports, achievements, milestones, comments, etc ,
- 2) an event log to record accidents, illnesses, allergic reactions, comments, etc ,
- 3) a checklist log to track activities, meals, etc , and
- 4) a daily form log to track age specific information (diaper changes, meals, naps for infants, etc)

Each entry type can be printed out by date range, and events can be grouped (figure 17a.)

The contact journal is broken into sides. The left side contains the journal calendar which shows if you have journal logs, event logs, or checklist logs entered for that day (the journal and checklist boxes show **XX** if they have entries, the events box has event abbreviations.) When any of the calendar buttons are clicked, the right side of the screen shows the daily log type clicked. The daily form appears in its own window.

Journal log (figure 17b)

You can type directly in the top journal area. After journals are entered, they can only be changed on the day they were entered. You can add more to a locked journal at any time by clicking:

Add More to Locked Journal: opens the daily journal editor to add more to the daily log (figure 17b)

Green selector below Daily Journal: selects whether to email journal entry to parent

Event log (figure 17c)

You can click Add New Event (figure 18c) to enter new events. Event logs cannot be changed once they are entered.

Checklist log

Simply check off the desired checkboxes. Checklist logs can be edited at any time.

Daily Form log

Simply enter information in the desired area. Daily form logs can be edited at any time.

Done: updates the journal calendar to show the logs added.

Print: lets you print the selected log type for the period selected. You can also filter the event log report by the event type, and you can selected whether you want events to be printed grouped by event type, or in chronological order.

Close: goes back to the contact screen.

Figure 17a:

Figure 17b:

Figure 17c:

Easy Enroll Screen

Figure 18:

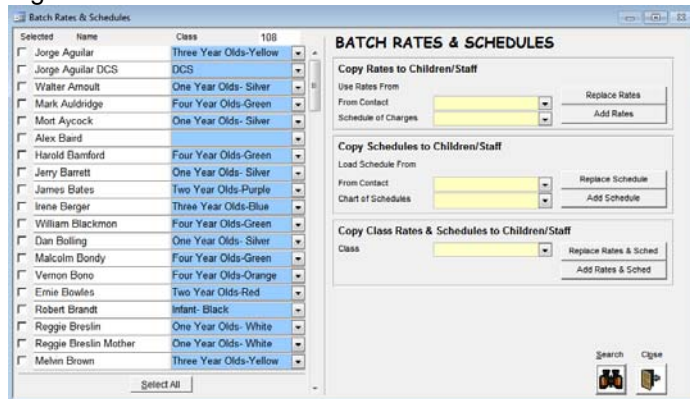
To add children to the program, click Easy Enroll from the main menu. On this screen, you enter 1 family at a time with up to 6 siblings. You can also enter parent and doctor information, if needed. For each sibling, you enter their birthdate and their class. Once you click Enroll, the system will automatically create the accounts, link the siblings together, and assign rates based on your predefined room rates (see the Batch Class Setup section in this manual.) To enter new families, close this screen and come back into it.

To enroll children, you must enter at least the following:

- 1) child's first and last name
- 2) child's birthdate
- 3) child's primary class (if applicable)
- 4) Timeclock ID for the children/parents if you want to use the ChildCare Sage Timeclock

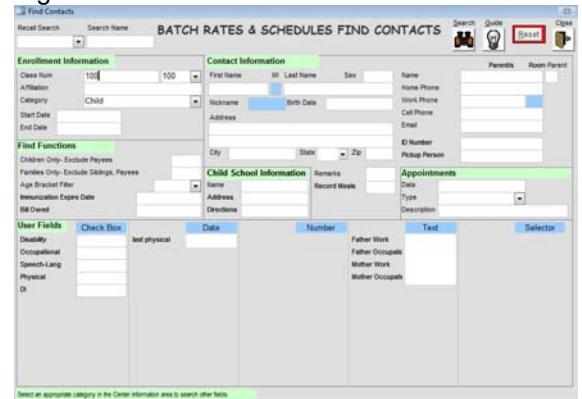
Batch Rates & Schedules Screen

Figure 19:



Batch Rates & Schedules Find Contacts

Figure 19a:



Search: opens the find contact screen (figure 19a) to filter the list on the left side of the Batch Rates & Schedules screen.

Select All: checks all of the listed contacts

Close: goes back to main menu

Copy Rates to Children/Staff lets you save the retrieved rates to the selected contacts.

Use Rates From:

Contact: load the existing rates from the selected contact

Schedule of Charges: load the rates from the schedule of charges entry selected

Replace Rates: clears the existing rates from the checked contacts accounts and copies the selected rates into it

Add Rates: adds the selected rate to the checked contacts accounts without deleting existing rates

Copy Schedule to Children/Staff lets you save the retrieved schedule to the contacts selected.

Load Schedule From:

Contact: load the existing schedules from the selected contact

Chart of Schedules: load the schedules from the chart of schedules entry selected

Replace Schedule: clears the existing schedules from the checked contacts accounts and copies the selected schedules

Add Schedule: adds the selected schedule to the checked contacts accounts without deleting existing schedules.

Copy Class Rates & Schedules to Children/Staff lets you save the retrieved schedule to the contacts selected.

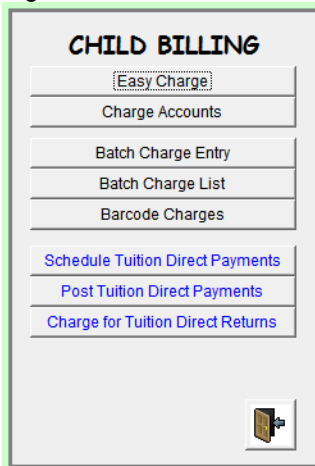
Class: load the rates and schedules for the class selected (rates and schedules are setup on the Batch Class Setup screen.

Replace Rates & Schedules: clears the existing rates and schedules from the checked contacts accounts and copies the select class setup into it

Add Rates & Schedules: adds the selected class setup to the checked contacts accounts without deleting existing rates and schedules.

Child Billing

Figure 20:



Easy Charge: simplified batch charge accounts for children

Charge Accounts: batch charge accounts for children

Batch Charge Entry: batch chart entry of charges for children

Batch Charge List: batch charges for individual children / classes

Barcode Charges: batch charges for children by scanning items with a barcode scanner

The **Tuition Direct (EFT) Functions** in the childcare sage let you schedule and post ACH and Credit Card transactions:

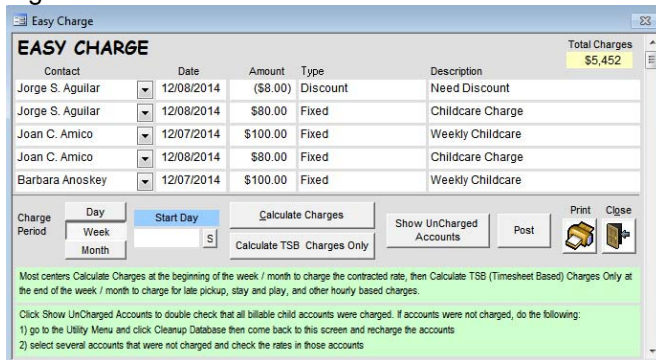
Schedule Payments: schedule ACH and Credit Card Payments for child accounts

Post Payments: post selected ACH and Credit Card Payments

Charge for Returns: check for returned ACH echecks and charge for returned checks

Easy Charge:

Figure 21:



Easy Charge is a simplified version of the Batch Charges / Charge Accounts screen. It lets you easily charge rates for a selected period of time. To charge rates, fill in the bottom of this screen left to right. If your center uses fixed rates (charged regardless of attendance) and timesheet rates (charged only if the child is at the center,) you would click Calculate Charges at the beginning of the week/month for the tuition/contracted rate, and then Calculate Timesheet Based Charges Only at the end of the week/month for additional charges such as late pickup, stay and plays, and other hourly based charges.

Charge Period: what period do you want to charge for

Start Day: any day in the period you want to charge for

Calculate Charges: calculate charges for all child accounts for the time period entered using the rates in their account

Calculate TSB Charges Only: calculate charges for all child accounts for the time period entered using only the timesheet based rates in their account

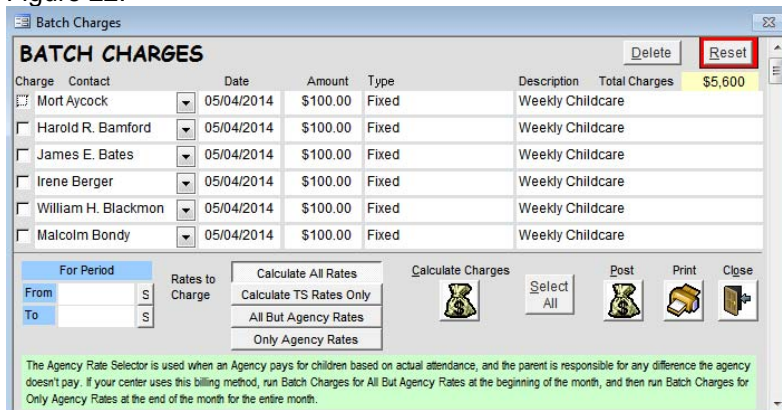
Show UnCharged Accounts: shows list of accounts that were not charged including last charge and payment, and balance

Post: record all charges shown to their respective accounts. No charges are applied to the accounts until they are posted.

The default password to post charges is: post

Charging Accounts:

Figure 22:



Batch Charges lets you charge rates for a selected period of time. To charge rates, fill in the bottom of this screen left to right.

For Period: the time period you want to calculate charges for (days, weeks, months, etc.) You can also enter multiple days, weeks, or months into the date range. If you enter weekly periods, monthly charges will automatically be calculated if the period contains the 1st of the month. (ie: if you enter 8/30/2016 to 9/5/2016, each day in the range will be processed for daily rates, the week will be processed for weekly rates, and the month of 9/16 will be processed for monthly rates.)

***Please enter weekly periods from Sunday to Saturday (calendar weeks,)

***Please enter monthly periods from the 1st to the last of the month.

THE SYSTEM WILL NOT DOUBLE CHARGE if you post charges for a week or month that you have already posted charges for.

Rates to Charge: agency rates are generally based on actual attendance with a certain number of paid absences. Agency charges are usually calculated at the end of the month when you have the child's actual attendance for that month. If you have agency rates based on actual attendance, click All But Agency Rates when calculating charges during the month, and then click Only Agency Rates at the end of the month to calculate agency charges for that month.

a) Calculate All Rates: charge all rates in the child's account

b) Calculate Timesheet Based Charges Only: charge only timesheet based rates in the child's account

Calculate Charges: uses rates for each child account to calculate charges for the time period entered.

Select All: selects all charges displayed to post. You can uncheck any charges that you do not want to post.

Post: record all of the checked charges to their respective accounts. No charges are applied to the accounts until they are posted. The password to post charges is at the beginning of this manual and in the Installation Booklet that comes with the Childcare Sage disk.

Most centers charge once a week or once a month.

Batch Charge Entry

Figure 23:

Contact	Class	Charge Date	Amount	Type	Description	Program	Reset
Mahmood Pastor	210	12/12/2012	\$3.00	Lunch	Holiday Lunch		Reset
Lucrecia Perez	210	12/12/2012	\$3.00	Lunch	Holiday Lunch		Reset
Dan Seiden	210	12/12/2012	\$3.00	Lunch	Holiday Lunch		Reset
Christopher Weber	210	12/12/2012	\$3.00	Lunch	Holiday Lunch		Reset
Michael R. Wheeler	210	12/12/2012	\$0.00				Reset
	0		\$0.00				Reset

Setup Charges Entry List

Type: Lunch

Class: All Children | Staff

Description: Holiday Lunch

Charge Date: 12/12/2012 | Select

Buttons: Reset All, Charge, Close

Batch Charges Entry lets you add charges to accounts in batch through a chart. To setup charges, fill in the bottom of this screen left to right.

Charge Date: fills in the Date column with the date entered

Charge Type: fills in the Type column with the type selected (this lets you run reports to see how much you took in for various charge categories)

Description: fills in the Description column with the text entered

Program: allocate charges/credits to cost centers

Amount: fills in the amount column with the number entered

Select All: selects all of the rows

Charge: applies charges to accounts (the Post / Charge password is at the beginning of this manual and in the Installation Booklet that comes with the Childcare Sage disk.)

Batch Charges List

Figure 24:

Contact Selector	Class	Contact	Charge Date	Amount	Type	Program	Description	Apply Discount
List	220		12/10/2012	\$10.00			Field Trip	<input type="checkbox"/>
List	0	James E. Bates	12/10/2012	\$30.00			Registration	<input type="checkbox"/>
List	0			\$0.00				<input type="checkbox"/>

Instead of entering separate account charges into the charges tab for each child, you can enter charges in batch for individual children or classes.

List/Class/Contact Selector: selects who the charge will be charged to. For the list choice, see the Contact List section, class refers to the class selected to the right, and contact refers to the contact selected in the contact column.

Delete: removes the selected charge (to select a charge, just click on any box in that charge row)

Charge: post charges to accounts

Apply Discount: automatically discounts charge by the child's discount % (on the left side of the rates tab of each child/staff member)

Barcode Charges

Figure 25:

Type	Amount	Program	Description	Total
	\$0.00			

If you want to use this function, we suggest that you create a barcode sheet in Microsoft Word to scan from. To create a barcode sheet in Word, select the barcode font and enter the barcode number.

Barcode Charges let you add charges to a child's account through barcode scanning. Items that can be scanned are added to the Charge Menu on the Setup Menu, along with their barcode number.

To add charges, select the charge date, select the contact child and then scan barcodes. Once all of the items you want to add have been scanned, click Charge.

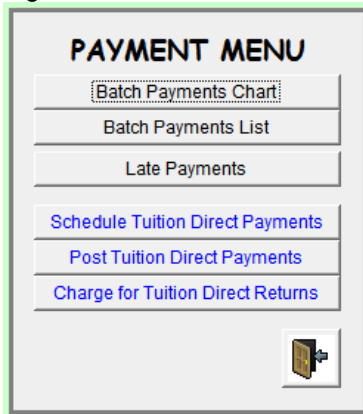
Charge: add scanned charges to the selected child's account

Reset: clear all of the scanned items from the screen.

Delete: remove the scanned item from the row selected

Child Payments

Figure 26:



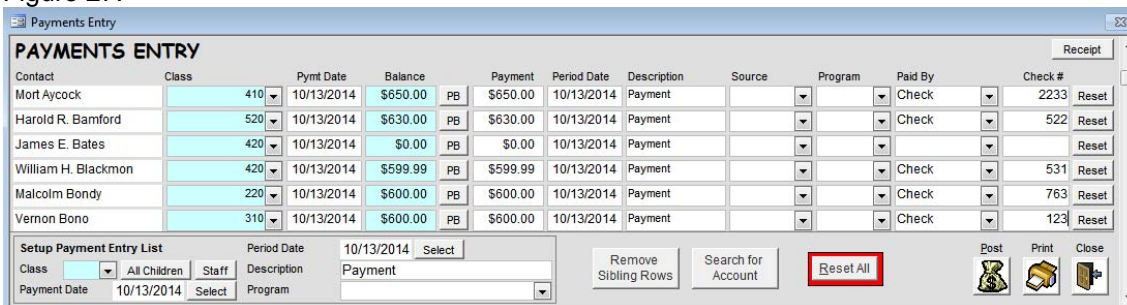
Batch Payments Chart: enter payments from parents and payments to staff in batch
Batch Payments List: enter payments from parents and payments to staff in batch
Late Payments: show accounts with a remaining balance and charge for late payments

The **Tuition Direct (EFT) Functions** in the childcare sage let you schedule and post ACH and Credit Card transactions:

Schedule Payments: schedule ACH and Credit Card Payments from child accounts
Post Payments: post selected ACH and Credit Card Payments
Charge for Returns: check for returned ACH echecks and charge for returned checks

Batch Payments Entry

Figure 27:



Instead of entering payments separately into each child/staff record, you can use the Batch Payments Entry screen to enter payment information for many payments and post the payments to their respective accounts. You can autofill all of the payment columns except the payment amount, paid by, and check # by filling out the **Setup Payment Entry List** area at the bottom left. You then simply enter the payment amount, paid by, and check #, if applicable, in the respective child's row, and click Post. The system will only post payments that have a non-zero payment amount.

Receipt: prints receipt for the current payment

PB: copy balance to payment amount

Class: fills in the Contact column with all children in the class selected

Payment Date: fills in the Pymt Date column with the date entered

Period Date: fills in the Period Date column with the date entered (the period date is a day in the week/month that the payment is paying for, ie: if parents pay on Monday- 1/9/12, for the following week 1/12/12-1/16/12, the payment date is 1/9/12, and the period date is 1/12/12.)

Description: fills in the Description column with the description entered

Reset All: clears screen of payment information

Post: applies payments to accounts (the Post password is at the beginning of this manual and in the Installation Booklet that comes with the Childcare Sage disk.)

Search for Account: lets you search for a child's account by the parent's name

Remove Sibling Rows: filters list to only show 1 row per family

**** Batch Payments List

The batch payments list screen also lets you enter payments in batch, but you have to manually fill in each payment row with all payment details, including contact, pymt date, period date, and description, just as you would on the payments tab on the contact screen. The other commands on the batch payments list screen are the same as the Batch Payments Entry above.

**** **Timeclock Loader** please see the timeclock manual.

Late Payments

Figure 28:

Charge	Contact	Date	Amount	Type	Program	Description	Last Pymt	Amount	Balance
<input checked="" type="checkbox"/>	Donald M. Caplan	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$100.00	\$110.62
<input checked="" type="checkbox"/>	Muriel Coleman	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$100.00	\$108.40
<input checked="" type="checkbox"/>	Carl Cameron	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$100.00	\$107.00
<input type="checkbox"/>	Dan Seiden	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$5.00	\$106.26
<input checked="" type="checkbox"/>	George Friedman	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$5.00	\$104.84
<input type="checkbox"/>	Patrick O'Leary	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$5.00	\$104.67
<input type="checkbox"/>	Alex Jones	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$100.00	\$103.62
<input type="checkbox"/>	John T. Henderson	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$100.00	\$103.49
<input type="checkbox"/>	Irmgard Grueb	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$3.33	\$101.51
<input type="checkbox"/>	Julia H. Phifer	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$3.33	\$101.44
<input type="checkbox"/>	Jose R. Ramos	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$3.33	\$101.17
<input type="checkbox"/>	Efstathia A. Siegel	12/13/2010	\$20.00	Late Payment		Late Payment Charge	06/06/2010	\$100.00	\$101.04

The Late/Early Payments screen has 2 functions:

- 1) batch charge accounts for late payments
- 2) apply a credit to accounts for early payments

Both functions are used in the same way: the screen lists all accounts with a balance, it sorts the balances, you check which accounts to charge or credit, you fill in the rows in batch, and you post the selected charges or credits.

We are always asked if it would be better to simply automatically charge for late payments. The problem with this is that computers can't think. If the account has a balance, the system would charge for a late payment. But what if the balance was only \$10, what if the parent pays every other week, what if a mistake was made in the child's rates? It is much easier for the user to actively select which accounts to charge for late payments, and then charge in batch, versus charging automatically, and then backing out most of the late payment charges manually.

The early payment credit was added so that centers could incentivize parents to pay early. To explain this, here is an example: A center wants parents to pay by monday, but many parents pay by friday. Instead of charging for late payments, the center builds the late payment fee into the weekly tuition, increasing the tuition from \$100 to \$120 per week. Anyone that pays on monday gets a \$20 credit in their account, on tuesday they get a \$15 credit, on wednesday \$10, thursday \$5, and friday \$0. This achieves the same result as charging for late payments, but parents now this as a way to reduce their tuition, versus a penalty for paying late.

This screen works in a similar way to the batch payments entry screen. You autofill the columns by filling out the bottom left to right. When you open the screen, click Show Balances at the bottom left. You can sort the list by balance by clicking Ascending/Descending at the top right. Next fill in the charge information at the bottom center. Finally, check off which accounts you want to charge, and click Post.

Show Balance: lists every active account that owes a balance

Charge Date: fills in the Date column with the date entered

Amount: fills in the amount column with the number entered

Charge Type: fills in the Type column with the type selected (this lets you run reports to see how much you took in for late payments)

Program: allocate charges/credits to cost centers

Description: fills in the Description column with the text entered

Select All: selects all of the rows

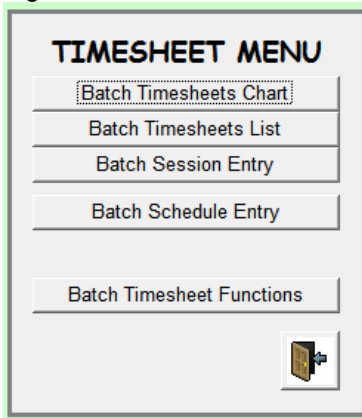
Post: applies charges to accounts (the Post password is at the beginning of this manual and in the Installation Booklet that comes with the Childcare Sage disk.)

Select Criteria: checks off rows with the criteria entered (if you type in "> 100", all accounts with balances over \$100 are automatically checked.)

Reset: clears all columns

Timesheet Menu

Figure 29:



- Batch Timesheets Chart: sign groups of contacts in and out in batch on chart
- Batch Timesheets List: sign individual contacts in and out in batch on list
- Batch Session Entry: sign groups of contacts in and out via defined sessions on chart
- Batch Schedule Entry: change contact schedules in batch

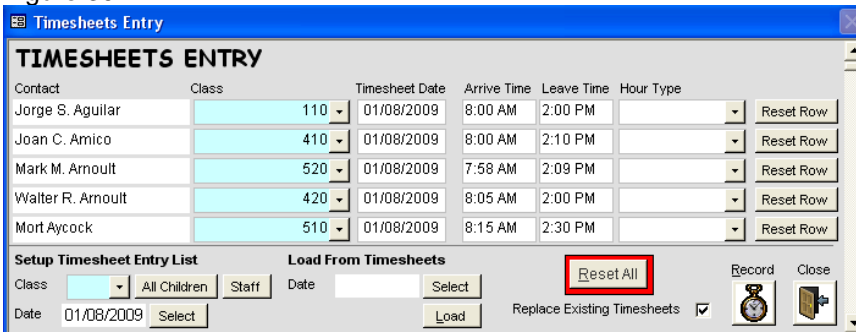
Batch Timesheet Functions: copy schedules into timesheets, skip tuitions, and prorate accounts

**** Batch Timesheets List

The batch timesheets list screen also lets you enter timesheets in batch, but you have to manually fill in each timesheet row including the contact, the date, and the times. The other commands on the batch timesheets list screen are the same as the Batch Timesheets Entry above.

Batch Timesheets Chart

Figure 30:



Instead of entering timesheets separately into each child/staff record, you can use the Batch Timesheets Entry screen to enter timesheet information for multiple children. You can autofill the Contact and Timesheet Date columns by filling out the Setup Timesheet Entry List area at the bottom left. You then simply enter the arrive and leave times in the respective child's row, and click Record. The system will only record timesheets that have an arrive and leave time.

Class: fills in the Contact column with all children in the class selected

Date: fills in the Timesheet Date column with the date entered

Load From Timesheets: loads timesheets from the date selected. This is used to quickly copy timesheets from a previous day into the date selected, or to edit timesheets in batch.

Replace Existing Timesheets: deletes existing timesheets for the contact and date selected before recording.

Batch Session Entry

Figure 31:

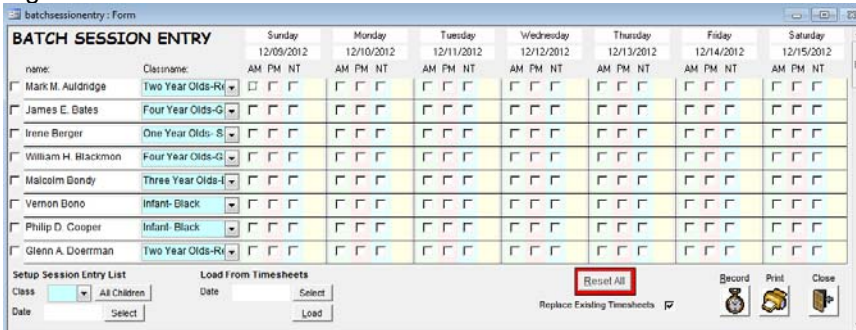
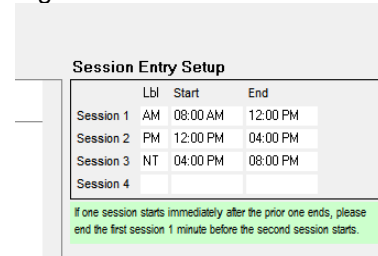


Figure 31a:



Center Expense Tab on the Screen Choices screen

Instead of transcribing arrive and leave times into child records, you can mark children present for time blocks using the Batch Session Entry screen. You can autofill the Contact and Timesheet Date columns by filling out the Setup Session Entry List area at the bottom left. You then simply check off the time blocks attended for each child for each day, and click

Record. The system will only record timesheets for days that have a time block column checked.

Time blocks are setup on the Center Expense Tab of the Screen Choices screen.

Class: fills in the Contact column with all children in the class selected

Date: fills in the Timesheet Date column with the date entered

Load From Timesheets: loads timesheets from the date selected. This is used to quickly copy timesheets from a previous day into the date selected, or to edit timesheets in batch.

Replace Existing Timesheets: deletes existing timesheets for the contact and date selected before recording.

Batch Schedule Entry

Figure 32:

The screenshot shows the 'Weekly Schedule Entry' window. At the top, it displays the title 'WEEKLY SCHEDULE ENTRY' and a 'Reset' button. Below this is a table with columns for dates from 04/10/2011 to 04/16/2011. Each date column has sub-columns for 'Arrive' and 'Leave'. The first row is for 'Jorge Aguilar' (ID 420), with '08:00 AM' entered in the 04/10/2011 'Arrive' column and '05:00 PM' in the 'Leave' column. Below the table are several controls: 'Setup Weekly Schedule Entry List' with 'Class' set to 'All Children' and 'Staff' selected; 'Load From Schedule' with 'Date' set to '04/10/2011' and a 'Load' button; a 'Replace Existing Schedule/Rate' checkbox which is checked; a 'Reset All' button (highlighted with a red box); 'Record Schedules Only' and 'Record Schedules & Rates' buttons; and a 'Close' button.

At some centers, child schedules can change each week because parents work varying shifts; staff schedules can also change each week since they are based on maintaining child-to-staff ratios. Instead of entering schedules separately into each child/staff record, you can use the Weekly Schedule Entry screen to enter schedule information for multiple children and staff for one week at a time. You then have the option of recording the schedules to the appropriate child or staff member, and of using that schedule in a rate to charge for all scheduled hours (ChargeSchedule.) Please see the Rate Functions section for an explanation of all of the billing and rate options.

You can autofill the Name and Date columns by filling out the Setup Weekly Schedule Entry List area at the bottom left. You then simply enter the arrive and leave times in the respective child's row for each day listed. (You can also select the times from the Time Selector by clicking the gray button to the right of each schedule time box- figure 31a.) The system will only record schedules that have an times filled in.

Time Selector Figure 32a:

The screenshot shows the 'TIME SELECTOR' window. It features a grid of time slots from 12 AM to 11 PM in 1-hour increments. The 12 AM, 1 AM, 2 AM, 3 AM, 4 AM, 5 AM, 6 AM, 7 AM, 8 AM, 9 AM, 10 AM, and 11 AM slots are highlighted in yellow. The 12 PM, 1 PM, 2 PM, 3 PM, 4 PM, 5 PM, 6 PM, 7 PM, 8 PM, 9 PM, 10 PM, and 11 PM slots are highlighted in green. Below the grid, there is a text prompt: 'Please select a time by clicking on either the hour in yellow or green, or the 15, 30, 45 minute ticks between the hours.' and an 'Abandon' button.

Class: fills in the Contact column with all children in the class selected

Date: fills in the schedule Date columns for the week entered

Load From Schedule: loads schedules from the date selected. This is used to quickly copy schedules from a previous weekly schedule into the week selected, or to edit schedules in batch.

Replace Existing Schedule/Rate: deletes existing schedules and rates for the contact and week selected before recording.

Record Schedule Only: Records schedules into the Current and Future Scheduling area on the child and staff records.

Record Schedule & Rates: Records schedules into the Current and Future Scheduling area on the child and staff records, and also creates a new "chargeschedule" rate using the filled in schedule on this screen. The rate created simply copies an existing "chargeschedule" rate but changes the schedule and rate start and end dates.

Batch Timesheet Functions

Figure 33:

BATCH TIMESHEET FUNCTIONS

Contact Selector: List Child Class Staff
Class: [dropdown]
Contact: [dropdown] Add by lastname
Period: Month Week From To Select Select
Timesheet Functions: Copy Scheduled Attendance into Timesheet, Mark Tuition Skipped for Period, Process Meal Counts / Activities for Period
Process Activities [checkbox]

Contact Selector: List Class Contact [dropdown]
Prorate: FD
Period: From To Select Select
ProRate Functions for Missed Attendance: Credit Child Accounts for Missed Period, Clear Timesheet Records for Missed Period

These functions are only available for child accounts. Please select which contacts to use in the Contact Selector. If you click Class, please select the class in the class drop down box. If you click Contact, please select the contact in the contact drop down box. (You can select the contact in either of the contact drop down boxes.) To copy Scheduled Attendance into Timesheets, each contact (child/staff) must have the current and future schedule area filled in with Start/End dates and class.

Close

List/Class/Contact/Child/Staff: selects which contacts the functions will run for.

Month/Week: selects the billing period for the contacts that the tuition functions will affect.

Copy Scheduled Attendance into Timesheet: copies the scheduled attendance hours into timesheet records for the from/to date period for the contacts selected. This function is used to fill out timesheets if you don't use the timeclock.

Mark Tuition Skipped for Period: skips tuition charges during the from/to date period. This function does the same thing as clicking the S button on the timesheets screen to skip tuition charges, except that it automates the process for the contacts selected for a specified period of time. This function is usually used if you don't want to charge tuition for a group of children for a specific week.

Process Meal Counts / Activities for Period: checks of the meals the children had and the activities they participated in based on their timesheets records. This function is usually used to remark meals and activities for past period, or after incorrect meal service times are corrected.

Credit Child Accounts for Missed Period: This function uses the daily checkboxes on the fixed rate setup screen to calculate the fixed childcare charges for the days that the center was closed (the Period selected), and then credits each child for the childcare charges charged for those missed days.

Prorate: selects whether the credit should be FD (full day, 100% of the daily tuition charge,) or HD (half day, 50% of the daily tuition charge.)

Clear Timesheet Records for Missed Periods: This function deletes timesheet records for the period selected. This is used in conjunction with the Credit Child Accounts for Missed Period when the center is closed during regular business hours.

Report Menu

Report Menu

Figure 34:

Please click the Tab Headings to see additional reports.

REPORT MENU

Receivables / Wages | Billing | Meals / CACFP | Child / Staff Information | Timelog / Attendance | Sign-In Sheets | Deposits / Accounting Integration

Contact Report

Label: [Dropdown]
Select Contacts: Last List

Childcare Forms

- Childcare Center Policies
- Childcare Agreement
- Child Registration
- Child Health Info
- Child Medical Activity/Release
- Childcare Activity/Transport
- Child Under 18 Months
- Child 18 to 36 Months
- Child Older Than 36 Months

Charges and Payments Summary & Forecasting

Current Children | Current Staff | All Children | All Staff

Last List All Class [Dropdown]

Period: From [Select] To [Select]

Recalculate Charges Split Payments

Grouping: Day Week Month Year Total

By Contacts By Classes

Print [Icon]

Account Balances

Last List All Class [Dropdown]

With Last Pymt Account Balances

4 Week Aging Report

90 Day Aging Report

Aging Charges Report

Childcare Charges By Type

Print To: Notepad Word Excel

From [Select] To [Select]

Group By: Day Week Month

Other Reports: From [Select] To [Select]

Payments Not Received

Payments Received

From [Select] To [Select]

Net Income

From [Select] To [Select]

Net Income [Select] Net Income Program [Select]

Group By: Month Year

The Last/List/All selector for each report selects which contacts will appear in the report. Last selects the last contact you viewed on the contact information screen, List selects the contacts you checked on the list screen (after the List Function was turned on) and all disables this contact filter.

Search Close [Icons]

For most reports you can select which contacts to run the reports for by clicking Last (Last Contact), List (Contact List), or All. The system will only generate reports for the contacts selected.

Charges and Payments Summary and Forecasting: You can run summary reports that show received and/or expected childcare payments and staff wages for any period by day, week, month, or year.

Grouping: how you want the report to show totals (by day, week, etc.)

Recalculate Charges: do you want the system to apply rates to recalculate past charges, or use already posted charges

By Contacts: group and subtotal the forecasting reports by child

By Classes: group and subtotal the forecasting reports by class

Account balance reports will combine the charges and payments of siblings that are marked to be billed together.

Account Balance Report: You can run a report that shows all current account balances (through the current week or month- depending on the billing period,) with/without the last payment information.

4 Week Aging Report: You can run a report that shows the beginning balances, any charges and payments, and the ending balance on child/family accounts for the last 4 weeks.

90 Day Aging Report: You can run a report that shows the beginning balances, any charges and payments, and the ending balance on child/family accounts for the last 3 months.

Aging Charges Report: You can run a report that shows all charges not marked with a payment (this lets you separately track payments for tuition vs registration vs late pickups, etc.)

Accounting and Summary Reports: (figure 34- Accounting Reports tab) You can run various accounting reports for the selected date periods.

Childcare Charges By Type: You can export childcare charge tables to Microsoft Excel to create charts and graphs based on the charges.

Figure 34a:

Figure 34b:

Figure 34c:

Figure 34d:

Figure 34e:

Figure 34f:

Billing Reports:

Childcare Bills: (figure 34a) You can run batch invoice bills for a selected period. (The Staff choice runs Salary and Wage sheets.)

Include Zero Balance: selects whether bills print for children who have a 0 balance or a credit

For Period: which dates to show charges and payments for on the invoice bill

Convert Bills to PDF and Email: this will sequentially convert each bill to pdf format and email the bill to the parent's email.

Cumulative Bills: (figure 34a) You can run batch childcare cumulative bills that display the account balance and a complete history of all charges and payments by billing period. (The Staff choice runs Wage sheets.)

Month/Week: selects whether charges and payments are grouped by week/month for grouped bills

Include Zero Balance: selects whether bills print for children who have a 0 balance or a credit

Convert Bills to PDF and Email: this will sequentially convert each bill to pdf format and email the bill to the parent's email.

Account Summary: (figure 34a) You can run an account summary report that displays the charges and payments during the period selected. This report was designed for year end parent tax records.

Month/Week: selects whether charges and payments are grouped by week/month for grouped bills

Convert Bills to PDF and Email: this will sequentially convert each bill to pdf format and email the bill to the parent's email.

Childcare Payment Receipts: (figure 34a) You can run a payment receipt report that displays a receipt for the last payment on the account during the period selected. This report was designed to both print receipts in batch, and also for centers that print receipts instead of bills.

Convert Receipts to PDF and Email: this will sequentially convert each receipt to pdf format and email the receipt to the parent's email.

Sort By Class: selects whether bills will be printed alphabetically or by primary class (if by primary class, the class is printed at the bottom left of the bill)

Preview Bills to Email: selects whether each system previews each bill before emailing it

Meal Reports:

Meals Count Report: Creates a table that counts how many meals kids ate over the course of a week. This table was modeled after the cacfp program meal count summary sheet.

CACFP Reimbursement Summary: Creates a table that shows reimburseable meals and tiers, along with center information. This report was modeled after the cacfp reimbursement table.

Meals Production: Creates a list of foods and quantities needed for the menu calendar for the time period selected and for the children selected (Last, List, All). The By Meal/By (age)/By Portion Level simply shows the number of meals served with the food list by Meal, age group, or portion level.

Timelog/Attendance Reports:

Attendance Reports (figure 35) These reports are based on scheduled and/or actual attendance for a specific date and are broken down by class. **If your Center doesn't have classes, please create a generic class in the Choices screen and put each child into that class.**

Attendance Report Selector

Figure 35:

Reports are selected by picking Child or Staff, which schedule/timesheets the reports are based on, the report needed, and finally the date to run the report for. Daily reports run for the date selected, weekly reports run for the calendar week of the date selected (Sunday to Saturday that includes the date selected.)

Each of these reports can be created for:

	Report Runs For:	Uses:
Scheduled Hours Only	A specific date	Children scheduled to attend on regular basis + drop off schedule
Scheduled and Timesheet Hours	A specific date	Children scheduled to attend + all actual timesheets
Timesheet Hours only	A specific date	Children who came in on a specific date

(In the following report descriptions, reports show children/staff depending on the Child/Staff selector in area 1) in figure 35, and reports show scheduled or actual attendance depending on the hours selected in area 2) in figure 35.

Weekly Attendance Count: Counts how many children will be at the center for each class by the day

Daily Attendance Schedule: Lists how many kids arrive, leave, and are in class for each hour of the day selected. This report also shows staffing requirements.

Daily Empty Capacity Chart: Lists how many empty slots are available in each class for each hour of the day selected. This report is simply the class capacity minus the number of kids in each class from the Daily Attendance Schedule.

Daily Attendance Listing: This is a class roster listing for the kids that are scheduled to attend on the day selected, along with scheduled arrive and leave time.

Weekly Attendance Listing: This is a class roster listing for the kids that are scheduled to attend for each day of the week selected.

Staff Schedule Chart (figure 34d) Prints a chart of the staff schedules for the week of the date entered. Schedules can either be based on staff members (staff name as row headers,) or on classes (class name as row headers.)

Child Schedule Chart (figure 34d) Prints a chart of the child schedules for the week of the date entered. Schedules can either be based on children (child names as row headers,) or on classes (class name as row headers.)

Waitlist Report: Prints a waitlist aging report for children whose category is set to waitlist. This report compares the child's age at the date entered, to the age ranges for each class setup on the Choices screen. It then looks at the empty capacities for each qualifying class, and prints which classes are open for the waitlisted child.

Timesheet Logs: You can print out timesheet logs that list all of the sign in/out actions for selected children/staff. The logs can be printed with each child/staff member on a separate page, or combined. The Monthly Attendance Count is a chart that counts attended days for each child for that month.

Sign In Sheets:

Sign In Sheet (figure 34e) Prints various sign in sheets for the center. Although we always recommend that centers use the Childcare Sage Timeclock, some centers prefer to use sign in sheets. We provide daily, weekly, and monthly sign in sheets of various types, plus weekly bus run reports.

Include Class List: includes separate class list report with each sign in sheet that lists contact information and parents

Show Schedules on Sign In Sheets: add schedule on each sign in sheet including not scheduled (NS) label

Exclude Agency, Bus Run Classes: selects whether agency, bus run classes (set up on the choices screen,) are included on the sign in sheets

Childcare Forms: We have incorporated select childcare forms into our system. These forms can be opened by clicking the desired form name on the Report Menu Screen. You can change, update, or print any of the forms. The registration forms are arranged to mirror the Contact Information screen to make entering child and staff information into the system easier.

Contact Report Setup

Figure 36:

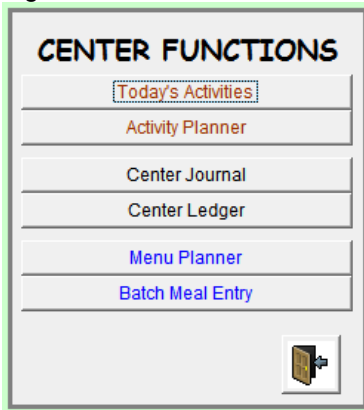
The contact report setup screen lets you create a text report that contains selected contact information. To select a field, click the field in the All Fields list and then click Add Field. Information is output in the same order that the Report Fields rows were added. The Last/Contact List/All selection controls which contacts will be displayed in the report. Last only displays the last contact viewed on the contact information screen, and Contact list displays the list selected on the Contact List screen.

Print: prints the report

Reset: clears all the report choices. This is the only way to reorder the columns selected in the contact section.

Center Functions

Figure 37:



Today's Events: shows today's appointments, today's birthdays and the to do list
Activity Planner: plan daily activities for each class

Center Journal: displays daily logs and events for the center

Center Ledger: enter center expenses, deposits, withdrawals to compute center income, generate end of year expense statements, and reconcile your bank account

Menu Planner: select meals that you will serve for different days and age groups

Batch Meal Chart: mark child meals in batch for a selected week

Daily Activities screen

Figure 38:

Birthdays	First Name	Last Name	Category
	Leo	Dominsky	child
	James	Howard	child
	Robert	Walters	child

Appointments	Time	Duration	Type	Contact	Description
01:00 PM	30	interview	D'Wille	getting to know parents	
01:15 PM	30	intro	Jerry Bender	initial interview	
04:45 PM	30	interview	Elizabeth Yuan	initial interview suitability meeting	

To Do List	Date	Type	Description	Action
<input type="checkbox"/>	05/08/2008	Check Value	Check bills for 4 year olds	Delete
<input type="checkbox"/>	05/08/2008	Daily	put together birthday bag	Delete
<input type="checkbox"/>	05/09/2008	Daily	permissions for field trip	Delete
<input type="checkbox"/>	05/09/2008	Daily	put together birthday bag	Delete
<input type="checkbox"/>	05/09/2008	Errand	Pick up drycleaning	Delete
<input type="checkbox"/>	05/09/2008	Errand	Order new business cards	Delete

The Daily Activities screen shows birthdays for contacts, appointments, and a to do list for the date displayed in yellow at the top of the screen. You can change the date shown by clicking a new day from the calendar at the top of the screen.

Birthdays are for the date shown. To create a birthday list, you should search the Birthdate box on the Find Contacts screen (see Find Contact section in this manual.)

With the exception of the to do list, information on this screen cannot be edited or changed. If the rollover checkbox is checked for a to do item, that to do item will continue to roll to the current date until it is deleted.

The Days to Show on the To Do List lets you select the date range for the to do list. If you select a number greater than 1, the to do list will show to do list items for the selected number of days after the date shown in yellow. If you select All, all to do items will be displayed regardless of the date shown. The to do list is grouped by to do type and date.

Activity Planner

Figure 39:

The activity planner lets you create a daily activity chart for each class. The values next to the year and month labels under the calendar title specify which year and month is being shown. The date in yellow is the day being shown. The text in each of the day boxes reflect which classes have had activities set up for that date. To add or edit activities for a specific day and class, click the day in the calendar and then select the class in the class selector on the right side of the screen.

D: removes the activity selected (to select an activity, click on any column in the activity row you want to delete)

Print: prints an activity chart for the week and class selected (weeks are Sunday to Saturday)

Close: goes back to the main menu.

Daily Time Bar: the white and red bar visually shows when you have scheduled activities for the current class and day.

The ticks above the time Bar let you easily add a new activity at the time clicked. The ticks below the time Bar let you change the time for the current activity. To change an activity's time, click on the time row you want to change, and then click a tick below the time bar.

Center Journal

Figure 40:

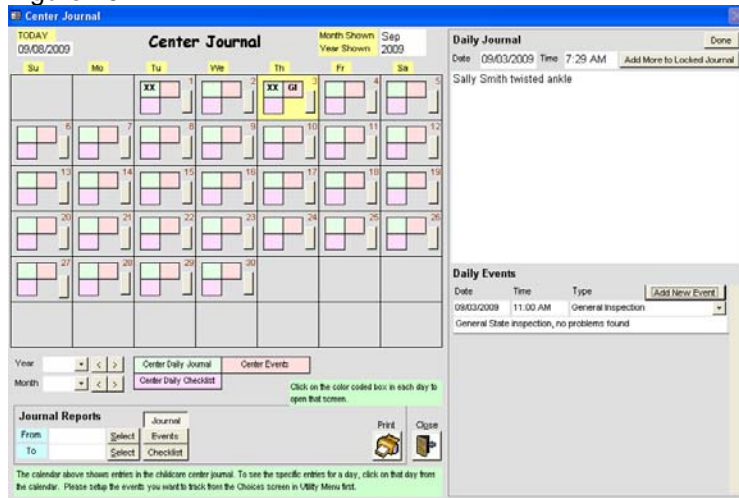


Figure 40a:



The Childcare Sage includes a center journal system with 3 daily log types:

- 1) a journal log to enter center happenings,
- 2) an event log to track and schedule various center events including inspections, maintenance, etc, and
- 3) a checklist log to maintain a daily checklist to keep track of sanitizing, clean up, janitorial, etc.

Each entry type can be printed out by date range, and events can be grouped (figure 40b.)

The center journal is broken into sides. The left side contains the journal calendar which shows if you have journal logs, event logs, or checklist logs entered for that day (the journal and checklist boxes show **XX** if they have entries, the events box has event abbreviations.) When any of the calendar buttons are clicked, the right side of the screen shows the daily log type clicked. The daily form appears in its own window.

Journal log

You can type directly in the top journal area. After journals are entered, they can only be changed on the day they were entered. You can add more to a locked journal at any time by clicking:

Add More to Locked Journal: opens the daily journal editor to add more to the daily log

Event log

You can click Add New Event to enter new events. Event logs cannot be changed once they are entered.

Checklist log (figure 40a)

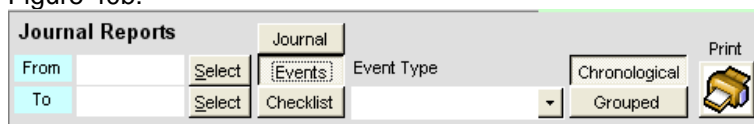
Simply check off the desired checkboxes. Checklist logs can be edited at any time.

Done: updates the journal calendar to show the logs added.

Print: lets you print the selected log type for the period selected. You can also filter the event log report by the event type, and you can selected whether you want events to be printed grouped by event type, or in chronological order.

Close: goes back to the center menu.

Figure 40b:



Center Ledger
Figure 41:

Date	Amount	Description	Vendor	Type	Sub Type	Program	Location	Paid	Bank Account	Exp	Copy	Del
05/10/2014	\$3,000.00	rent		Rent				<input type="checkbox"/>				
04/08/2014	(\$45.33)	Childcare Payment Deposit		Deposit	Payments Received			<input checked="" type="checkbox"/>	BOA- Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/05/2014	(\$51.20)	Childcare Payment Deposit		Deposit	Payments Received			<input checked="" type="checkbox"/>	BOA- Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/02/2014	\$2,438.00	Rent		Rent				<input checked="" type="checkbox"/>	BOA- Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04/01/2014	(\$508.40)	Childcare Payment Deposit		Deposit	Payments Received			<input checked="" type="checkbox"/>	BOA- Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/31/2014	(\$770.77)	Childcare Payment Deposit		Deposit	Payments Received			<input checked="" type="checkbox"/>	BOA- Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/07/2014	(\$95.00)	Childcare Payment Deposit		Deposit	Payments Received			<input checked="" type="checkbox"/>	BOA- Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Add, Filters, Vendor, Type, Sub Type, Program, G/L Acct, Location, Payment Type, Bank Acct, Year, Month, From, To, Show All, Filter By Date, Add Recurring Expenses for Month Selected, Import Payments Received & Payroll Paid, By Date, By Type, By Vendor Bank Acct, Show Paid Entries Only, Register, Close.

The Center Ledger tracks center income and expenses. You can enter all center expenses such as rent, utilities, food costs, mileage, and the center ledger can automatically import all childcare payments as deposits, and all payroll payments as expenses.

On the center ledger, deposits (credits) are (-) amounts, and expenses (debits) are (+) amounts. All deposits will have the amount in parenthesis: (\$1000) . When you print a Bank Acct Register, all center ledger amounts are reversed, deposits become (+) amounts (increase balance) and expenses become (-) amounts (reduce the balance).

To enter an expense you can either click Add, Add Recurring Expenses for Month Selected, or Import Payments Received and Payroll Paid.

Add: add a new entry on the Ledger Entry screen (figure 42)

Copy: Copies current entry

Del: removes the current row

Add Recurring Expenses for Month Selected: Adds the recurring expenses for the month and year selected at the bottom of the screen. The system will not automatically add the recurring expenses each month. You can also add the recurring expenses and then change the dates or amounts for any of the expenses. This saves time because you don't have to re-enter the expense information for each month (expenses such as mortgage/rent, utilities, etc).

Import Payments Received & Payroll Paid: Automatically adds payments received as deposits and adds payroll paid as expenses into the center ledger. This function remembers the last date that it imported and starts from there, or you can specify a date period to import for (From/To.) The center ledger will remove prior imports for the same date period selected before it imports new entries.

C: lets you graphically select the date to the left of the button

Filters: apply filters to the entries shown

Filter By Date: show entries for the period/range entered in the From/To

Show All: view all entries

By Date: prints and totals the expenses on the screen by chronological date

By Type: prints and totals the expenses on the screen by expense type

By Vendor: prints and totals the expenses on the screen by vendor

Show Paid Entries Only: only show entries marked paid on the By Date / Type / Vendor reports

Bank Acct Register: prints a bank account reconciliation report for ledger entries that are associated with a Bank Account and marked Paid.

Ledger Entry: Figure 42

LEDGER ENTRY Paid

Entry Date: Amount:

Description:

Type: For Location:

Sub Type: Program:

Vendor: G/L Acct:

Mileage:

Date Paid: Bank Account:

Payment Type: Payment G/L Acct:

Check # Recurring:

Check Memo:

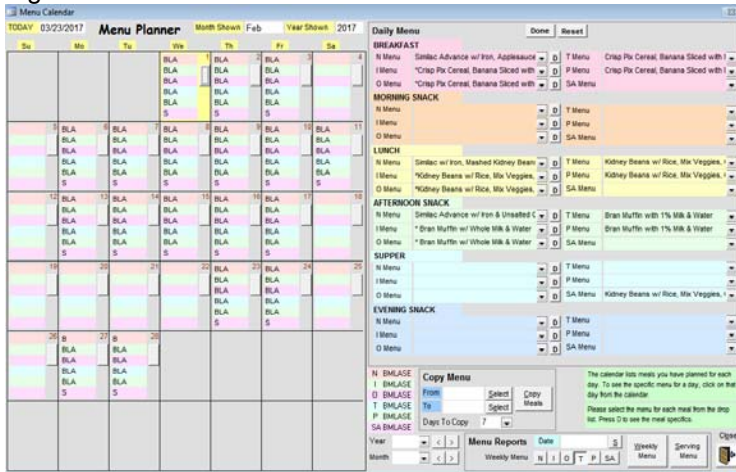
Apply Time Use % to: Time-Use % Applied

Buttons: Print Check, Close

To add a deposit, put a (-) in front of the amount.

Apply Time Use % to Expense: multiply expense amount in current row by time-use percentage (for family centers only)
Print Check: prints vendor check (on 3 part, check on top check paper)

Menu Planner Calendar
 Figure 43:



The Childcare Sage includes a menu planner system in which you can enter food items that you serve to children, create meal plans from those food items, plan daily menus from those meals, and create production reports for the foods you will serve. You can also print out CACFP compliant menu charts, meal counts, and reimbursement summaries.

The menu planner calendar screen is broken into sides. The left side contains the menu calendar which shows the meals you have planned for each day. Each day in the calendar has a meal counter for each age group (N/I/O/T/P/SA- Newborn, Infant, Older Infant, Toddler, Preschool, School Age) that displays the specific meals (B/M/L/A/S/E- Breakfast, Morning Snack, Lunch, Afternoon Snack, Supper, Evening Snack, respectively) you have already planned for that day. When any of the counter buttons are clicked, the right side of the screen shows the daily menu for the day clicked. You can plan what you will serve for each meal by selecting the meal name in each of the drop boxes.

Weekly Menu: (N/I/O/T/P/SA): lets you print the weekly menu plan for different age groups. The reports print for the week that includes the Week of date.

Serving Menu: (N/I/O/T/P/SA): lets you print the weekly menu plan with portion sizes for different age groups. The reports print for the week that includes the Week of date.

Copy Menu area lets you copy planned menus from one time period (day, week, 2 weeks) to another time period. To copy menus, select the From date (start date that you want to copy,) select the Days to Copy (how many days of planned menus you want to copy,) select the To date (which date you want to copy the menus to), and click Copy Menu.

Close: goes back to the main menu

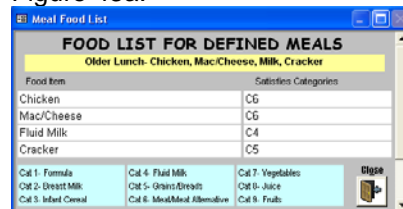
Daily Menu area:

Reset: clears all of the meal choices for the current day.

Done: updates the menu calendar to show the meals planned.

D: shows the food items served for the meal selected (fig 40a)

Figure 43a:



Batch Meal Entry
Figure 44:

Contact	Class	B	M	L	A	S	E	B	M	L	A	S	E	B	M	L	A	S	E	B	M	L	A	S	E	B	M	L	A	S	E	B	M	L	A	S	E	B	M	L	A	S	E	Reset
Jorge S. Aguilar	210	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reset
Joan C. Amico	410	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reset						

You can use the Batch Meal Entry screen if you will not be using the timeclock to automatically check off which meals children had, or if you are using the timeclock and you need to batch edit the automatically checked meals (for example, if there are children that you track meals for, but they periodically bring a lunch.) On this screen, you can either fill in meals from scratch, or you can load meals for any weekly period and edit those meal records.

To enter or change meal records, click All Children at the bottom right, or select a class, then click Yes. If you are entering meal records from scratch, select a date at the bottom left and then start checking meals. If you are editing existing meal records, select a date from Load From Meals, then click Load, and make any changes you would like. Once you are finished adding or editing meals, click Record at the bottom right.

You can also print an empty meal chart for the children and dates, or a completed meal chart for the children and dates.

Class: fills in the Contact column with all children in the class selected

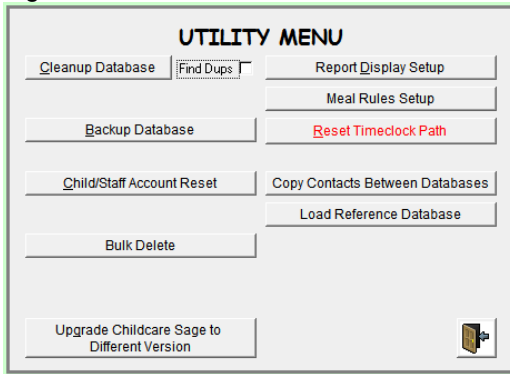
Date: fills in the Meal Dates columns with the date entered (Sunday to Saturday of the date selected)

Load From Meals: loads meal records for the children shown for the dates selected. This is used to quickly copy meal counts from a previous week into a different week, or to edit meal records in batch.

Replace Existing Meals: deletes existing meal records for the contact and date selected before recording.

Utility Menu

Figure 45:



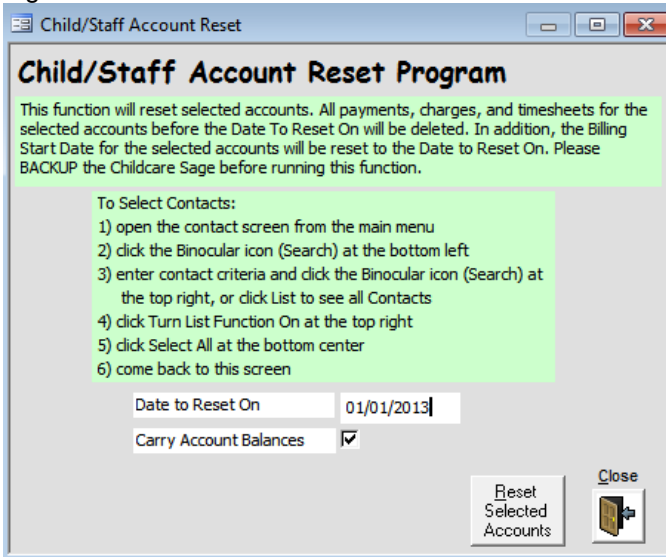
Cleanup Database: repairs data entry errors
Find Dups: find duplicate entries (charges, payments, timesheets, etc)
Backup Database: runs the backup program
Report Display Setup: opens the report display edit
Meal Rules Setup: open the meal rules screen

Reset Timeclock Path: resets timeclock path to c:\ccsagetimeclock\
(click this if the Childcare Sage Timesheet Loader stops working)

Copy Contacts Between Database: imports contacts from ChildCare Sage backups (used to recover a child/staff person if they are accidentally deleted.)

Child / Staff Account Reset

Figure 46:



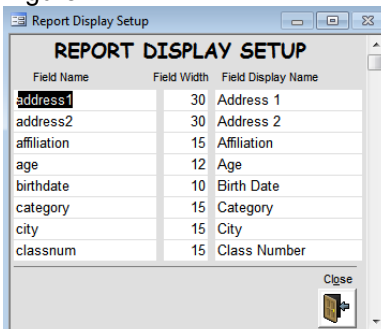
Some centers want to periodically (for example at the beginning of the year) empty their database of all child billing and timesheet information. They want to "start fresh".

The Child/Staff Account Reset program clears all charges, payments, timesheets, and meal records up to the Date to Reset On for selected child and / or staff accounts. The program also creates a backup before any changes are made.

You also have the option to carry forward any existing balances before the Date to Reset On. Existing balances are simply entered as a charge in each account dated on the Date to Reset On. For sibling accounts, the system only enters the charge on the first child in the sibling link.

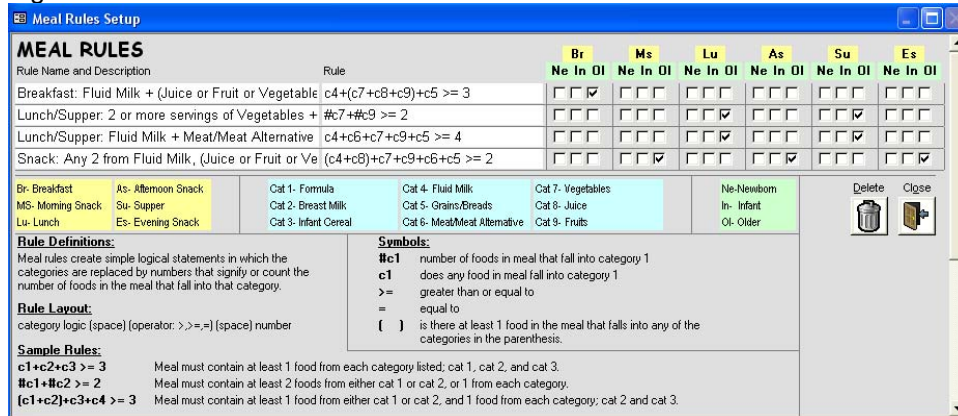
Report Display Setup

Figure 47:



The report setup screen lets you customize the contact report screen report generator by typing in column labels and column widths. For example, you can specify that the label for birthdate data be DOB and set the column width to 10 characters.

Meal Rules Setup
Figure 48:

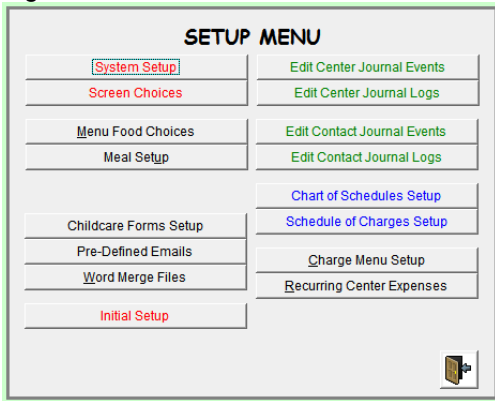


If a center applies for CACFP Reimbursement, each meal served must meet food category requirements. Since the Childcare Sage can be used to plan and print out menus, we have added the ability to check whether a planned meal meets CACFP requirements. We have also added the ability to edit the meal rules that the system uses to check meals. The predefined rules in the Childcare Sage meet current CACFP requirements.

A center might want to change the rules to go beyond the CACFP requirements if they choose. Most users should not edit the rules.

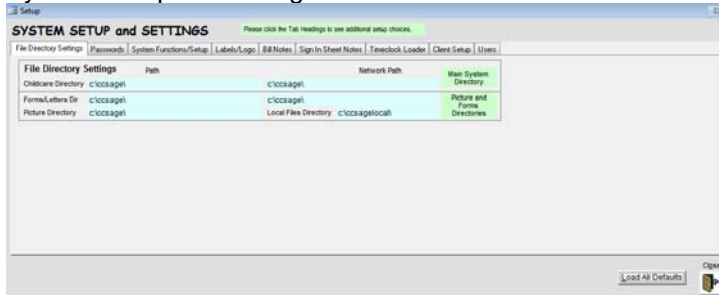
Setup Menu

Figure 49:



- System Setup: opens the setup screen
- Screen Choices: opens the data choices screen
- Menu Choices: opens the menu setup screen
- Meal Setup: opens the meal setup screen
- Pre-Defined Emails: opens the emails screen
- Word Merge Files: opens the edit merge files list screen
- Edit Center Journal Events: edit center journal events
- Edit Contact Journal Logs: edit contact journal logs
- Chart of Schedules Setup: set up global batch schedules list
- Schedule of Charges Setup: set up global batch rates list
- Charge Menu Setup: open charge menu setup screen
- Recurring Expenses: opens the recurring expenses setup

System Setup screen Figure 50:



The System Setup screen in the setup menu lets you select the directories for applications and files the Childcare Sage uses, setup password protection for the system, setup the appointment reminder system, and setup various system functions. Please refer to the Childcare Sage User's Guide for other System Directory settings information.

Figure 50a:

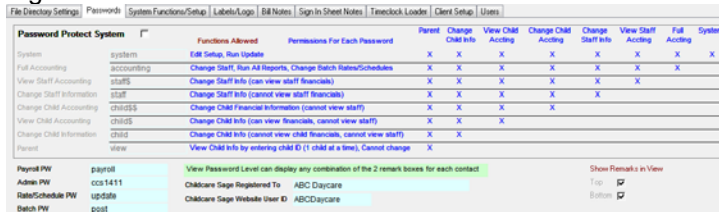


Figure 50b:

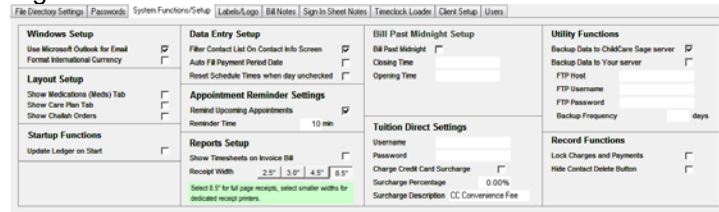


Figure 50c:



Figure 50d:



Figure 50e:

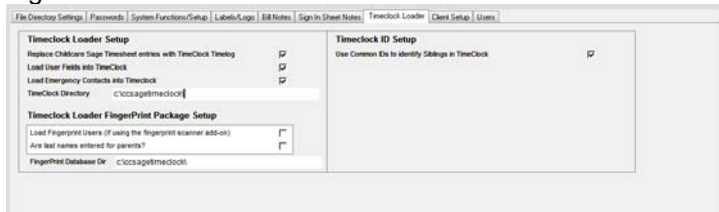


Figure 50f:

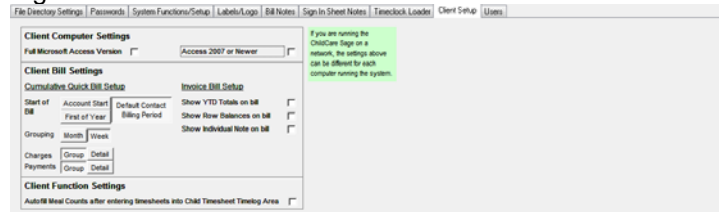
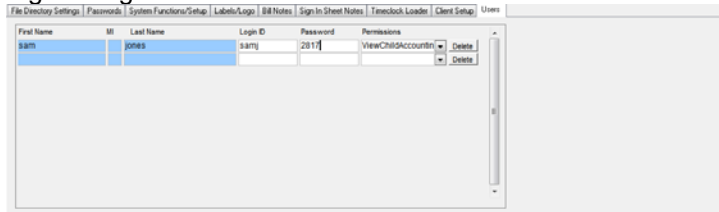


Figure 50g:



There are 8 built in password protection levels in the Childcare Sage. Password protection is cumulative meaning that each higher level grants the rights and permissions of all lower levels. The levels from low to high are View, Change, Child Accounting, Accounting, and System. The Password Protect System on/off checkbox enables and disables the password protection features of the Childcare Sage. The row to the right of each functional password explains the functions allowable under that password. The following table shows which functions are allowed for each password:

Function:	View	Change Child Info	View Child Accounting	Change Child Accounting	View Staff Info	View Staff Accounting	Change Staff Accounting	System
\$- rates/charges/payments								
View single child record (locked)	X							
View child information (no \$)		X	X	X	X	X	X	X
Change child information (no \$)		X	X	X	X	X	X	X
View child \$ (cannot change \$)			X	X	X	X	X	X
Change child \$				X	X	X	X	X
View staff information (no \$)					X	X	X	X
Change staff information (no \$)					X	X	X	X
View staff \$ (cannot change \$)						X	X	X
Change staff \$							X	X
View Center Expenses							X	X
Change Center Expenses							X	X
Edit Setup					X	X	X	X

Childcare Sage Website User ID: your user id to access your account on the childcare sage website

Format International Currency: The Childcare Sage can display currency in virtually any format that Microsoft Windows can display. If you have set the Windows Currency to any format other than USD or \$, please check this box.

Remind Upcoming Appointments: checkbox enables/disables the pop-up appointment reminder window

Reminder Time: sets the head start time that an appointment reminder box pops up before an appointment

Backup Data to ChildCare Sage server: selects whether you want your data to backup to our ChildCare Sage server

Backup Data to Your server: selects whether you want your data to backup to your server

FTP: enter your FTP account information

Backup Frequency: selects how often you want to backup to your server

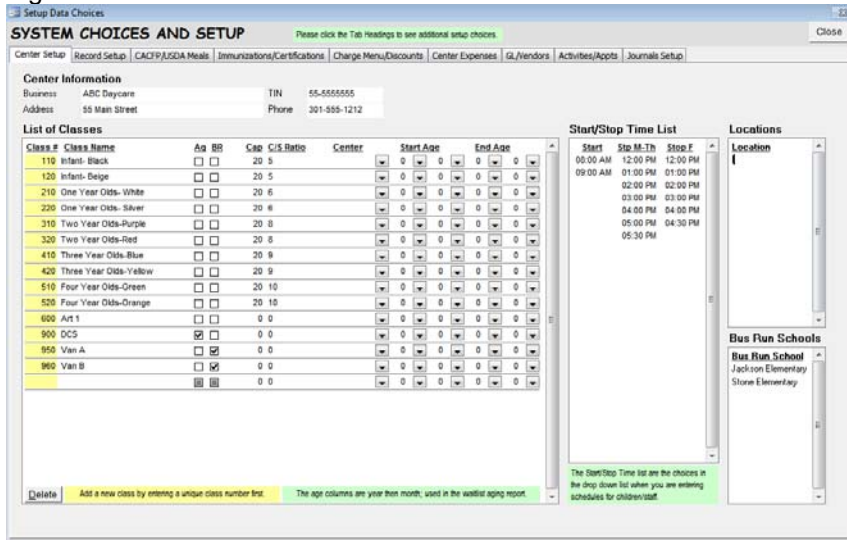
Labels: lets you change the Father/Mother labels in the system to your preference (examples of other labels are guardian 1 and guardian 2, custodian 1 and custodian 2, etc.)

Logo File: points to your center's logo saved in .bmp or .jpg format and copied to the image directory. (The area reserved for a logo is 1.5" x .5". Any size logo will print, but it will be automatically formatted to fit into the area reserved. Logos are at the top left of bills, receipts, and paysheets.) If you don't have Microsoft Word or Microsoft Office installed on your computer, the Logo file can **only** be in .bmp format. You should only enter the filename and extension into this box, not the path (logo.bmp, not c:\ccsage\logo.bmp)

Instead of using password levels to control what a user can do in ChildCare Sage, you can also add users to the system and assign those users system protection levels.

Choices Screen

Figure 51:



This screen lets you customize selector choices in the system. To add new choices, simply type into an empty row in the appropriate area. Any area with a vertical scroll bar can hold an unlimited number of selections.

List of Classes: (figure 51)

Ag- agency class (run reports to only show subsidy balances)

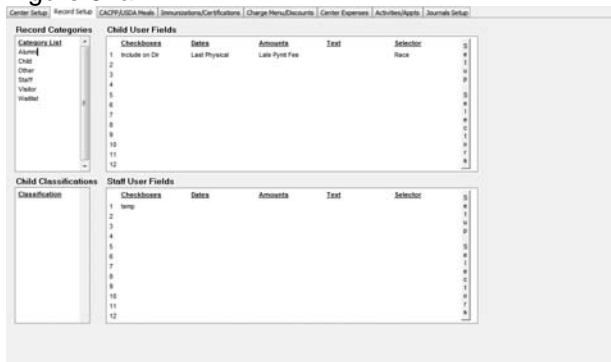
BR- bus run class (schedule bus runs)

C/S Ratio: the maximum number of children you can have in the class per staff member (used for staffing reports)

Cap: the maximum number of children the class can have in it (used for empty slot reports)

Start Age/End Age: the age range for this class. The column pairs are year and month.

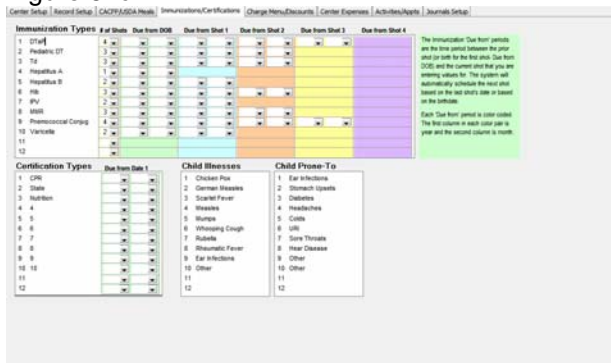
Figure 51a:



Child and staff user fields are used to store any required information that there isn't already an area for. Examples include Parent Employer, Include Child in Directory, etc.

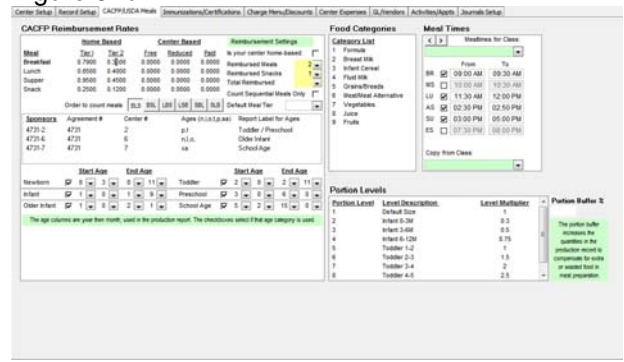
To enter Selectors, put in the field name under the Selector column, then close and reopen this screen. Finally, click Setup Selectors.

Figure 51c:



The childcare sage uses time between shots to schedule the next immunization due. If shot 2 is 6 months after shot 1, you would enter 0 years and 6 months in the due from shot 1 columns.

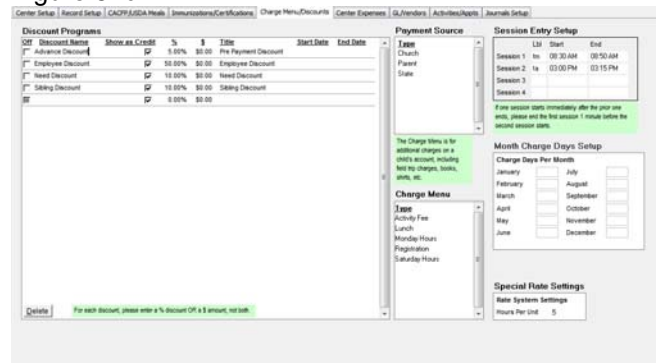
Figure 51b:



Portion Levels multiply the standard serving size of each food to create a Production Report.

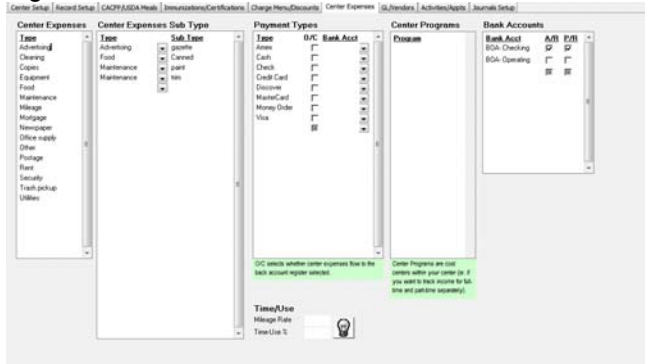
Sponsors categorize meal production reports for different agencies.

Figure 51d:



You can use multiple discount programs for accounts. Discount Programs only apply to rates where Apply Discounts is checked.

Figure 51e:



You can link specific payment types to bank accounts (checks, debit cards, etc.) The A/R and P/R checkboxes tell the center ledger which bank accounts to import Accounts Receivable and Payroll Paid into.

Figure 51f:

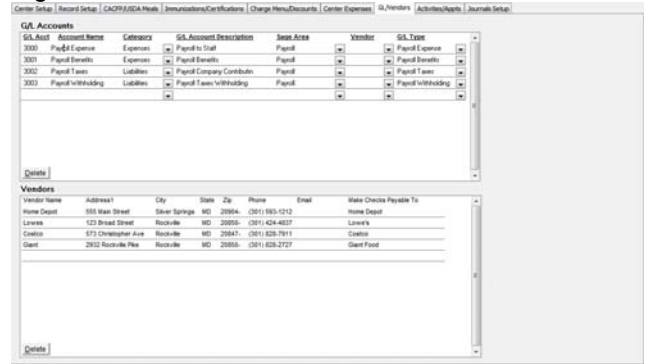


Figure 51g:

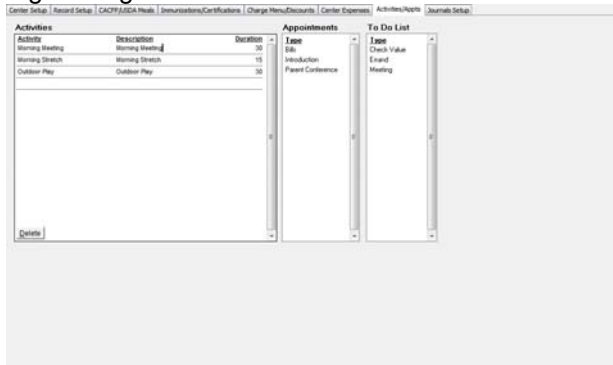


Figure 51h:



The user fields tab screen lets you setup user fields on the child/staff screens. There are 12 of each user field; checkbox, date, amount, text, selector. Each user field is searchable on the Find Contacts screen. To setup the choices for the selector boxes, enter the selector field names under the selector columns for children and staff. Next close and reopen this screen, go to the User Fields tab and click Setup Selector. On the Selector Setup screen, simply list the choices under each selector title.

Immunization Setup: (figure 51c)

Due from DOB: period of time after birthday when first shot is due

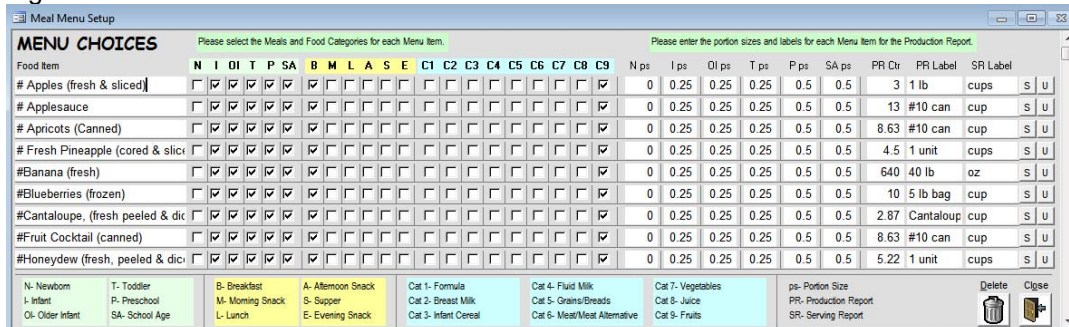
Due from Shot 1-4: period of time after prior shot that the next shot is due, (first column is year,second column is month)

Mileage Rate: The per mile IRS deduction so that the expense system can automatically compute the mileage expenses.

Time-Use %: The percentage of household expenses that you can deduct from your business taxes because your home is used as a childcare center.

Menu Choices

Figure 52:



To enter a new choice, type directly into an empty box in the Food Item column. For each food item that you enter, you should also enter the age (newborn, infant or other) that the food is appropriate for, the meals during which that food can be served, and the category/categories that the food falls into. The food item selector on the timesheet and meal planner screens will automatically filter the food choices by the meal selected and the child age selected (newborn, infant, or older.)

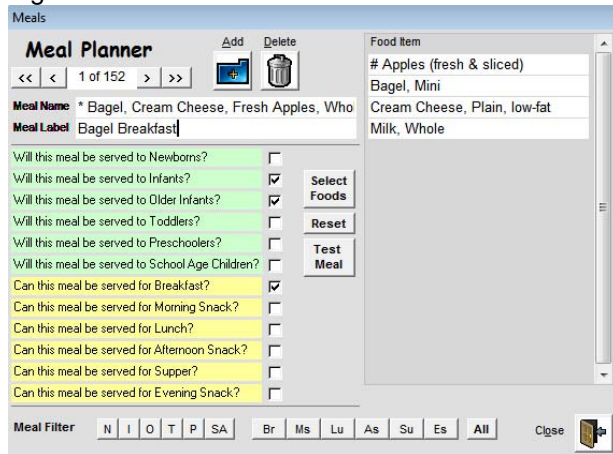
Portion Size: the average portion size for this food

Report As: the units to report the quantity of this food in on the production report.

S, U: check and uncheck all of the meal and age checkboxes for the current food item

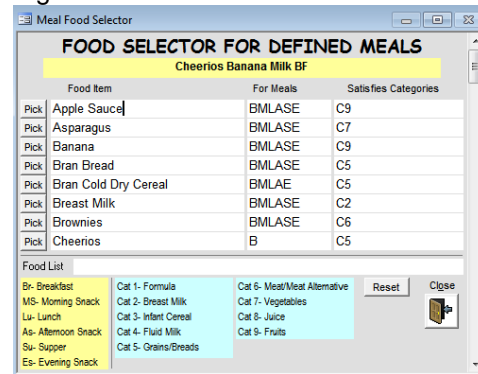
Meal Planner:

Figure 53:



Meal Planner Food Selector:

Figure 54:



You can enter an unlimited number of meals into the Childcare Sage that can then be used to plan menus.

Meal name: used to select meals on the menu planner calendar (figure 53). The cacfp menu charts only show the food items that the meal is comprised of, and not the meal name. The meal name should be explicit enough so that you know what foods make up the meal.

Add: clear screen to enter a new meal

Delete: delete the current meal

Select Foods: open the food selector screen to pick the food items that comprise the meal

Reset: clear the check boxes and food items for the current meal

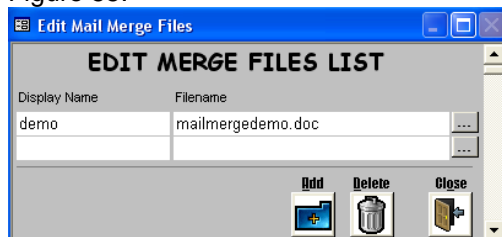
Test Meal: compares the current meal food contents to the meal rules for the times that the current meal can be served

Meal Filter: only show meals that meet the age filter and/or the meals served periods (Breakfast, Lunch, etc.)

All: show all defined meals

Edit Merge Files List Screen

Figure 55:

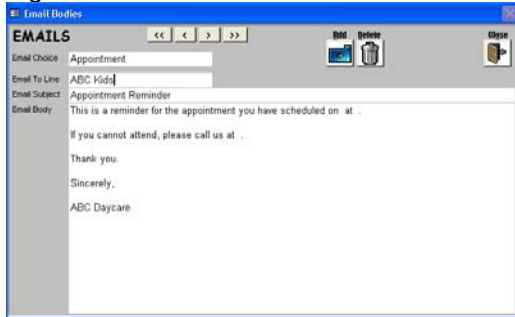


The name of the merge file is displayed on the Open Merge Files screen. The file name of the merge file must be exact and must also include the file extension. Clicking on the down arrow displays a list of the *.doc files in the mailmerge directory for you to choose from. The sample merge file name is **mailmergedemo.doc**.

Please see the Childcare Sage User's Guide to learn how to add more Form Letters that the system can use.

Emails

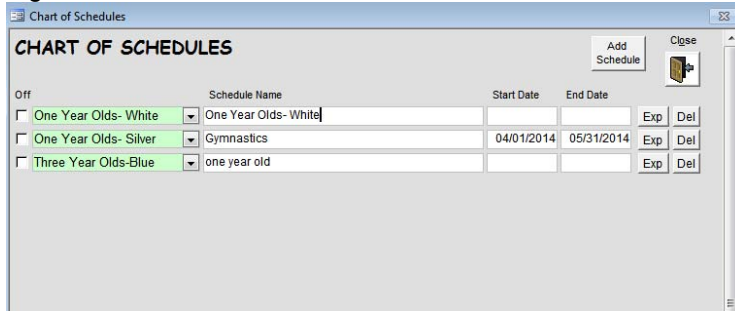
Figure 56:



You can store unlimited emails in the system. To move to the next line in the body box, press enter.

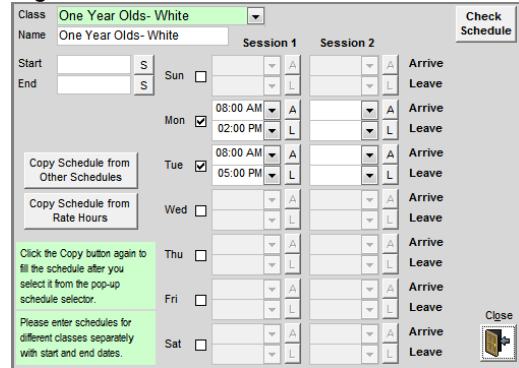
Chart of Schedules (batch schedules)

Figure 57:



Edit Schedule

Figure 57a:



The Chart of Schedules is a global list of schedules for contacts (children/staff/etc) at your center. Once the schedules are set up, you can add the schedules into any account in the Chart of Schedules area at the bottom right of the contact's Center tab. The Chart of Schedules don't require a start/end date.

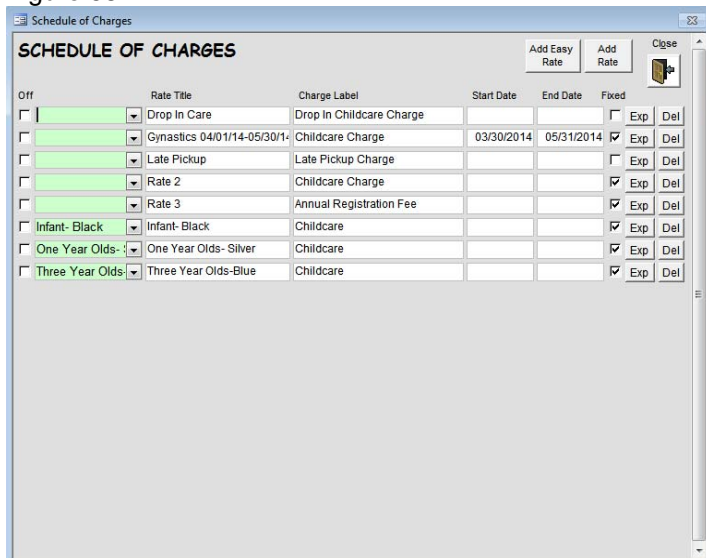
Add Schedule: opens the Edit Schedule box to add a new schedule

Exp: opens the current schedule in the Edit Schedule box

Del: deletes the current schedule

Schedule of Charges

Figure 58:



The Schedule of Charges is a global list of rates for contacts (children/staff/etc) at your center. Once the rates are set up, you can add the rates into any account in the Schedule of Charges area at the bottom right of the child/staff rates tab. The Schedule of Charges don't require a start/end date.

Add Easy Rate: opens the Easy Rates screen to add a new rate (figure 58a)

Add Rate: opens the full Rate Editor to add a new rate (figure 58b)

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 58a:

Edit Rate: Figure 58b:

Please see the Rates Guide at the end of this manual for detailed rate setup instructions and rate samples.

**Charge Menu Setup Screen
Figure 59:**

The charge menu is opened from the daily time log editor on the Timesheet screen. Charges can be for a fixed amount (lunch, late fee, etc) or they can be for an hourly rate.

Hourly: specifies that the expense is hourly. When this charge is selected, the final amount will be the hours for the day selected times the Amount.

**Recurring Expenses
Figure 60:**

You can setup recurring monthly center expenses that can be added to the Center Expense ledger. Recurring expenses are added on the Center Expenses screen by clicking Add Recurring Expenses for Month Selected.

Day of Month: day of the month that the expense is usually incurred.

Search Guide

You can search in any data stored in the system. All searches return a list of contacts/clients.

The system uses symbols to specify ranges and values:

Symbol	Meaning	Field types for symbols
,	search for multiple values in a field (value 1 or value 2)	All fields
;	search for range values in a field (value 1 and value 2)	Number, Date fields
*	wildcard before or after search string in field	Text fields, Dates (PLUS search)
>	greater than (value 1 > search string)	Number, Date fields
<	less than (value 1 < search string)	Number, Date fields
=	Equal to (value 1 = search string) (for text fields, omit =)	Number, Date fields
<>	Not equal to (value 1 < > search string)	Number, Date, Text fields
>=	greater than or equal to (value 1 >= search string)	Number, Date fields
<=	less than or equal to (value 1 <= search string)	Number, Date fields
+	PLUS Search: use wildcards for dates	Date fields
Null	empty (<> null - not empty)	Text, Date (use 0 for Number) fields

Examples:

Field	Search String	Meaning
Last name	a,b,c	find all last names beginning with "a" or "b" or "c"
First name	steve,mike	find all first names that are "steve" or "mike"
Birth date	>= 2/1/1999;<= 11/31/2001	find all birthdates from 2/1/1999 to 11/31/2001
Birth date	+ 2/*/*	find all birthdates in February
Birth date	+ 2/*/*;<= 12/31/2000	find all February birthdates on or before 1960
Remarks	*peanuts	find "peanuts" anywhere in remarks
Phone	null	find all blank phone numbers
Phone	301	find phone numbers with area code "301"
Bill Owed	>= 1000	find all bills owed greater than 1000
Time From	> 8:00 am	find all contacts who arrive after 8 am for the day selected
Class Num	240, 250	find contacts in class 240 or 250
AttendMonday	Y	find all Monday attendees

All text fields automatically have * after the search string: You must separate symbols and values with a space.

Time Use/Space % Calculation Guide

Home based childcare center owners can deduct expenses such as mortgage interest, appliances, utilities, improvements, taxes, and supplies from their childcare business taxes. Because most of these expenses are for things that are shared with the childcare business, they can be deducted as a business expense by multiplying the expense amount by the Time Use %.

The time-use percentage is calculated using the following formula:

Exclusive use % ± (**shared use %** × **# hours spent on childcare** / **total hours**)

Exclusive use %: This is the percent of your home that is used only for your childcare business.

Shared use %: This is the percent of your home that is used regularly in your childcare business.

hours spent on childcare: This is how many hours you spend on your childcare business in your home, over a period of time. (Usually a year) These hours can include caring for children, preparing meals, planning, talking with parents, interviews, etc. All hours that you spend in your home on these activities can be counted.

total hours: This is the total number of hours in the period or the year during which you were counting how many hours you spent on your childcare business.

Example: Your house has 2000 square feet. 1 room in your house (10x20) is used exclusively for your childcare business. 2 bedrooms in your house are used only by you and not in your business (10x15 and 10x10,) leaving 1550 square feet of shared use (2000-200-250). Over the course of a year, you spent 3000 hours on childcare business activities in your home. (There are 8760 hours in a year.)

Time-Use % = 200/2000 + (1550/2000 × 3000/8760) = .3655 = **36.55%**

This is a general explanation and may not apply to your childcare business.
Please consult with an accountant for your specific business

Rates Guide

The Childcare Sage can accommodate and automate most billing rates that are used at child care centers. The billing rate system works by applying one or more billing rates to an account. Each billing rate can automate one type of charge, and each rate setup is completely customizable. Charge types include:

- 1) Fixed rate: charges a fixed amount regardless of actual child attendance (weekly / monthly / quarterly / semi-annually / annually)
 - a) Fixed tuition/childcare
 - b) Fixed extra class charges (gymnastics, karate, etc)
 - c) Fixed membership charges (registration, etc)
- 2) Timesheet rate: charges an amount based on the actual attended hours (hourly / daily / weekly / monthly)
All of the timesheet rates can be set to apply to all hours at the center, only hours during a defined schedule, or any hours outside of the defined schedule (such as attending on a non-scheduled day.)
 - a) Hourly rates
 - i. Hourly rate
 - ii. late pickup
 - iii. overtime hours (beyond 8 hours per day, etc)
 - iv. non-scheduled day hourly rates
 - b) Shift rates
 - i. Set charge for morning and/or afternoon shifts
 - c) Daily rates
 - i. full day rates
 - ii. part-day rates (both part-time and hourly part-time rate)
 - iii. overtime days (beyond 3 days a week, etc.)
 - d) Weekly rates
 - i. full week rates
 - ii. sliding weekly rate based on days attending + daily surcharge
 - iii. part-week rates (both part-time and hourly part-time rate)
 - e) Monthly Rates
 - i. full month rates
 - ii. part-month rates (both part-time and hourly part-time rate)

You can automate any billing rate system by using as many individual billing rates as needed. In addition, you can have a separate charge label for each rate so that charges in the bill are automatically itemized, and you can setup dates for when each rate is active.

You can setup a global / batch rates list (Schedule of Charges,) from which you select rates for each child, or you can setup Account Specific Rates that are only for an individual child/account. Most centers set up a Schedule of Charges with all of their rates (infant 5 day full time, infant 4 day full time, infant 5 day part time, late pickup rate, etc.) and then use Account Specific Rates for subsidy child accounts (since each copay and reimbursement for each child/family is different.)

If you have children on subsidy, you simply set up rates to automate each payer account. Generally the parent payer has a copay rate, and the state payer is charged for each day attended or a daily rate times how many counted days are in the month (weekdays, etc.) For some states (Idaho and others,) assistance programs work by having the parents pay a copay for their childcare based on the number of attendance units for the child. Units are based on the number of hours that the child is at the center each day. If your state and center require this special copay processing, please contact us to activate this functionality in the Childcare Sage.

Wrong Account Balance Troubleshooting

The account balance is simply the charges – payments. If the account balance is wrong, the problem must be in the charges or payments. If you link siblings together, the system calculates the balance by adding all of the charges from all of the sibling accounts, and subtracting the payments from all of the sibling accounts. The problem can be in any of the sibling's accounts. If you don't know which period the system charged the incorrect amount, run a detailed cumulative bill and look for amounts out of the ordinary. You can also run a weekly/monthly cumulative bill to see if the amounts for 1 period are off.

Setting up Billing Rates Step by Step:

When you set up a billing rate, please follow these steps:

Fixed Rates

- 1) check [Fixed Rate](#) if the child is charged a fixed amount regardless of whether they are at the center
- 2) enter the [Rate Title](#) (this is the name for this rate, the title is used to select rates to copy.)
- 3) enter the [Charge Label](#) (this is the description that will appear in the ledger and on the bills next to the charge.)
- 4) enter the [Start](#) and [End](#) Dates that the rate will be in effect (you can leave the dates blank)
- 5) select how often this rate will be charged in the [Billing Period](#) (this only refers to how much time the rate covers, not how often the parents pay. ie: many centers charge \$100 per week, but the parents pay every 2 weeks, this is still weekly billing.)
- 6) enter the [Charge Amount](#)
- 7) select the day this rate will be charged in [Charge Account On](#)
- 8) if you want discounts to apply to this rate, check [Apply Discounts](#)
- 9) if this rate pays for attendance on specific days, check off those days under [Rate Includes Attendance](#)

Timesheet Rates

- 1) make sure [Fixed Rate](#) is unchecked
- 2) enter the [Rate Title](#) (this is the name for this rate, the title is used to select rates to copy.)
- 3) enter the [Charge Label](#) (this is the charge description that will appear in the ledger and on the bills.)
- 4) enter the [Start](#) and [End](#) Dates that the rate will be in effect (you can leave the dates blank)
- 5) select how often this rate will be charged in the [Billing Period](#) (this is different from how often the parents will pay the childcare bills, and refers only to the intervals that the child will be billed for. For example, many centers charge \$100 per week, but the parents pay every 2 weeks, this is still weekly billing.)
- 6) select how the timesheet hours apply to this rate in [Apply Rates For](#):
 - a) select **All Hours** if you charge for every attended hour
 - b) select **Hours Entered** if you only charge for hours attended during the rate schedule
 - c) select **Hours Not Entered** if you only charge for hours/days attended outside of the rate schedule
 - d) select **Shifts** if you only charge by shifts for hours attended during the rate schedule
- 7) if you want discounts to apply to this rate, check [Apply Discounts](#)

All Hours

- 8) if this rate charges for each day after a specific number of attended days, enter the:
 - a) [Days Per Week Before Charging](#) (the system simply doesn't count days attended before the threshold is reached- ie: if the Days Per Week before charging is 3, the system skips over the timesheets for the first 3 days attended that week, and only begins to charge on the 4th day)
 - b) skip to **Step 10)**
- 9) if this rate charges overtime for a day or week after a specific number of attended hours, enter the:
 - a) [Hours Per Week Before Charging](#) or [Hours Per Day Before Charging](#) (you can only use one of these at a time, and these disable all of the other settings for this rate.)
 - b) enter the [Hourly Rate](#)
 - c) skip to the **Hourly Rounding Setup**
- 10) if this rate charges a sliding weekly rate based on days attended, enter the [Weekly Rates for Days Attended](#)
 - a) if you charge a surcharge for specific days, enter the [Daily Surcharge for Days Attended](#)
 - b) skip to the **Rate Functions** section
- 11) enter the maximum [Weekly Rate](#) (if you charge by the day, enter the (daily rate x days open during the week))
- 12) if you also charge a weekly part-time rate:
 - a) enter the [Weekly PT Rate](#) (weekly part time rate)
 - b) enter the [Hours Per Week Before Weekly Rate](#) which is the number of hours when the rate changes from the weekly part-time rate to the weekly rate
 - c) if you charge by the hour before the weekly part-time rate:
 - i. enter the [Hours Per Week Before Weekly PT Rate](#) which is the number of hours when the rate changes from the hourly rate to the weekly part-time rate
 - ii. enter the [Hourly Rate](#)
 - d) skip to the **Hourly Rounding Setup**
- 13) if you charge by the hour before the weekly rate:
 - a) enter the [Hours Per Week Before Weekly Rate](#) which is the number of hours when the rate changes from the hourly rate to the weekly rate
 - b) enter the [Hourly Rate](#)

- c) skip to the **Hourly Rounding Setup**
- 14) enter the [Daily Rate](#)
- 15) if you also charge a daily part-time rate:
 - a) enter the [Daily PT Rate](#) (daily part time rate)
 - b) enter the [Hours Per Day Before Daily Rate](#) which is the number of hours when the rate changes from the daily part-time rate to the daily rate
 - c) if you charge by the hour before the daily part-time rate:
 - i. enter the [Hours Per Day Before Daily PT Rate](#) which is the number of hours when the rate changes from the hourly rate to the daily part-time rate
 - ii. enter the [Hourly Rate](#)
 - d) skip to the **Hourly Rounding Setup**
- 16) if you charge by the hour before the daily rate:
 - a) enter the [Hours Per Day Before Daily Rate](#) which is the number of hours when the rate changes from the hourly rate to the daily rate
 - b) enter the [Hourly Rate](#)
 - c) skip to the **Hourly Rounding Setup**

Hours Entered

- 8) if this rate charges for each day after a specific number of attended days, enter the:
 - a) [Days Per Week Before Charging](#)
 - b) skip to **Step 10)**
- 9) if this rate charges overtime for a day or week after a specific number of attended hours, enter the:
 - a) [Hours Per Week Before Charging](#) or [Hours Per Day Before Charging](#) (you can only use one of these at a time, and these disable all of the other settings for this rate.)
 - b) enter the [Hourly Rate](#)
 - c) skip to the **Rate Schedule Setup**
- 10) if this rate charges a sliding weekly rate based on days attended, enter the [Weekly Rates for Days Attended](#)
 - a) if you charge a surcharge for specific days, enter the [Daily Surcharge for Days Attended](#)
 - b) skip to the **Rate Schedule Setup**
- 11) enter the maximum [Weekly Rate](#) (if you charge by the day, enter the daily rate * days you are open during the week)
- 12) if you also charge a weekly part-time rate:
 - a) enter the [Weekly PT Rate](#) (weekly part time rate)
 - b) enter the [Hours Per Week Before Weekly Rate](#) which is the number of hours when the rate changes from the weekly part-time rate to the weekly rate
 - c) if you charge by the hour before the weekly part-time rate:
 - i. enter the [Hours Per Week Before Weekly PT Rate](#) which is the number of hours when the rate changes from the hourly rate to the weekly part-time rate
 - ii. enter the [Hourly Rate](#)
 - d) skip to the **Rate Schedule Setup**
- 13) if you charge by the hour before the weekly rate:
 - a) enter the [Hours Per Week Before Weekly Rate](#) which is the number of hours when the rate changes from the hourly rate to the weekly rate
 - b) enter the [Hourly Rate](#)
 - c) skip to the **Rate Schedule Setup**
- 14) enter the [Daily Rate](#)
- 15) if you also charge a daily part-time rate:
 - a) enter the [Daily PT Rate](#) (daily part time rate)
 - b) enter the [Hours Per Day Before Daily Rate](#) which is the number of hours when the rate changes from the daily part-time rate to the daily rate
 - c) if you charge by the hour before the daily part-time rate:
 - i. enter the [Hours Per Day Before Daily PT Rate](#) which is the number of hours when the rate changes from the hourly rate to the daily part-time rate
 - ii. enter the [Hourly Rate](#)
 - d) skip to the **Rate Schedule Setup**
- 16) if you charge by the hour before the daily rate:
 - a) enter the [Hours Per Day Before Daily Rate](#) which is the number of hours when the rate changes from the hourly rate to the daily rate
 - b) enter the [Hourly Rate](#)
 - c) skip to the **Rate Schedule Setup**

Hours Not Entered

- 8) enter the rates for non-scheduled hours and days outside the Rate Schedule Setup:
 - a) enter the [Hourly Rate](#)
 - b) enter the [Daily Rate](#) maximum
 - c) if you also charge a daily part-time rate:
 - i. enter the [Daily PT Rate](#) (daily part time rate)
 - ii. enter the [Hours Per Day Before Daily Rate](#) which is the number of hours when the rate changes from the daily part-time rate to the daily rate
 - iii. if you charge by the hour before the daily part-time rate:
 1. enter the [Hours Per Day Before Daily PT Rate](#) which is the number of hours when the rate changes from the hourly rate to the daily part-time rate
 - iv. skip to the **Rate Schedule Setup**
 - d) if you charge by the hour before the daily rate:
 - i. enter the [Hours Per Day Before Daily Rate](#) which is the number of hours when the rate changes from the hourly rate to the daily rate
 - ii. skip to the **Rate Schedule Setup**

Shifts

- 8) enter the [Shift 1/Shift 2 Rates](#)
- 9) if you charge a daily maximum for the shift charges, enter the [Daily Rate](#)
- 10) if you charge a weekly maximum including the shift charges, check [Add Shifts to Weekly Rate](#) and enter the [Weekly Rate](#)

Rate Schedule Setup

For charging based on the Hours Entered, Hours Not Entered, and Shifts, you must enter the schedule that the rate is based on. To enter the schedule:

- 1) check off the days that the rate applies to
- 2) enter the hours for shift 1 and shift 2 if applicable (you must fill in shift 1 before shift 2)
- 3) check off [RS](#) next to each time if you want the timesheet hours to be automatically changed to that time for charging purposes. The times are only changed if the change results in a higher childcare charge. For example:
*** Keep in mind that the actual timesheets do not change.*
 - a) If you check RS next to Monday Shift 1 Arrive (8:00am), and the timesheet is 8:05am, it will automatically be changed to 8:00am for charge calculations. If the timesheet is 7:55am, it will stay at 7:55am.
 - b) If you check RS next to Monday Shift 1 Leave (3:00pm), and the timesheet is 2:55pm, it will automatically be changed to 3:00pm for charge calculations. If the timesheet is 3:05pm, it will stay at 3:05pm.

Hourly Rounding Setup

For Timesheet Rates, you can set a minimum number of minutes to charge, as well as setup rounding for any time after the minimum. You can also setup how often during the day to apply the minimum, as well as when to apply rounding including a threshold to round up or down.

If you don't want to apply a minimum or rounding, leave the [Minimum Hourly Minutes](#) and the [Round Hourly Minutes](#) at 0.

[Apply Minimum Hourly Minutes:](#) (In the following, a timesheet entry is a start time and end time.)

- a) Once- one time per billing period for one timesheet entry
- b) Always- every timesheet entry
- c) Daily- one time per day for one timesheet entry

[Apply Round Hourly Minutes:](#)

- a) A/L TH- round both the arrive and leave to the nearest round time using the threshold
(if the timesheet hours are 3:04 - 4:10 with a 15 min round and a 6 min threshold, the rounded time will be 3:00-4:15)
- b) A/L Max- every timesheet entry (maximizes the number of hours used)
(if the timesheet hours are 3:04 - 4:05 with a 15 min round, the rounded time will be 3:00-4:15)
- c) A/L Min- one time per day for one timesheet entry (minimizes the number of hours used)
(if the timesheet hours are 3:04 - 4:05 with a 15 min round, the rounded time will be 3:15-4:00)
- d) Period- round the total attended time per timesheet entry
(if the timesheet hours are 3:04 - 4:05 with a 15 min round and a 6 min threshold, the rounded time will be 3:04-4:04)

Rate Functions

The Childcare Sage billing system includes 7 unique rate functions that are selected in the Rate Functions box in the Special Functions area of the Rate Setup screen.

There are also 2 additional Payee Functions that you can apply to each rate. The Total and Subtract work with the payee links across accounts to calculate any charges that will not be paid by one payee that can be charged to another payee. (ie: Charge any amount the state will not pay back to the parents, figure out the parent copay if it changes depending on the amount the state will pay for that week, etc.)

The rate functions are either fixed (charged regardless of attendance) or attendance based (charged only if the child is in attendance.) Each of the rate functions will be explained in their own sections below. The 7 functions are:

- 1) ChargeScheduleContact (attendance based): this rate will charge for all the hours in the contact's schedule (in the center tab) that is applicable for the billing period, plus any additional hours that the child is at the center outside of their contracted schedule (if the child was scheduled from 9am-1pm, but came in 10am-2pm, they will be charged for 9am-2pm: 6 hours.)
- 2) ChargeScheduleContact_Min (attendance based): this rate will charge for all the hours in the contact's schedule (in the center tab) that is applicable for the billing period, plus any additional hours that the child is at the center for more hours than they were scheduled (if the child was scheduled from 9am-1pm, but came in 10am-2pm, they will only be charged for 4 hours.)
- 3) ChargeScheduleContact_NTS (attendance based): this is a rate that charges different amounts depending on whether the contact has any timesheets for the billing period. If there are no timesheets, the rate will charge for all the hours in the contact's schedule that is applicable for the billing period. If there are timesheets for the billing period, the rate will only charge for the contact's actual timesheets.
- 4) CountDays (fixed): this rate will charge a fixed charge equal to the charge amount times the days checked in the Rate Includes Attendance area that are in the current month.
- 5) MonthDays (fixed): this rate will charge a fixed charge equal to the charge amount times the days entered into the Month Charge Days Setup box in the Rates/Discounts tab of the Screen Choices screen for the current month.
- 6) PaidAbsence (attendance based): this rate will charge for any days that the child was at the center for the current month, plus any days the child was absent up to the number of days the child could have attended for the current month.
- 7) TimeClockHoursOnly (attendance based): this rate will charge for any days that have TimeClock marked in their hourtype selector (all hours transferred from the timeclock automatically have TimeClock for their hourtype.)

ChargeScheduleContact

Centers that charge for actual attendance often charge for a contracted schedule plus any additional hours. The ChargeScheduleContact automatically charges for all hours in the contact schedule (on the center tab of the child's record,) plus any additional timesheet (attended) hours.

This rate is simply a combination of a fixed rate (for scheduled hours,) plus a timesheet based rate (additional hours.) Since this rate combines all of the hours together, it will not correctly for additional charge types, such as late pickups, or stay and plays.

In terms of creating the rate, a ChargeScheduleContact is simply a weekly attendance based rate (figure 68b) that uses the contact schedule plus timesheet hours to calculate charges.

This rate is ideal if the child's schedule changes often. The rate will change automatically when you change the child's schedule.

For example:

If a child is scheduled to come in on Monday and Tuesday from 9:00am to 5:00pm, but they actually come in from 9:30am to 5:30pm on Monday, and don't attend on Tuesday, the childcare sage can automatically mix the scheduled and actual hours to charge the child from 9:00am to 5:30pm on Monday, and from 9:00am to 5:00pm on Tuesday.

Figure 61:

ChargeScheduleContact_Min

This rate is the same as the ChargeScheduleContact rate, with 1 difference. The child's schedule is always charged, but ADDITIONAL hours are ONLY charged if the child attends more than their scheduled hours each day.

This rate is ideal if the child's schedule changes often, but you only want to charge the account for the number of hours the parent scheduled.

ChargeScheduleContact_NTS

This rate is the same as the ChargeScheduleContact rate, with 1 difference. The child's schedule is charged only if there are no timesheets for the billing period. If there are timesheets, then only the timesheets hours are charged.

This rate is used primarily for state subsidy accounts to determine the parent copay at the beginning of the week (full charge- state subsidy.) At the end of the week, once the actual timesheets are recorded, the copay is recalculated using the actual timesheets.

Count Days

Some childcare centers charge a fixed amount each month that changes depending on how many days the child can attend that month. Usually the number of days is based on weekdays in each month, or if the child only attends certain days, such as Monday, Wednesday, and Friday, how many of those days are in the month.

Figure 62:

A count days rate is simply a monthly fixed rate (figure 62) that has the daily charge in the charge amount, and the days the child can attend in the Rate Includes Attendance area.

Month Days

Some childcare centers charge a fixed amount each month that changes depending on how many days they set up to charge each month. Usually the number of days is based on days open during the month, or extended days available during the month. The difference between Month Days and Count Days is count days can calculate (count) how many specific days are in the month, whereas month days picks up a fixed number of days for each month and uses that number. The fixed number of days for each month is set in the Month Charge Days Setup area of the Screen Choices screen (figure 68a).

Figure 63:

Figure 63a:

Month Charge Days Setup

Month	Charge Days Per Month
January	20
February	18
March	20
April	21
May	22
June	6
July	8
August	10
September	22
October	21
November	22
December	23

A month days rate is simply a monthly fixed rate (figure 68) that has the daily charge in the charge amount.

Paid Absences

Most childcare assistance programs that pay based on actual attendance include a number of paid absences per month that are covered. The childcare sage can automatically track the paid absence charges through the billing rate system and add the number of paid absences into the childcare charges. Paid absences are added if the account has a monthly attendance based rate and if the Balance box in that rate is set to PaidAbsence (or Total/Subtract + PaidAbsence.)

The number of paid absences are individually setup for each child by clicking the State Paid Absences Setup button on the child's Rates tab.

Paid Absence Setup

Figure 64a:

Paid absences can either be based on calculating the number of days the state would pay for in a month, or on a fixed number of days for the month.

It is simpler to have the system calculate how many days in a month the state would pay for, and then compare that to the number of state paid days the child attended in the month. The difference up to the Monthly Absences Allowed is automatically charged to the state account.

If there are months where the state reduces how many days are paid because of holidays, etc, you would have to enter the Paid Days Per Month.

Figure 64b:

To have the system automatically charge for paid absences, select PaidAbsence in the Balance field of the state account daily rate.

Figure 64c:

A paid absence rate is simply a monthly attendance based rate (figure 65c) that adds charges for any paid absences up to the number of monthly days specified in the Paid Absence Setup (figure 65a).

TimeSheetHoursOnly

This rate is used if you want to use the timesheets in the main childcare sage to schedule hours (for childcare and payroll,) but only want to actually charge for attended hours.

SAMPLE RATE SCENARIOS

Rates Area Figure 65:

Scenario # 1

You charge a fixed price of \$100 per week for the 3 Year Old Class.

Rates Area Figure 66:

Scenario # 2

You charge a late pickup charge of \$5 per hour in 15 minute blocks, if the child leaves after 5:00pm M-F.

Rates Area Figure 67:

Weekly Rate	1 Day	2 Days	3 Days	4 Days	5 Days	6 Days	7 Days
\$0.00	\$40.00	\$75.00	\$105.00	\$130.00	\$150.00	\$0.00	\$0.00

Scenario # 3

You charge a sliding weekly rate based on days attended:

- 1 day: \$40
- 2 days: \$75
- 3 days: \$105
- 4 days: \$130
- 5 days: \$150

Rates Area Figure 68:

Scenario # 4

You charge \$10 for a morning shift that runs 10:00am-12:00pm and \$15 for an afternoon shift that runs 12:30pm-3:30pm M-F, with a maximum of \$20 for the day and \$80 for the week.

Rates Area Figure 69:

Scenario # 5

You charge \$8 per hour after 10 hours for each day.

Rates Area Figure 70:

New Rates		Weekly Rates		Weekly Rate For Days Attended	
Rate Title	Childcare	Weekly Rate	\$0.00	1 Day	\$0.00
Charge Label	Childcare	Weekly PT Rate	\$0.00	2 Days	\$0.00
Start & End Date	S S	Hours Per Week before Weekly Rate	0	3 Days	\$0.00
Billing Period	Day	Hours Per Week before Weekly PT Rate	0	4 Days	\$0.00
Apply Rates For:	All Hours	Daily Rates	Daily Rate	\$20.00	Daily Surcharge For Days Attended
Special Functions	Apply Discounts	Hours Per Day before Daily Rate	4	Sunday	\$0.00
Program	Apply Discounts	Hours Per Day before Daily PT Rate	0	Monday	\$0.00
Rate Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Tuesday	\$0.00
Payee Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Wednesday	\$0.00
Extra Care Functions	Apply Discounts	Hourly Rates	Hourly Rate	\$8.00	Shift Rates
Days Per Week before Charging	0	Minimum Hourly Minutes	0	Shift 1 Rate	\$0.00
Hours Per Week before Charging	0	Apply Minimum Hourly Minutes	Always	Shift 2 Rate	\$0.00
Hours Per Day before Overtime	0	Round Hourly Minutes	0	Not Used	<input type="checkbox"/>
		Round Hourly Minutes Threshold	0		
		Apply Round Hourly Minutes	Period		

Scenario # 6

You charge \$4 per hour up to 4 hours OR \$20 for the day beyond 4 hours. You bill daily.

Rates Area Figure 71:

New Rates		Weekly Rates		Weekly Rate For Days Attended	
Rate Title	Childcare	Weekly Rate	\$100.00	1 Day	\$0.00
Charge Label	Childcare	Weekly PT Rate	\$0.00	2 Days	\$0.00
Start & End Date	S S	Hours Per Week before Weekly Rate	0	3 Days	\$0.00
Billing Period	Week	Hours Per Week before Weekly PT Rate	0	4 Days	\$0.00
Apply Rates For:	All Hours	Daily Rates	Daily Rate	\$25.00	Daily Surcharge For Days Attended
Special Functions	Apply Discounts	Hours Per Day before Daily Rate	3	Sunday	\$0.00
Program	Apply Discounts	Hours Per Day before Daily PT Rate	5	Monday	\$0.00
Rate Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Tuesday	\$0.00
Payee Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Wednesday	\$0.00
Extra Care Functions	Apply Discounts	Hourly Rates	Hourly Rate	\$5.00	Shift Rates
Days Per Week before Charging	0	Minimum Hourly Minutes	0	Shift 1 Rate	\$0.00
Hours Per Week before Charging	0	Apply Minimum Hourly Minutes	Always	Shift 2 Rate	\$0.00
Hours Per Day before Overtime	0	Round Hourly Minutes	0	Add Shifts to Weekly Rates	<input type="checkbox"/>
		Round Hourly Minutes Threshold	0		
		Apply Round Hourly Minutes	Period		

Scenario # 7

You charge \$5 an hour up to 3 hours, then \$15 between 3 and 5 hours, and \$25 over 5 hours, with a maximum of \$100 for the week.

Rates Area Figure 72:

New Rates		Weekly Rates		Weekly Rate For Days Attended	
Rate Title	Childcare	Weekly Rate	\$150.00	1 Day	\$0.00
Charge Label	Childcare	Weekly PT Rate	\$100.00	2 Days	\$0.00
Start & End Date	S S	Hours Per Week before Weekly Rate	30	3 Days	\$0.00
Billing Period	Week	Hours Per Week before Weekly PT Rate	10	4 Days	\$0.00
Apply Rates For:	All Hours	Daily Rates	Daily Rate	\$0.00	Daily Surcharge For Days Attended
Special Functions	Apply Discounts	Hours Per Day before Daily Rate	0	Sunday	\$0.00
Program	Apply Discounts	Hours Per Day before Daily PT Rate	0	Monday	\$0.00
Rate Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Tuesday	\$0.00
Payee Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Wednesday	\$0.00
Extra Care Functions	Apply Discounts	Hourly Rates	Hourly Rate	\$5.00	Shift Rates
Days Per Week before Charging	0	Minimum Hourly Minutes	0	Shift 1 Rate	\$0.00
Hours Per Week before Charging	0	Apply Minimum Hourly Minutes	Always	Shift 2 Rate	\$0.00
Hours Per Day before Overtime	0	Round Hourly Minutes	0	Add Shifts to Weekly Rates	<input type="checkbox"/>
		Round Hourly Minutes Threshold	0		
		Apply Round Hourly Minutes	Period		

Scenario # 8

You charge \$150 per week for more than 30 hours, \$100 for between 10 and 30 hours, and \$5 per hour for between 0 and 10 hours.

Rates Area Figure 73:

New Rates		Weekly Rates		Weekly Rate For Days Attended	
Rate Title	Childcare	Weekly Rate	\$0.00	1 Day	\$40.00
Charge Label	Childcare	Weekly PT Rate	\$0.00	2 Days	\$75.00
Start & End Date	S S	Hours Per Week before Weekly Rate	0	3 Days	\$105.00
Billing Period	Week	Hours Per Week before Weekly PT Rate	0	4 Days	\$130.00
Apply Rates For:	All Hours	Daily Rates	Daily Rate	\$0.00	Daily Surcharge For Days Attended
Special Functions	Apply Discounts	Hours Per Day before Daily Rate	0	Sunday	\$10.00
Program	Apply Discounts	Hours Per Day before Daily PT Rate	0	Monday	\$0.00
Rate Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Tuesday	\$0.00
Payee Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Wednesday	\$0.00
Extra Care Functions	Apply Discounts	Hourly Rates	Hourly Rate	\$0.00	Shift Rates
Days Per Week before Charging	0	Minimum Hourly Minutes	0	Shift 1 Rate	\$0.00
Hours Per Week before Charging	0	Apply Minimum Hourly Minutes	Always	Shift 2 Rate	\$0.00
Hours Per Day before Overtime	0	Round Hourly Minutes	0	Add Shifts to Weekly Rates	<input type="checkbox"/>
		Round Hourly Minutes Threshold	0		
		Apply Round Hourly Minutes	Period		

Scenario # 9

You are open 7 days a week. You charge a sliding weekly rate of \$40 a day, and \$5 off each additional day (1st day \$40, 2nd day \$35, 3rd day \$30, etc.) If the child comes in on a weekend, you charge an extra \$10.

Rates Area Figure 74:

New Rates		Weekly Rates		Weekly Rate For Days Attended	
Rate Title	Childcare	Weekly Rate	\$100.00	1 Day	\$0.00
Charge Label	Childcare	Weekly PT Rate	\$0.00	2 Days	\$0.00
Start & End Date	S S	Hours Per Week before Weekly Rate	0	3 Days	\$0.00
Billing Period	Week	Hours Per Week before Weekly PT Rate	0	4 Days	\$0.00
Apply Rates For:	All Hours	Daily Rates	Daily Rate	\$30.00	Daily Surcharge For Days Attended
Special Functions	Apply Discounts	Hours Per Day before Daily Rate	0	Sunday	\$0.00
Program	Apply Discounts	Hours Per Day before Daily PT Rate	0	Monday	\$0.00
Rate Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Tuesday	\$0.00
Payee Functions	Apply Discounts	Hours Per Day before Daily PT Rate	0	Wednesday	\$0.00
Extra Care Functions	Apply Discounts	Hourly Rates	Hourly Rate	\$0.00	Shift Rates
Days Per Week before Charging	3	Minimum Hourly Minutes	0	Shift 1 Rate	\$0.00
Hours Per Week before Charging	0	Apply Minimum Hourly Minutes	Always	Shift 2 Rate	\$0.00
Hours Per Day before Overtime	0	Round Hourly Minutes	0	Add Shifts to Weekly Rates	<input type="checkbox"/>
		Round Hourly Minutes Threshold	0		
		Apply Round Hourly Minutes	Period		

Scenario # 10

You charge \$30 per day if the child attends more than 3 days a week.

Rates Area Figure 75:

Scenario # 11

You charge \$10 for stay and play if the child is at the center between 12:30pm and 2:00pm.

Rates Area Figure 76:

Scenario # 12

For school age children, you charge \$10 for early dismissal and \$15 for a no school day. The children are normally at school between the hours of 9am and 3pm and the cutoff for early dismissal vs no school is 3 hours at the center.

Rates Area Figure 77:

Scenario # 13

Your normal center hours are 7am-4pm. For any hours outside of those, you charge \$5 per hour up to 3 hours then \$30 for the day.

Scenario # 14: State subsidized account with rate functions using total and subtract.

Sam Smith is a child on DCS assistance. There are 2 accounts for Sam in the Childcare Sage, Sam Smith (for the parents) and Sam Smith DCS (for the state.) The accounts are linked using the Payee Link with Sam Smith (parent) as the Master. The Sam Smith (parent) account has a CountDays and Total special functions, with a monthly, fixed rate of \$15, and the Sam Smith DCS account has a PaidAbsence and Subtract special functions, with a monthly, attendance based rate of \$15 per day.

For this example, we will use September, 2014 in which there are 22 week days, and assume that Sam Smith attended for 16 week days. The system can automatically calculate that the state will pay \$285 (\$15 x 16 weekdays attended + \$15 x 3 allowed paid absences), and that the state would have paid \$330 (\$15 x 22 weekdays in the month) if the child attended 19 or more days during the month. The system can then charge the remaining \$45 to the parents.

Paid Absence Fig 78c:

TotalCountDays on Sam Smith (parent) Figure 78a:

SubtractPaidAbsence on Sam Smith DCS Figure 78b:

Tuition Direct (ACH and CC EFT Functionality)

The Tuition Direct system in the Childcare Sage lets you automatically collect payments from parent's bank accounts or credit cards. Tuition Direct provides a one-stop solution for both electronic checks (ACH), and credit card processing (CC).

There are many reasons why you should offer and encourage your childcare families to pay you electronically;

- 1) fewer headaches because you do not have to remind parents to pay their balances,
- 2) more secure than accepting cash which can be misappropriated,
- 3) more secure than accepting checks which can get lost,
- 4) more reliable than accepting checks because your funds will be automatically available in your account,
- 5) less time consuming because you don't have to go to the bank,
- 6) easier to forecast income, and
- 7) less costly if you use check cashing services because the funds are deposited directly into your account.

The Childcare Sage makes it easy to sign up and start using EFT to charge your childcare accounts.

To provide absolute financial security for you and your childcare families, the Childcare Sage does not store any bank account or credit card information. EFT in the Childcare Sage works by you entering the first transaction for each account (checking, saving, credit card, etc.) manually. All subsequent transactions for the same account use the transaction ID recorded from the first manual transaction.

You can set up multiple EFT accounts for each child or family, and you can change which account to charge at any time. Adding new accounts for a child or family is as simple as manually entering the first transaction for that account.

After you have manually entered the first transaction for each child or family, you can use the Schedule Payments screen to schedule EFT payments in batch.

Once EFT payments are scheduled, you simply go into the Review Scheduled Payments each day, select which payments to post, and then click Post Scheduled Payments to post the transactions. For ACH payments, you can also check for any returns (insufficient funds, closed account, etc.) and charge returned check fees.

If you have returned checks, you can post a new EFT transaction by clicking Post Manual EFT Payment on the payment tab of that child's record.

Setting Up EFT

Once you have received your username and password to use Tuition Direct, please enter it into the System Function tab of the Setup screen.

Figure 80:

The screenshot shows the 'SYSTEM SETUP and SETTINGS' window with the 'System Functions/Setup' tab selected. The 'Tuition Direct Settings' section is highlighted with a red arrow. The settings include:

Section	Setting	Value/Status
Windows Setup	Use Microsoft Outlook for Email	<input checked="" type="checkbox"/>
	Format International Currency	<input type="checkbox"/>
Layout Setup	Show Medications (Meds) Tab	<input type="checkbox"/>
	Show Care Plan Tab	<input type="checkbox"/>
	Show Challah Orders	<input type="checkbox"/>
Startup Functions	Update Ledger on Start	<input type="checkbox"/>
	Reports Setup	
Data Entry Setup	Filter Contact List On Contact Info Screen	<input checked="" type="checkbox"/>
	Auto Fill Payment Period Date	<input type="checkbox"/>
	Reset Schedule Times when day unchecked	<input type="checkbox"/>
Appointment Reminder Settings	Remind Upcoming Appointments	<input checked="" type="checkbox"/>
	Reminder Time	10 min
Bill Past Midnight Setup	Bill Past Midnight	<input type="checkbox"/>
	Closing Time	
Tuition Direct Settings	Username	
	Password	
	Charge Credit Card Surcharge	<input type="checkbox"/>
	Surcharge Percentage	0.00%
Record Functions	Lock Charges and Payments	<input type="checkbox"/>
	Hide Contact Delete Button	<input type="checkbox"/>

Setting Up Children/Families for EFT

Once a family agrees to use EFT, go to the child's record (if there are siblings, and they are billed together, you only need to set up EFT for one of them,) and click Use Payment Service in the Pymts tab. The Childcare Sage lets you select which day the parent wants to be charged on, and how often the parent wants to be charged.

Payment Day: which day to schedule payments. This is usually used with ACH (electronic checks,) and is generally the day a parent gets their direct deposit from work.

Pay Every: how often the parent pays. This can be weekly, biweekly, or monthly, and generally corresponds to how often the parent gets paid from work.

Figure 81:

The next step is to manually enter transactions. You only need to enter transactions manually 1 time for each new account (checking, savings, credit card, etc.) To manually enter a transaction, click Add Tuition Direct Account.

You can also charge accounts without storing any of the transaction details by clicking Pay Now.

ACH First Charge

Figure 82:

Credit Card First Charge

Figure 83:

After you have entered the manual transactions, check the default account that you want to use when scheduling payments.

Figure 84:

Scheduling Payments

Schedule Payments

Figure 85:

Selected	Name	Class	Pymt Date	Payment Amount
<input checked="" type="checkbox"/>	Joan C. Aguilar	Infant- Beige	04/13/2017	\$80.14
<input type="checkbox"/>	Jorge S. Aguilar	School Age	04/12/2017	\$246.00
<input type="checkbox"/>	Barbara Anoskey	Two Year Olds-Red	04/17/2017	\$262.00
<input type="checkbox"/>	Mort Aycock	Four Year Olds-Green	04/01/2017	\$370.00
<input type="checkbox"/>				\$0.00

To schedule EFT Payments, click Schedule Payments on the main menu. On the EFT Payment Scheduler screen, you can select who to schedule payments for, and you can change the payment dates and amounts. The date for each payment is based on the Payment Day and Pay Every boxes at the bottom of the Pymt tab of each child. Once you have selected which payments to schedule, click Schedule Payments.

Source of Payment Amount

Many centers use EFT payments for fixed charges, and collect other charges such as late payments, late pickups, registrations, etc by physical check or cash. To only schedule EFT payments for fixed charges, click Fixed Charges Only.

Select All: checks all the payments for scheduling

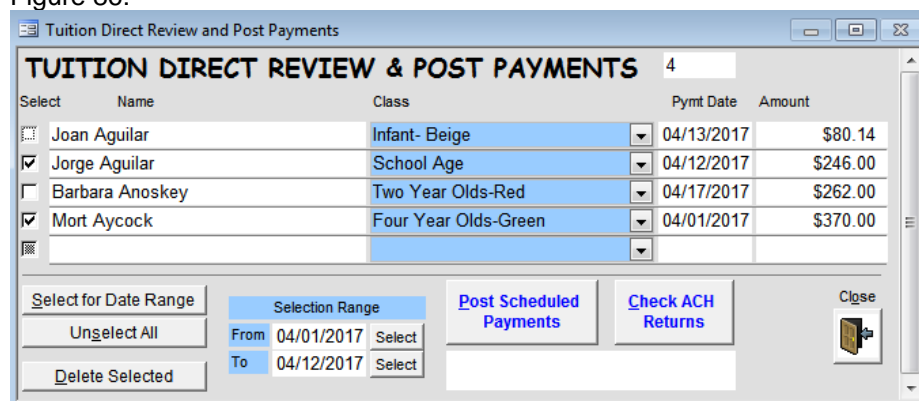
Select if Balance>0: only checks payments who have a positive balance (debit)

Schedule Payments: schedules the selected payments (keep in mind that this only schedules the payments, payments are posted on the Review Scheduled Payments screen (Figure 86).

Reviewing and Posting Payments

Review Scheduled Payments

Figure 86:



After you schedule payments, you can post the payments scheduled on or before the current day on the EFT Scheduled Payments screen. You cannot post payments scheduled for future days.

To select which payments to post, you can either select a Payment Date range to check and then Post, or you can manually check off selected payments to Post.

Select for Date Range: check off payments whose payment date is between the From and To dates in the Selection Range box.

Select All: check off all payments

Delete Selected: delete the checked payments (this is permanent and will remove the payment from the EFT scheduling list in the Childcare Sage.)

Post Scheduled Payments: posts (uploads) the selected payment information to the EFT Merchant Processor.

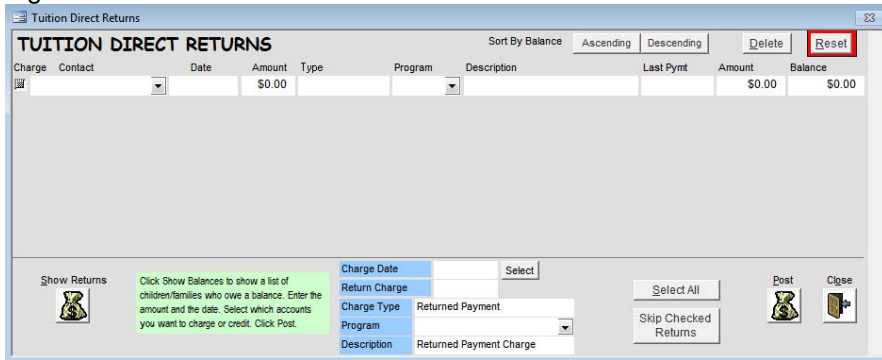
Check ACH Returns: checks all submitted ACH transactions for returns. If returns are found, the original payment amount is set to 0 and the EFT Returns screen opens.

You can also check for ACH Returns. The Childcare Sage will automatically check for any new returns since the last date that you checked for returns. We recommend that you check for returns each day when you post ach payments.

Processing Returns

If ACH returns are found, the EFT returns screen lets you charge a returned check charge to accounts which have had a return.

EFT Returns
 Figure 87:



Show Returns: shows returned ACH transactions

The Charge Date/Return Charge/Charge Type/Program/Description let you set up the returned ACH charge entry.

Select All: select all accounts to charge

Skip Checked Returns: the system will keep showing returned ACH transactions until you charge a returned ACH fee, or skip the return

Post: charge the returned ACH fee to the selected accounts

Payroll

The ChildCare Sage Payroll system is simple, flexible, and complete. You can set up and change tax tables, required/mandatory deductions, elective deductions (health insurance, retirement, etc.) and extra withholdings/garnishments to meet your payroll needs. The Payroll system uses our flexible billing system to automate and calculate your staff wages. You can even mix salary wages with extra day and overtime rates, set up different wage rates for different days (if you pay extra on weekends,) and even set up daily bonus pay if the staff works more than their regular hours.

To keep things simple, the payroll system in the childcare sage uses a simple step by step process to calculate wages, run payroll, print checks, and print quarterly and annual tax withholding reports.

Important Payroll Information

The Payroll Functionality In the Childcare Sage is designed to help automate your center's payroll. We have designed a lot of flexibility into the payroll functionality so that it can meet the needs of our users; including the ability to change tax rates, change deductions, and exempt deductions from taxes. Because of this, we ask that you please double check your payroll setup and the final withholding amounts with your accountant. All of the responsibility for payroll processing and tax withholding lies with the childcare center.

Setting Up Tax Tables:

Figure 88:

TAX TABLES
Use this screen to enter and edit tax tables for Payroll. Taxes can be entered for states and localities listed on the left side of this screen. Dependent deductions are individually setup for each staff member.

State Tax List

State	State Name	No Tax Rnd
MD	Maryland	<input type="checkbox"/>

Local Tax County/City List

State	Locality	Code	No Tax Rnd
MD	Montgomery	50	<input type="checkbox"/>
MD	Prince Georges	55	<input type="checkbox"/>

Federal Tax Table
Please enter the tax tables to the right. Each bracket starts from the minimum dollar and goes up to the maximum dollar. (ie: a bracket from \$3,000 to \$5,000 includes \$3,000 but doesn't include \$5,000.)

Single			Married		
Minimum	Maximum	Percent	Minimum	Maximum	Percent
\$0.00	\$2,250.00	0.000%	\$0.00	\$8,450.00	0.000%
\$2,250.00	\$11,325.00	10.000%	\$8,450.00	\$26,600.00	10.000%
\$11,325.00	\$39,150.00	15.000%	\$26,600.00	\$82,250.00	15.000%
\$39,150.00	\$91,600.00	25.000%	\$82,250.00	\$157,300.00	25.000%
\$91,600.00	\$188,600.00	28.000%	\$157,300.00	\$235,300.00	28.000%
\$188,600.00	\$407,350.00	33.000%	\$235,300.00	\$413,550.00	33.000%

State Tax Table
To enter tax tables for states, please add the state to the State Tax List.

Single			Married		
Minimum	Maximum	Percent	Minimum	Maximum	Percent
\$0.00	\$1,000.00	2.000%	\$0.00	\$1,000.00	2.000%
\$1,000.00	\$2,000.00	3.000%	\$1,000.00	\$2,000.00	3.000%
\$2,000.00	\$3,000.00	4.000%	\$2,000.00	\$3,000.00	4.000%
\$3,000.00	\$100,000.00	4.750%	\$3,000.00	\$150,000.00	4.750%
\$100,000.00	\$125,000.00	5.000%	\$150,000.00	\$175,000.00	5.000%
\$125,000.00	\$150,000.00	5.250%	\$175,000.00	\$225,000.00	5.250%

Local Tax Table
To enter tax tables for localities, please enter the localities on the Local Tax County/City List. You must also add a Local Code to each locality (you can make up a code if you don't know the local code assigned by the state.)

Minimum	Maximum	Percent
\$0.00	\$999,999.00	3.200%
\$0.00	\$0.00	0.000%

Close

The Tax Tables screen lets you setup the federal, state, and local tax tables used to run payroll for your center. You can setup as many states and localities as you need to run payroll. (You should setup tax tables for all of the states and localities (county, etc,) that your employees live in.) The ChildCare Sage lets you change the various tax tables and deductions so you are not forced to update our software each year.

You can setup the numbers and values of dependant deductions, status (married/head of household/single), and the state and locality that each of your employees lives in on the Staff Setup Screen (figure 90.)

Please enter all of the states that your employees live in in the State Tax List. You can select the state from the drop box on the left side of the list. If the state entered does not have an income tax, check the No Tax checkbox next to the state. If the state entered requires you to round the income tax to the nearest dollar, check the Rnd (round) checkbox. To see the State Tax table on the right side of the screen, select a State in the State Tax Table area in the middle of the screen.

Please enter all of the localities (counties, cities, etc.) that your employees live in in the Local Tax List. You can select the state from the drop box on the left side of the list (only states entered into the State Tax List are shown,) and then enter the locality name and code (if your city/county does not assign a local code, simply enter a number- make sure the number is different for each locality.) If the locality entered does not have an income tax, check the No Tax checkbox next to the Local Code. If the locality entered requires you to round the income tax to the nearest dollar, check the Rnd (round) checkbox. To see the Local Tax table on the right side of the screen, select a State and Locality in the Local Tax Table area in the middle of the screen.

For each tax bracket, you only need to fill in the Minimum, Maximum, and Withholding Percentage. When entering the tax brackets, the minimum of the higher bracket should equal the maximum of the preceding lower bracket.

Delete: delete the tax table shown

Close: open the Utility Menu

Setting Up Deductions:

Figure 89:

DEDUCTION TABLES

Required Employee Deductions List

Name	Description	Paid By Employee	Percent	Maximum Base Wages	Per Pay Period
FICA	Employee Social Security	<input checked="" type="checkbox"/>	6.20%	94,200.00	0.00
FICA	Company Social Security	<input type="checkbox"/>	6.20%	94,200.00	0.00
FUTA	Federal Unemployment Tax	<input type="checkbox"/>	0.80%	7,000.00	0.00
MEDICARE	Employee Medicare	<input checked="" type="checkbox"/>	1.45%	999,999.00	0.00
MEDICARE	Company Medicare	<input type="checkbox"/>	1.45%	999,999.00	0.00
SUI	State Unemployment Ins.	<input type="checkbox"/>	1.10%	7,000.00	0.00

These are required deductions to run payroll. Please be careful when setting up and/or changing the deduction amounts and percentages, and please consult a tax accountant if you have any questions about setting up the payroll tax withholding system in the Childcare Sage.

Elective Employee Deductions List

Please check which taxes the elective deductions are exempt from.

Active	Common	Name	Description	Percent	Maximum Annual Deduction	Per Pay Period	Fed WH	St WH	Loc WH	FICA	MDCR	FUTA	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	401K	401K Retirement	0.00%	0.00	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HEALTHINS	Health Insurance	0.00%	0.00	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	<input type="checkbox"/>			0.00%	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

These are optional deductions that employees can choose. Certain deductions are exempt from taxes such as 401k contributions and pre-tax health insurance plans. Please be careful setting up your employees deductions and please consult a tax accountant if you have any questions about setting up the payroll tax withholding system in the Childcare Sage.

Legend:
 Fed WH: Federal tax withholding
 St WH: State tax withholding
 Loc WH: Local tax withholding
 FICA: Social Security tax
 MDCR: Medicare tax
 FUTA: Federal Unemployment tax

The Deduction Tables Setup screen lets you setup deductions for payroll processing. The Childcare Sage Payroll processes both Required Deductions such as social security, medicare, and unemployment taxes, and elective Deductions such as retirement plans and health insurance. You can exempt the elective deductions from tax withholding and/or Required Deductions. (Please consult a tax accountant for deduction exemptions.)

For example: 401K contributions are federal tax exempt, but they may or may not be state and local tax exempt depending on the state. 401K contributions are generally not social security or medicare exempt.

Required Employee Deductions List:

The Required Deductions apply to all employees, (although you can exempt specific employees by checking the exempt boxes on their payroll setup screen.)

Paid By Employee: does the employee pay this deduction? (for example: there are 2 FICA (social security) deductions, one from the employee, and one from the employer. The employee portion is deducted from the employee’s pay, but the employer has to pay their portion of FICA separately.)

Percent: percent of gross pay for this deduction

Maximum Base Wages: what amount of gross pay is this deduction paid up to? (for example: FICA is paid until about \$104K in gross pay. After an employee reaches that level for the year, FICA is no longer withheld.)

Per Pay Period: how much is this deduction per pay period (you cannot have both a percent and a pay period amount)

Elective Deductions List:

The Elective Deductions List is a general list of deductions that you can add to specific employees on their staff setup screen (figure 89.)

Active: select whether this deduction is available to add to an employee on the staff setup screen

Common: will this deduction be added to an employees deductions when Add Common Staff Deductions is clicked on the staff setup screen.

Percent: percent of gross pay for this deduction

Maximum Annual Deduction: what is the maximum total amount of this deduction for the year? (for example: an employee might want to contribute \$5k to their 401k. Once this limit is reached, the deduction should stop.)

Pay Period: how much is this deduction per pay period (you cannot have both a percent and a pay period amount)

Exemptions: FedWH, St WH, etc: Does this deduction reduce the amount of pay that Federal Taxes, State Taxes, FICA, etc are based on? (Please consult a tax accountant for deduction exemptions.)

Close: open the Payroll Menu

Setting Up Staff Payroll:

Figure 90:

The screenshot shows the 'Payroll Setup' window. It has a menu bar at the top with icons for Family, Center, Staff, Wages, Pymts, Ledger, Rates, Certif, Med, Em CC, Attach, Benefits, and Payroll. The main area is titled 'Payroll Setup' and contains several tabs: General Info, Federal Withholding Info, State Withholding Info, and Local Withholding Info. Below these is a 'Deductions' section with a table and an 'Add Common Staff Deductions' button.

Active	Name	Description	Percent	Maximum Annual Deduction	Per Pay Period	Fed WH	St WH	Loc WH	FICA	MDCR	FUTA	Del
<input checked="" type="checkbox"/>	CHILDCARE	childcare	0.00%	0.00	50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Del
<input checked="" type="checkbox"/>	401K	401K Retirement	0.00%	0.00	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Del
<input checked="" type="checkbox"/>	HEALTHINS	Health Insurance	0.00%	0.00	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Del
<input type="checkbox"/>			0.00%	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Del

The staff payroll setup screen is opened from the Payroll tab in the staff person's record. On this screen, you can setup payroll for the staff person including where the employee lives, filing type, status, allowances, additional deductions, and general exemptions from withholding and taxes.

Paycheck Freq: how often is the employee paid (this will generally be the same for all of your employees)

Federal Withholding Info

Status: does the employee file taxes as married/head of household or single

Exemptions: how many standard/dependent deductions does the employee claim (on the employee hire paperwork)

\$/Exemption: how much is each federal dependent deduction/exemption worth

Additional: are there additional funds withheld from the employee each paycheck (this will only be taken out if there are federal taxes owed)

State Withholding Info

State: what state does the employee live in (state should first be setup on the Tax Tables Screen- figure 88)

Status: does the employee file taxes as married/head of household or single

Exemptions: how many standard/dependent deductions does the employee claim (not usually used for state tax withholding)

Std Deduction: some states have a standard deduction

\$/Exemption: how much is each state dependent deduction worth

Additional: are there additional funds withheld from the employee each paycheck (this will only be taken out if there are state taxes owed)

Local Withholding Info

Locality: what locality (county, etc) does the employee live in (localities should first be setup on the Tax Tables Screen- figure 88)

Taxes Employee is Exempt From

If the employee is exempt from mandatory deductions, check them here.

Deductions Setup:

The Employee Deductions List is a list of deductions for this employee.

Add New Deduction: add a deduction from the employee deductions list on the Deduction Tables Screen (figure 90)

Add Common Staff Deductions: add all of the deductions from the employee deductions list on the Deduction Tables Screen (figure 89) that have common checked.

Active: select whether this deduction should be used for this employee

Percent: percent of gross pay for this deduction

Maximum Annual Deduction: what is the maximum total amount of this deduction for the year? (for example: an employee might want to contribute \$5k to their 401k. Once this limit is reached, the deduction should stop.)

Per Pay Period: how much is this deduction per pay period (you cannot have both a percent and a pay period amount)

Exemptions: FedWH, St WH, etc: Does this deduction reduce the amount of pay that Federal Income Taxes, State Income Taxes, FICA, etc are based on? (Please consult a tax accountant for deduction exemptions.)

Setting Up Staff Benefits:

Figure 91:

The screenshot shows the 'Benefits Setup' screen with the following details:

- Benefits Anniversary Date:** 01/01/2017
- Vacation Hours:**
 - Track Vacation Hours:
 - Eligibility Date: 01/01/2017
 - Annual Start: 10
 - Accrual Type: Hour | Day | Week
 - Accrual Ratio: 0.025
- Personal Hours:**
 - Track Personal Hours:
 - Eligibility Date: [empty]
 - Annual Start: 0
 - Accrual Type: Hour | Day | Week
 - Accrual Ratio: 0
- Sick Leave Hours:**
 - Track Sick Leave Hours:
 - Eligibility Date: [empty]
 - Annual Start: 0
 - Accrual Type: Hour | Day | Week
 - Accrual Ratio: 0
- Staff Benefit Hours:** 2017

The Anniversary Date sets the calendar year for the benefits (if employee starts 7/1/17 and you want their benefits to reset 10/1/17, enter 10/1/16 as the Anniversary Date.) Please make sure that the Benefits Anniversary Date is before any Eligibility Dates. If you want to add bonus or carryover benefit hours from the prior year, please add them to the Annual Start hours for each benefit.

The Benefits Setup screen is opened from the Benefits tab in the staff person's record. On this screen, you can setup staff hour benefits including vacation, personal, and sick leave hours. All 3 areas use the same rules for how hours are calculated and treated.

Benefits Anniversary Date: when do the annual hours and accrual reset (ie: date of hire, 1/1/****, etc.)

Track Hours: do you want to track this type of hours

Eligibility Date: when does the benefit start (including start to accrue)

Annual Start: how many of these hours does the employee start the year with (you can add carryover hours from the prior year plus bonus hours to this box)

Accrual Type: how does the benefit accrue (hour- based on hours worked, day- based on days worked, week- based on weeks employed: only hours and days are based on actual working hours, weeks are based solely on employment time)

Accrual Ratio: how fast do employees earn new hours based on Accrual Type:

a) hour: if you give 1 hour of vacation per 40 hours worked, the accrual ratio is $1/40 = .025$

b) day: if you give 1/2 hour of vacation per 1 day worked, the accrual ratio is 0.5

b) week: if you give 1 hour of vacation per 1 week employed, the accrual ratio is 1

Running Payroll:

Figure 92:

The childcare sage separates calculating wages from running the payroll. This way, you can use the full flexibility of the billing rates system in the childcare sage to calculate gross wages for any time period you select. You can then run payroll for any time period you select. We have included numerous payroll reports to help you run quarterly and annual taxes, print paychecks, and review deduction summaries.

For example:

You can setup billing rates to 1) pay a weekly salary, 2) pay an extra daily bonus for coming in on weekends, 3) pay overtime for more than 40 hours per week. You can calculate wages for each week, and then you can run payroll every 2 weeks. When you run payroll, the system will itemize and withhold all taxes and print checks.

Calculate Wages: open the Batch Wages screen (apply staff rates to calculate gross wages)(figure 93)

Calculate Payroll: open the Batch Payroll screen (apply tax withholding and deductions to gross wages)(figure 94)

Edit Already Processed Payroll: open the Payroll Editor screen (fig 95)

Payroll Reports/Checks / Federal Tax Reports / State Tax Reports / Internal Use Reports

You can run any of the reports listed by clicking on the desired report, filling in the selection boxes that open on the right side of the screen, and then clicking print. The selection boxes required for the reports are:

Report	Required Information
Print Paychecks	Payroll Date, Staff Selector
Payroll Summary YTD Staff Copy	Year, Staff Selector
Federal Taxes Monthly	Start Date, End Date
Federal Taxes Quarterly	Year, Quarter
Federal Taxes Quarterly by Pay Period	Year, Quarter
Federal Taxes Annual	Year
State Taxes Monthly	Start Date, End Date
Payroll Summary YTD by Staff Member	Year, Staff Selector
Elective Staff Deductions Report	Start Date, End Date

(terms used: FICA- social security, FUTA- federal unemployment, SUI- state unemployment)

Print Paychecks: print payroll checks for the payroll date selected (**the childcare sage uses standard 3 part paycheck forms**)

Payroll Summary YTD Staff Copy: print a year to date tax review statement for the employees including gross pay, and all withholding and deductions

Federal Taxes Monthly: print a monthly summary of federal taxes, FICA, Medicare, and FUTA

Federal Taxes Quarterly: print a quarterly summary of federal taxes, FICA, Medicare, and FUTA

Federal Taxes Quarterly by Pay Period: print a pay period by pay period summary of federal taxes, FICA, Medicare, and FUTA

Federal Taxes Annual: print an annual summary of federal taxes, FICA, Medicare, and FUTA

State Taxes Monthly: print a monthly summary of state taxes, and SUI

Payroll Summary YTD by Staff Member: print a year to date tax review statement for the employees including gross pay, and all withholding and deductions

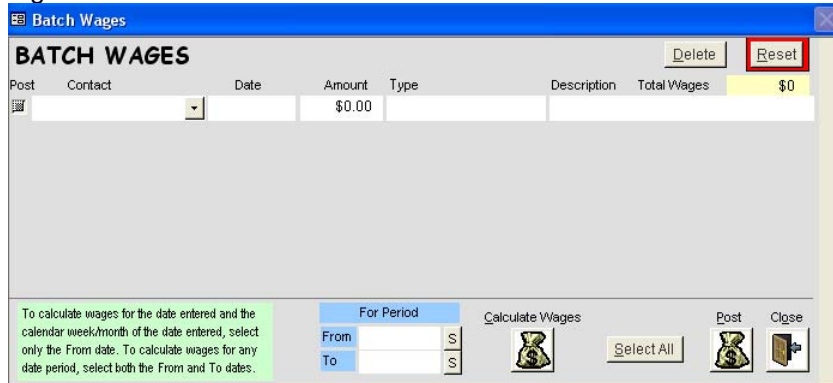
Elective Staff Deductions Report: print an elective employee deductions summary, deduction by deduction

Payroll Summary by Employee by Quarter/Month: print a payroll subtotal by quarter/month for all employees

Select Printer: open the printer selector box to change which printer the report will print to
Staff Benefit Hours: print a vacation / sick leave / personal time chart for staff

Batch Wages:

Figure 93:



Batch Wages lets you calculate and post wages for a selected period of time. To calculate wages, fill in the bottom of this screen left to right.

For Period: the time period you want to calculate wages for (days, weeks, months, etc.) You can also enter multiple days, weeks, or months into the date range. If you enter weekly periods, monthly wages will automatically be calculated if the period crosses the first of the month (ie: if you enter 8/30/2013 to 9/5/2013, each day in the range will be processed for daily rates, the week will be processed for weekly rates, and the month of 9/13 will be processed.) Please enter weekly periods from Sunday to Saturday (calendar weeks,) and enter monthly periods from the 1st to the last of the month. THE SYSTEM WILL NOT DOUBLE POST if you post wages for a week or month that you have already posted wages for.

Calculate Wages: uses wage rates for each staff member to calculate wages for each day/week/month in the time period entered.

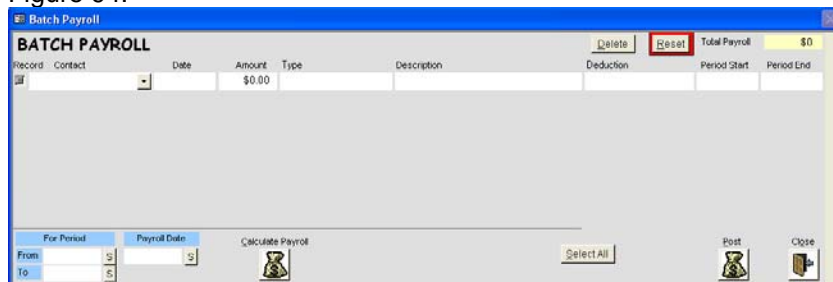
Select All: selects all wages displayed to post. You can uncheck any wages that you do not want to post.

Post: record all of the checked wages to their respective accounts. No wages are applied to the accounts until they are posted. The password to post wages is at the beginning of this manual and on the password sheet that comes with the Childcare Sage disk.

Most centers calculate wages every week.

Batch Payroll:

Figure 94:



How Payroll Tax Withholding is Calculated In the Childcare Sage

Payroll for each staff member in the childcare sage is calculated using the following method:

- 1) get gross pay for the period you want to run payroll for
- 2) calculate all elective deductions from the gross pay
- 3) separately calculate 401 pay and 125 pay based on the elective deductions
- 4) calculate all mandatory/required deductions from the gross pay or the 125 pay
- 5) calculate federal taxes based on the adjusted federal gross pay
- 6) calculate state taxes based on the adjusted state gross pay
- 7) calculate local taxes based on the gross pay
- 8) net pay is gross pay minus all deductions and withholdings

The childcare sage also separately itemizes each withholding tax, and each elective and mandatory/required deduction.

For Period: the time period you want to run payroll for.

Payroll Date: the date for the checks

Calculate Payroll: uses the method above to run payroll for each staff member for the time period entered.

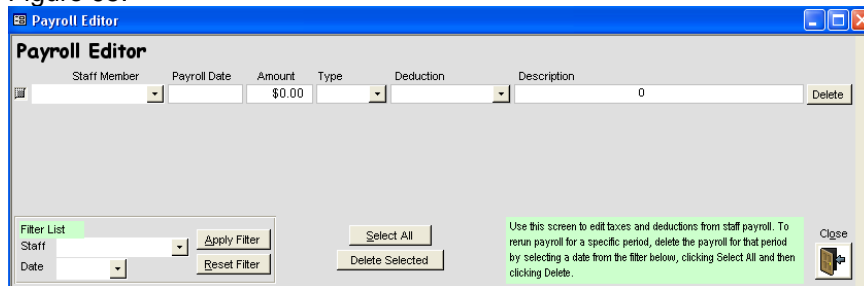
Select All: selects all taxes, deductions, summaries displayed to post. You can uncheck any item that you do not want to post.

Post: record all of the checked items to the payroll table. No items are applied to the payroll until they are posted. The password to run payroll is at the beginning of this manual and on the password sheet that comes with the Childcare Sage disk.

Most centers run payroll every 2 weeks.

Payroll Editor:

Figure 95:



The Payroll Editor screen shows all of the payroll rows (gross pay, net pay, all deductions, all tax withholding, etc.) stored in the system. You can filter which payroll is shown, change the payroll rows, and delete payroll rows.

***** Warning: You should not edit payroll rows for payroll that you have already paid to staff. *****

Delete: delete current payroll row

Filter Staff

Staff: only show payroll for staff member selected

Date: only show payroll for date selected

Apply Filter: filter payroll rows by staff and date selected

Select All: select all payroll rows displayed

Delete Selected: delete payroll rows selected

Selected Sample Reports:

Invoice Bill

<p align="center">ABC Daycare, Inc 123 Main Street, Rockville, MD 20904 Phone: (301) 764-8976</p>			<p align="center">Invoice January 25, 2009</p>
Bill To	Invoice for Period:	Childcare	
Mark Arnault 1915 Gaineboro Rd Rockville, MD 20847	01/25/2009 to 01/31/2009	Mark, Walter	
Date	Type	Description	Amount
01/25/2009	Fixed	Balance Forward	\$138.67
01/25/2009	Payment	Weekly Childcare	\$100.00
01/25/2009	Payment	Pym t Childcare Payment	(\$30.00)
01/27/2009	TS	Pym t Childcare Payment	(\$118.66)
01/28/2009	TS	Late Pickup	\$13.33
01/29/2009	TS	toy	\$4.40
01/31/2009	TS	Late Pickup	\$5.00
		Weekly Childcare	\$30.00
<p>Your next balance is : \$142.74</p>			
Total			\$142.74

Thank you.

Child Profile

Child Profile		<table border="1"> <tr> <td>Parents</td> <td>Father <input type="checkbox"/></td> <td>Mother <input type="checkbox"/></td> </tr> <tr> <td>Name</td> <td>Robert</td> <td>Jane</td> </tr> <tr> <td>Home Phone</td> <td>(301) 882-7287</td> <td></td> </tr> <tr> <td>Work Phone</td> <td>(301) 372-9918 143</td> <td>(301) 928-2728</td> </tr> <tr> <td>Cell Phone</td> <td>(301) 540-7287</td> <td>(301) 540-7288</td> </tr> <tr> <td>Beeper</td> <td>(301) 872-9882</td> <td></td> </tr> <tr> <td>Father Email</td> <td colspan="2">RobertJacobs@msn.com</td> </tr> <tr> <td>Mother Email</td> <td colspan="2">Jane05@aol.com</td> </tr> </table>		Parents	Father <input type="checkbox"/>	Mother <input type="checkbox"/>	Name	Robert	Jane	Home Phone	(301) 882-7287		Work Phone	(301) 372-9918 143	(301) 928-2728	Cell Phone	(301) 540-7287	(301) 540-7288	Beeper	(301) 872-9882		Father Email	RobertJacobs@msn.com		Mother Email	Jane05@aol.com	
Parents	Father <input type="checkbox"/>	Mother <input type="checkbox"/>																									
Name	Robert	Jane																									
Home Phone	(301) 882-7287																										
Work Phone	(301) 372-9918 143	(301) 928-2728																									
Cell Phone	(301) 540-7287	(301) 540-7288																									
Beeper	(301) 872-9882																										
Father Email	RobertJacobs@msn.com																										
Mother Email	Jane05@aol.com																										
First Name M	Last Name J	ID # 24701																									
William	Jacobs																										
Nickname Billy	Sex M	Father ID 24702																									
BirthDate 07/25/1999		Mother ID 24703																									
Jacobs Family 9918 Perry Ave		Password cricket																									
Silver Spring	State MD	Pickup Persons parents, 2 sets of grandparents																									

<p>Scheduled Attendance</p> <p>Use as Prepaid Hours <input type="checkbox"/></p> <table border="1"> <tr> <td>Mon <input checked="" type="checkbox"/></td> <td>Tue <input checked="" type="checkbox"/></td> <td>Wed <input checked="" type="checkbox"/></td> <td>Thu <input checked="" type="checkbox"/></td> <td>Fri <input checked="" type="checkbox"/></td> <td>Sat <input checked="" type="checkbox"/></td> <td>Sun <input type="checkbox"/></td> </tr> </table> <p>A 08:00 AM 08:00 AM 09:00 AM 08:00 AM 08:00 AM 08:00 AM</p> <p>L 04:00 PM 04:00 PM 12:00 PM 04:00 PM 04:00 PM 04:00 PM</p>	Mon <input checked="" type="checkbox"/>	Tue <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thu <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>	Sat <input checked="" type="checkbox"/>	Sun <input type="checkbox"/>	<p>Center Information</p> <p>Class Four Year Olds-Green</p> <p>Affiliation ABC Childcare</p> <p>Category Child</p> <p>Enroll Date 09/25/2005</p> <p>End Date</p>	<p>Remarks</p> <p>Plays well with other kids</p> <p>Tries to work hard and complete all projects</p> <p>Allegies: Peanuts, Honey, Bees</p>
Mon <input checked="" type="checkbox"/>	Tue <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thu <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>	Sat <input checked="" type="checkbox"/>	Sun <input type="checkbox"/>			

Immunizations	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Number	Expires	Tuition \$100.00
DTap	<input checked="" type="checkbox"/>	09/26/1999	11/25/1999	01/20/2000	11/25/2000	5	07/20/2005	Pymt Freq Month
Pediatric DT	<input type="checkbox"/>					0		Pymts R
Td	<input type="checkbox"/>					0		Copy <input checked="" type="checkbox"/>
Hepatitis A	<input type="checkbox"/>					0		Copy Amt \$5.00
Hepatitis B	<input checked="" type="checkbox"/>	08/21/1999	09/22/1999	01/30/2000		0		
Hib	<input checked="" type="checkbox"/>	09/26/1999	11/25/1999	01/20/2000	09/12/2000	0		
IPV	<input checked="" type="checkbox"/>	09/26/1999	11/25/1999	01/30/2000	07/20/2004	0		
MMR	<input checked="" type="checkbox"/>	09/12/2000	07/20/2004			0		
Pneumococcal Conjug	<input checked="" type="checkbox"/>	09/26/1999	11/25/1999	01/20/2000	09/12/2000	0		
Varicella	<input checked="" type="checkbox"/>	09/12/2000				0		

<p>School Information</p> <p>Address</p> <p>Directions</p>	<p>Childcare Rates</p> <table border="1"> <tr> <th>Billing Period</th> <th>Month</th> <th>Billing Start Date</th> </tr> <tr> <td>Session 1</td> <td>\$10.00</td> <td>10/01/2005</td> </tr> <tr> <td>Session 2</td> <td>\$12.00</td> <td></td> </tr> </table> <p>Monthly Rate \$110.00</p> <p>Daily Rate \$25.00</p> <p>Hourly Rate \$4.00</p> <p>Max Hrs per Month before Overtime 40</p> <p>Max Hrs per Day before Daily Rate 0</p>	Billing Period	Month	Billing Start Date	Session 1	\$10.00	10/01/2005	Session 2	\$12.00	
Billing Period	Month	Billing Start Date								
Session 1	\$10.00	10/01/2005								
Session 2	\$12.00									

Cumulative Childcare Bill

<p align="center">ABC Daycare, Inc 123 Main Street, Rockville, MD 20904 Phone: (301) 764-8976</p> <p align="center">Childcare Bill 05/01/2011 to 05/31/2011</p>	<p align="center">Amount Due \$451.00</p>																																																																																												
<p>Mrs. Aguilar</p> <p>Dear Mrs. Aguilar,</p> <p>The balance for Jorge, Joan is due. The total balance due, including any outstanding balances, is \$451.00.</p>																																																																																													
<table border="0"> <tr> <th colspan="2">Charges</th> <th colspan="2">Payments</th> </tr> <tr> <td>Date</td> <td>Charges Description Type</td> <td>Date</td> <td>Payment Description</td> </tr> <tr> <td>05/28/2011</td> <td>\$96.00 Weekly Childcare TS</td> <td>05/29/2011</td> <td>(\$96.00) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/26/2011</td> <td>\$10.00 Late Payment Charge TS</td> <td>05/29/2011</td> <td>(\$100.00) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/22/2011</td> <td>\$80.00 Weekly Childcare TS</td> <td>05/25/2011</td> <td>(\$100.00) Pymt. payment Type: CkNum: 123</td> </tr> <tr> <td>05/21/2011</td> <td>\$96.00 Weekly Childcare TS</td> <td>05/25/2011</td> <td>(\$100.00) Pymt. payment Type: Ca</td> </tr> <tr> <td>05/29/2011</td> <td>\$100.00 temp</td> <td>05/25/2011</td> <td>(\$50.00) Pymt. payments Type:</td> </tr> <tr> <td>05/19/2011</td> <td>\$3.33 Late Pickup TS</td> <td>05/25/2011</td> <td>(\$100.00) Pymt. payment Type: CkNum: 123</td> </tr> <tr> <td>05/19/2011</td> <td>\$3.18 coloring book</td> <td>05/22/2011</td> <td>(\$112.29) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/19/2011</td> <td>\$1.38 coloring book</td> <td>05/22/2011</td> <td>(\$105.52) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/18/2011</td> <td>\$1.58 candy</td> <td>05/15/2011</td> <td>(\$96.00) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/17/2011</td> <td>\$4.34 lunch</td> <td>05/15/2011</td> <td>(\$100.00) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/16/2011</td> <td>\$80.00 Extended Late Pickup Charge TS</td> <td>05/08/2011</td> <td>(\$103.17) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/16/2011</td> <td>\$5.00 Late Pickup Charge TS</td> <td>05/08/2011</td> <td>(\$101.05) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/15/2011</td> <td>\$10.00 Late Pickup TS</td> <td>05/01/2011</td> <td>\$0.00 Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/15/2011</td> <td>\$100.00 Weekly Childcare TS</td> <td>05/01/2011</td> <td>(\$100.00) Pymt. Childcare Payment Type:</td> </tr> <tr> <td>05/14/2011</td> <td>\$96.00 Weekly Childcare TS</td> <td></td> <td></td> </tr> <tr> <td>05/12/2011</td> <td>\$40.00 Childcare Charge TS</td> <td></td> <td></td> </tr> <tr> <td>05/10/2011</td> <td>\$48.00 Childcare Charge TS</td> <td></td> <td></td> </tr> <tr> <td>05/09/2011</td> <td>\$50.00 Childcare Charge TS</td> <td></td> <td></td> </tr> <tr> <td>05/08/2011</td> <td>\$100.00 Childcare Charge TS</td> <td></td> <td></td> </tr> <tr> <td>05/08/2011</td> <td>\$100.00 Weekly Childcare TS</td> <td></td> <td></td> </tr> <tr> <td>05/07/2011</td> <td>\$96.00 Weekly Childcare TS</td> <td></td> <td></td> </tr> </table>	Charges		Payments		Date	Charges Description Type	Date	Payment Description	05/28/2011	\$96.00 Weekly Childcare TS	05/29/2011	(\$96.00) Pymt. Childcare Payment Type:	05/26/2011	\$10.00 Late Payment Charge TS	05/29/2011	(\$100.00) Pymt. Childcare Payment Type:	05/22/2011	\$80.00 Weekly Childcare TS	05/25/2011	(\$100.00) Pymt. payment Type: CkNum: 123	05/21/2011	\$96.00 Weekly Childcare TS	05/25/2011	(\$100.00) Pymt. payment Type: Ca	05/29/2011	\$100.00 temp	05/25/2011	(\$50.00) Pymt. payments Type:	05/19/2011	\$3.33 Late Pickup TS	05/25/2011	(\$100.00) Pymt. payment Type: CkNum: 123	05/19/2011	\$3.18 coloring book	05/22/2011	(\$112.29) Pymt. Childcare Payment Type:	05/19/2011	\$1.38 coloring book	05/22/2011	(\$105.52) Pymt. Childcare Payment Type:	05/18/2011	\$1.58 candy	05/15/2011	(\$96.00) Pymt. Childcare Payment Type:	05/17/2011	\$4.34 lunch	05/15/2011	(\$100.00) Pymt. Childcare Payment Type:	05/16/2011	\$80.00 Extended Late Pickup Charge TS	05/08/2011	(\$103.17) Pymt. Childcare Payment Type:	05/16/2011	\$5.00 Late Pickup Charge TS	05/08/2011	(\$101.05) Pymt. Childcare Payment Type:	05/15/2011	\$10.00 Late Pickup TS	05/01/2011	\$0.00 Pymt. Childcare Payment Type:	05/15/2011	\$100.00 Weekly Childcare TS	05/01/2011	(\$100.00) Pymt. Childcare Payment Type:	05/14/2011	\$96.00 Weekly Childcare TS			05/12/2011	\$40.00 Childcare Charge TS			05/10/2011	\$48.00 Childcare Charge TS			05/09/2011	\$50.00 Childcare Charge TS			05/08/2011	\$100.00 Childcare Charge TS			05/08/2011	\$100.00 Weekly Childcare TS			05/07/2011	\$96.00 Weekly Childcare TS			
Charges		Payments																																																																																											
Date	Charges Description Type	Date	Payment Description																																																																																										
05/28/2011	\$96.00 Weekly Childcare TS	05/29/2011	(\$96.00) Pymt. Childcare Payment Type:																																																																																										
05/26/2011	\$10.00 Late Payment Charge TS	05/29/2011	(\$100.00) Pymt. Childcare Payment Type:																																																																																										
05/22/2011	\$80.00 Weekly Childcare TS	05/25/2011	(\$100.00) Pymt. payment Type: CkNum: 123																																																																																										
05/21/2011	\$96.00 Weekly Childcare TS	05/25/2011	(\$100.00) Pymt. payment Type: Ca																																																																																										
05/29/2011	\$100.00 temp	05/25/2011	(\$50.00) Pymt. payments Type:																																																																																										
05/19/2011	\$3.33 Late Pickup TS	05/25/2011	(\$100.00) Pymt. payment Type: CkNum: 123																																																																																										
05/19/2011	\$3.18 coloring book	05/22/2011	(\$112.29) Pymt. Childcare Payment Type:																																																																																										
05/19/2011	\$1.38 coloring book	05/22/2011	(\$105.52) Pymt. Childcare Payment Type:																																																																																										
05/18/2011	\$1.58 candy	05/15/2011	(\$96.00) Pymt. Childcare Payment Type:																																																																																										
05/17/2011	\$4.34 lunch	05/15/2011	(\$100.00) Pymt. Childcare Payment Type:																																																																																										
05/16/2011	\$80.00 Extended Late Pickup Charge TS	05/08/2011	(\$103.17) Pymt. Childcare Payment Type:																																																																																										
05/16/2011	\$5.00 Late Pickup Charge TS	05/08/2011	(\$101.05) Pymt. Childcare Payment Type:																																																																																										
05/15/2011	\$10.00 Late Pickup TS	05/01/2011	\$0.00 Pymt. Childcare Payment Type:																																																																																										
05/15/2011	\$100.00 Weekly Childcare TS	05/01/2011	(\$100.00) Pymt. Childcare Payment Type:																																																																																										
05/14/2011	\$96.00 Weekly Childcare TS																																																																																												
05/12/2011	\$40.00 Childcare Charge TS																																																																																												
05/10/2011	\$48.00 Childcare Charge TS																																																																																												
05/09/2011	\$50.00 Childcare Charge TS																																																																																												
05/08/2011	\$100.00 Childcare Charge TS																																																																																												
05/08/2011	\$100.00 Weekly Childcare TS																																																																																												
05/07/2011	\$96.00 Weekly Childcare TS																																																																																												

Account Summary

<p align="center">ABC Daycare, Inc 123 Main Street, Rockville, MD 20904 Phone: (301) 764-8976</p> <p align="center">ACCOUNT SUMMARY 01/01/2011 to 12/31/2011</p>	<p align="center">Debbie Barnes</p> <table border="0"> <tr> <th>Charges</th> <th>Payments</th> </tr> <tr> <td> <p>Period</p> <p>12/01/2011 to 12/31/2011 \$0.00</p> <p>11/01/2011 to 11/30/2011 \$0.00</p> <p>10/01/2011 to 10/31/2011 \$0.00</p> <p>09/01/2011 to 09/30/2011 \$0.00</p> <p>08/01/2011 to 08/31/2011 \$100.00</p> <p>07/01/2011 to 07/31/2011 \$109.75</p> <p>06/01/2011 to 06/30/2011 \$220.00</p> <p>05/01/2011 to 05/31/2011 \$290.58</p> <p>04/01/2011 to 04/30/2011 \$336.63</p> <p>03/01/2011 to 03/31/2011 \$203.42</p> <p>02/01/2011 to 02/28/2011 \$178.42</p> <p>01/01/2011 to 01/31/2011 \$0.00</p> </td> <td> <p>Date</p> <p>07/22/2011 (\$750.00) Pymt. Titanium 2 Children Type:</p> <p>07/13/2011 (\$100.00) Pymt. payment Type: CkNum: 737</p> <p>06/05/2011 (\$37.00) Pymt. Childcare Payment Type:</p> <p>05/29/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>05/22/2011 (\$93.78) Pymt. Childcare Payment Type:</p> <p>05/15/2011 (\$70.52) Pymt. Childcare Payment Type:</p> <p>05/08/2011 (\$67.18) Pymt. Childcare Payment Type:</p> <p>05/01/2011 (\$67.25) Pymt. Childcare Payment Type:</p> <p>04/24/2011 (\$66.00) Pymt. Childcare Payment Type:</p> <p>04/17/2011 (\$71.28) Pymt. Childcare Payment Type:</p> <p>04/10/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>04/03/2011 (\$88.00) Pymt. Childcare Payment Type:</p> <p>03/27/2011 (\$67.76) Pymt. Childcare Payment Type:</p> <p>03/20/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>03/13/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>03/06/2011 (\$47.65) Pymt. Childcare Payment Type:</p> <p>02/27/2011 (\$46.42) Pymt. Childcare Payment Type:</p> <p>02/20/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>02/13/2011 (\$66.00) Pymt. Childcare Payment Type:</p> <p>02/06/2011 (\$22.00) Pymt. Childcare Payment Type:</p> <p>01/30/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/23/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/16/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/09/2011 \$0.00 Pymt. Childcare Payment Type:</p> </td> </tr> <tr> <td align="right">Total</td> <td align="right">Total (\$1,880.95)</td> </tr> </table>	Charges	Payments	<p>Period</p> <p>12/01/2011 to 12/31/2011 \$0.00</p> <p>11/01/2011 to 11/30/2011 \$0.00</p> <p>10/01/2011 to 10/31/2011 \$0.00</p> <p>09/01/2011 to 09/30/2011 \$0.00</p> <p>08/01/2011 to 08/31/2011 \$100.00</p> <p>07/01/2011 to 07/31/2011 \$109.75</p> <p>06/01/2011 to 06/30/2011 \$220.00</p> <p>05/01/2011 to 05/31/2011 \$290.58</p> <p>04/01/2011 to 04/30/2011 \$336.63</p> <p>03/01/2011 to 03/31/2011 \$203.42</p> <p>02/01/2011 to 02/28/2011 \$178.42</p> <p>01/01/2011 to 01/31/2011 \$0.00</p>	<p>Date</p> <p>07/22/2011 (\$750.00) Pymt. Titanium 2 Children Type:</p> <p>07/13/2011 (\$100.00) Pymt. payment Type: CkNum: 737</p> <p>06/05/2011 (\$37.00) Pymt. Childcare Payment Type:</p> <p>05/29/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>05/22/2011 (\$93.78) Pymt. Childcare Payment Type:</p> <p>05/15/2011 (\$70.52) Pymt. Childcare Payment Type:</p> <p>05/08/2011 (\$67.18) Pymt. Childcare Payment Type:</p> <p>05/01/2011 (\$67.25) Pymt. Childcare Payment Type:</p> <p>04/24/2011 (\$66.00) Pymt. Childcare Payment Type:</p> <p>04/17/2011 (\$71.28) Pymt. Childcare Payment Type:</p> <p>04/10/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>04/03/2011 (\$88.00) Pymt. Childcare Payment Type:</p> <p>03/27/2011 (\$67.76) Pymt. Childcare Payment Type:</p> <p>03/20/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>03/13/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>03/06/2011 (\$47.65) Pymt. Childcare Payment Type:</p> <p>02/27/2011 (\$46.42) Pymt. Childcare Payment Type:</p> <p>02/20/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>02/13/2011 (\$66.00) Pymt. Childcare Payment Type:</p> <p>02/06/2011 (\$22.00) Pymt. Childcare Payment Type:</p> <p>01/30/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/23/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/16/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/09/2011 \$0.00 Pymt. Childcare Payment Type:</p>	Total	Total (\$1,880.95)
Charges	Payments						
<p>Period</p> <p>12/01/2011 to 12/31/2011 \$0.00</p> <p>11/01/2011 to 11/30/2011 \$0.00</p> <p>10/01/2011 to 10/31/2011 \$0.00</p> <p>09/01/2011 to 09/30/2011 \$0.00</p> <p>08/01/2011 to 08/31/2011 \$100.00</p> <p>07/01/2011 to 07/31/2011 \$109.75</p> <p>06/01/2011 to 06/30/2011 \$220.00</p> <p>05/01/2011 to 05/31/2011 \$290.58</p> <p>04/01/2011 to 04/30/2011 \$336.63</p> <p>03/01/2011 to 03/31/2011 \$203.42</p> <p>02/01/2011 to 02/28/2011 \$178.42</p> <p>01/01/2011 to 01/31/2011 \$0.00</p>	<p>Date</p> <p>07/22/2011 (\$750.00) Pymt. Titanium 2 Children Type:</p> <p>07/13/2011 (\$100.00) Pymt. payment Type: CkNum: 737</p> <p>06/05/2011 (\$37.00) Pymt. Childcare Payment Type:</p> <p>05/29/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>05/22/2011 (\$93.78) Pymt. Childcare Payment Type:</p> <p>05/15/2011 (\$70.52) Pymt. Childcare Payment Type:</p> <p>05/08/2011 (\$67.18) Pymt. Childcare Payment Type:</p> <p>05/01/2011 (\$67.25) Pymt. Childcare Payment Type:</p> <p>04/24/2011 (\$66.00) Pymt. Childcare Payment Type:</p> <p>04/17/2011 (\$71.28) Pymt. Childcare Payment Type:</p> <p>04/10/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>04/03/2011 (\$88.00) Pymt. Childcare Payment Type:</p> <p>03/27/2011 (\$67.76) Pymt. Childcare Payment Type:</p> <p>03/20/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>03/13/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>03/06/2011 (\$47.65) Pymt. Childcare Payment Type:</p> <p>02/27/2011 (\$46.42) Pymt. Childcare Payment Type:</p> <p>02/20/2011 (\$44.00) Pymt. Childcare Payment Type:</p> <p>02/13/2011 (\$66.00) Pymt. Childcare Payment Type:</p> <p>02/06/2011 (\$22.00) Pymt. Childcare Payment Type:</p> <p>01/30/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/23/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/16/2011 \$0.00 Pymt. Childcare Payment Type:</p> <p>01/09/2011 \$0.00 Pymt. Childcare Payment Type:</p>						
Total	Total (\$1,880.95)						
<p>ABC Daycare, Inc (301) 764-8976</p>							

Weekly Attendance by Day by Class

Child Attendance By Class

Class	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Two Year Olds-Purple	13	22	18	24	15	0	0
Two Year Olds-Red	9	13	10	14	11	0	0
Three Year Olds-Blue	10	14	12	11	12	0	0
Three Year Olds-Yellow	20	21	17	18	20	0	0
Four Year Olds-Green	4	5	5	6	3	0	0
Four Year Olds-Orange	2	4	2	4	1	0	0
Totals	58	79	64	77	62	0	0

Daily Attendance Count by Hour by Class

Child Attendance By Class for Wednesday ● Arrive-at any time during hour, ● Leave-at any time during hour, ● In Class-any part of hour after start of hour In Staff
Class Hrs # Staff
Required

Class	7 am	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm	7 pm	8 pm	In Staff Class Hrs
Two Year Olds-Purple	0 0 0 0	11 0 11 2	7 0 18 3	0 0 18 3	0 0 18 3	0 1 17 3	0 4 13 2	0 6 7 1	0 3 4 1	0 3 3 1	0 1 0 0	0 0 0 0	0 0 0 0	0 0 0 0	18 19
Two Year Olds-Red	0 0 0 0	3 0 3 1	7 0 10 2	0 0 10 2	0 0 10 2	0 2 8 1	0 1 7 1	0 3 4 1	0 0 4 1	0 2 3 1	0 2 0 0	0 0 0 0	0 0 0 0	0 0 0 0	10 12
Three Year Olds-Blue	0 0 0 0	7 0 7 1	5 0 12 2	0 0 12 2	0 0 12 2	0 1 11 2	0 0 11 2	0 5 6 1	0 2 4 1	0 3 2 1	0 1 0 0	0 0 0 0	0 0 0 0	0 0 0 0	12 14
Three Year Olds-Yellow	0 0 0 0	11 0 11 2	6 0 17 2	0 0 17 2	0 0 17 2	0 1 16 2	0 1 15 2	0 6 9 1	0 3 6 1	0 5 2 1	0 1 0 0	0 0 0 0	0 0 0 0	0 0 0 0	17 15
Four Year Olds-Green	0 0 0 0	3 0 3 1	2 0 5 1	0 0 5 1	0 0 5 1	0 1 4 1	0 1 3 1	0 1 2 1	0 2 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	5 7
Four Year Olds-Orange	0 0 0 0	1 0 1 1	1 0 2 1	0 0 2 1	0 0 2 1	0 1 1 1	0 0 1 1	0 0 1 1	0 0 1 1	0 1 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	2 8
Totals	0 0 0 0	36 0 36 8	28 0 64 11	0 0 64 11	0 0 64 11	0 7 57 10	0 7 30 9	0 21 29 6	0 10 19 5	0 14 10 4	0 5 0 0	0 0 0 0	0 0 0 0	0 0 0 0	64 75

Daily Attendance Chart

ABC Daycare One Year Olds- White: Wednesday, Dec 12, 2012

Name	6:00	6:30	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	6:30	7:00	7:30	8:00	8:30
Mahmood Pastor																														
Lucrecia Perez																														
Dan Seiden																														
Christopher Weber																														
Michael R. Wheeler																														

Meal Count Report

ABC Daycare, Inc: Meal Count Table for the Month of 05/01/2011 to 05/31/2011

Name of Child	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	S	M	T	E
Harold Bamford	10/19/2007	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	14		
Jerry Barrett	06/06/2008	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	13		
James Bates	04/20/2009	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	10		
Inese Berger	02/06/2011	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	11		
William Blackmon	10/25/2009	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	13		
Dan Bollig	01/31/2011	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	11		

Meals Count Report with Attendance Times

ABC Daycare: Meals Record Count for the Week of 12/09/2012 to 12/15/2012

Name of Child	DOB	12/09/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012	Weekly Totals					
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	B	M	L	A	S	E
Mark Aubridge	08/02/2010			8:00a 4:00p		8:00a 2:10p			2	2	2	2	1	0
James Bates	02/02/2008				8:00a 3:30p	9:00a 2:00p	9:00a 3:00p	9:00a 12:00p	2	2	2	2	1	0
Inese Berger	10/06/2011		8:00a 4:30p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		2	5	4	0	0	0
William Blackmon	05/05/2009		8:00a 4:00p		8:00a 4:00p	8:00a 3:30p	8:00a 2:00p		3	4	4	3	1	0
Malcolm Bondy	12/18/2009		8:00a 4:00p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		2	3	3	3	2	0
Vernon Bone	07/05/2012		8:00a 4:30p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		2	5	4	3	0	0
Philip Cooper	07/04/2012		8:00a 4:30p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		3	3	3	1	1	0
Glenn Doerman	10/01/2010		8:00a 4:30p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		2	2	2	2	1	0
Albert Overton	10/08/2008		8:00a 4:30p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		3	5	5	3	2	0
Luis Fong	11/03/2009		8:00a 4:30p		8:00a 4:00p	8:00a 3:30p	8:00a 3:00p		3	5	5	5	0	0

CAFCP Meals Reimbursement Summary

CAFCP Count And Reimbursement Summary: Week of 10/31/2004 to 11/06/2004

ABC Daycare, Inc

	Tier 1				Tier 2			
	Served	Reimbursable	x Rate	Total	Served	Reimbursable	x Rate	Total
Breakfast	2	2	0.7900	1.58	2	2	0.3500	0.70
Lunch	6	6	0.8500	5.10	2	2	0.4000	0.80
Supper	1	1	0.9500	0.95	0	0	0.4500	0.00
Snacks	10	6	0.2500	1.50	2	2	0.1200	0.24
Totals	19	15		9.13	6	6		1.74

Income After All Expenses

Net Income After Expenses 10/01/2003-03/31/2004 by Month

Month	Payments Received	Staff Checks Paid	Ctr Expenses Paid	Net Income
October 2003	\$493,507.15	\$16,952.61	\$0.00	\$476,554.54
November 2003	\$458,655.44	\$19,300.48	\$0.00	\$439,354.96
December 2003	\$435,174.75	\$18,570.62	\$0.00	\$416,604.13
January 2004	\$14,591.17	\$413.54	\$0.00	\$14,177.63
Period Totals	\$1,401,928.51	\$55,237.25	\$0.00	\$1,346,691.26

Account Balances

Account Balances Up To 01/31/2009 for Weekly and 01/31/2009 for Monthly Billing

Contact	Category	Class	Billing Period	Last Pymt	Pymt Amount	Balance
William L. Anderson	Child	0	Week	02/01/2009	\$536.00	\$0.00
Jorge S. Aguilar	Child	110	Week	02/01/2009	\$536.00	\$0.00
Dorothy R. Gehrmann	Child	120	Week	02/01/2009	\$536.00	\$0.00
Ingard Orueb	Child	120	Week	02/01/2009	\$536.00	\$0.00
Jerry Barrett	Child	210	Week	02/01/2009	\$87.67	\$0.00
Bob Carlson	Child	210	Week	02/01/2009	\$95.75	\$4.25
David S. Cohen	Child	210	Week	02/01/2009	\$100.00	\$0.00
Philip D. Cooper	Child	210	Week	02/01/2009	\$106.09	\$0.01
James F. Haskley	Child	210	Week	02/01/2009	\$112.51	\$0.00
Thomas R. Hewson	Child	210	Week	02/01/2009	\$89.38	\$0.00
Earl M. Klinefelter	Child	210	Week	02/01/2009	\$121.79	\$0.01
David Medeiros	Child	210	Week	02/01/2009	\$84.00	\$0.00
David E. Nelson	Child	210	Week	02/01/2009	\$122.81	\$0.00
Darshani A. Poltt	Child	210	Week	02/01/2009	\$106.86	\$0.00
Karen Schwarz	Child	210	Week	02/01/2009	\$100.00	\$0.00
Zeev Stein	Child	210	Week	02/01/2009	\$108.40	\$0.00
Barbara Sullivan	Child	210	Week	02/01/2009	\$148.84	\$5.32
Keith Wooster	Child	210	Week	02/01/2009	\$56.00	\$0.00
Raymond J. Boehmlein	Child	220	Week	02/01/2009	\$105.33	\$0.00
Eluis V. Bowles	Child	220	Week	02/01/2009	\$108.40	\$0.01
Kathy Carlson	Child	220	Week	02/01/2009	\$108.28	\$0.00
Glenn A. Doerzman	Child	220	Week	02/01/2009	\$81.39	\$0.00
Ralph N. Gore	Child	220	Week	02/01/2009	\$69.26	\$0.00
Karen Kim	Child	220	Week	02/01/2009	\$140.00	\$0.00
Joel L. Michaels	Child	220	Week	02/01/2009	\$141.31	\$0.00
Vadim Miller	Child	220	Week	02/01/2009	\$67.51	\$0.00
Sue Potts	Child	220	Week	02/01/2009	\$159.03	\$0.01
Jane G. Schartz	Child	220	Week	02/01/2009	\$100.00	\$0.00
Albert I. Schindler	Child	220	Week	02/01/2009	\$100.99	\$1.04
Edward Spar	Child	220	Week	02/01/2009	\$100.00	\$0.01
Christopher Weber	Child	220	Week	02/01/2009	\$105.98	\$0.00
Claude Ferreira	Child	310	Week	02/01/2009	\$48.00	\$0.00
Melvin Brown	Child	310	Week	02/01/2009	\$146.09	\$0.01
Tom J. Crouse	Child	310	Week	02/01/2009	\$98.01	\$6.27
Margene English	Child	310	Week	02/01/2009	\$100.00	\$0.00
Henry R. Hayes	Child	310	Week	02/01/2009	\$75.31	\$0.00
John T. Henderson	Child	310	Week	02/01/2009	\$77.00	\$0.02
Nathan Herz	Child	310	Week	02/01/2009	\$126.40	\$0.00
Donald G. Housley	Child	310	Week	02/01/2009	\$100.00	\$0.00
Joy A. Keene	Child	310	Week	02/01/2009	\$122.11	\$1.05
Laura Knight	Child	310	Week	02/01/2009	\$103.10	\$0.00
Perry Levin	Child	310	Week	02/01/2009	\$100.00	\$0.00
Gilbert McLaughlin	Child	310	Week	02/01/2009	\$130.83	\$0.01
Lucrecia Perez	Child	310	Week	02/01/2009	\$74.50	\$0.01
Arlia H. Pfifer	Child	310	Week	02/01/2009	\$48.00	\$0.00
Jose R. Ramos	Child	310	Week	02/01/2009	\$102.34	\$0.00
David Reile	Child	310	Week	02/01/2009	\$100.00	\$0.00

Daily Meals Report

ABC Daycare

Daily Meals Report for: William Jacobs

Birthdate 09/22/1999

Monday 08/04/2003

Meal	Time	Food Consumed
Breakfast	<input type="checkbox"/>	
Morning Snack	<input checked="" type="checkbox"/> 10:30 AM	milk,mixed vegetables,mixed fruit
Lunch	<input checked="" type="checkbox"/> 12:30 PM	apple juice, mixed vegetables, macaronni & cheese
Afternoon Snack	<input checked="" type="checkbox"/> 03:30 PM	orange juice, mixed vegetables, grilled cheese sandwich
Supper	<input type="checkbox"/>	
Evening Snack	<input type="checkbox"/>	

Timesheet Log

William Jacobs

Timesheet Log

Date	Day	Start Time	End Time	Session 1	Session 2
08/01/2003	Fri	08:00 AM	04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/04/2003	Mon	09:00 AM	03:40 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/06/2003	Wed	08:40 AM	02:50 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/08/2003	Fri	08:00 AM	04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/11/2003	Mon	09:00 AM	04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/13/2003	Wed	08:40 AM	10:00 AM	<input type="checkbox"/>	<input type="checkbox"/>
08/13/2003	Wed	02:30 PM	06:10 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/15/2003	Fri	08:00 AM	05:00 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/18/2003	Mon	08:50 AM	03:00 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/20/2003	Wed	09:00 AM	12:40 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/22/2003	Fri	07:00 AM	04:10 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/25/2003	Mon	09:00 AM	03:10 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/27/2003	Wed	08:30 AM	12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>
08/29/2003	Fri	08:00 AM	04:30 PM	<input type="checkbox"/>	<input type="checkbox"/>

90 Day Account Aging

Account Aging 05/01/2011 to 08/12/2011

Name	90 Day				60 Day				30 Day				Current Month			
	Start	Chgs	Pymts	End	Start	Chgs	Pymts	End	Start	Chgs	Pymts	End	Start	Chgs	Pymts	End
Dorothy R Gehrmann	\$100	\$522	(\$522)	\$100	\$100	\$100	(\$100)	\$100	\$100	\$0	\$0	\$100	\$100	\$0	\$0	\$100
Shannon Ghelin	\$110	\$531	(\$537)	\$104	\$104	\$300	(\$104)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
Paul Gizot	\$60	\$295	(\$350)	\$5	\$5	\$20	(\$25)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ralph N Gore	\$100	\$505	(\$505)	\$100	\$100	\$300	(\$100)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
Nelson R Greene	\$101	\$506	(\$599)	\$8	\$8	\$64	(\$72)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Henry R Hayes	\$100	\$577	(\$565)	\$112	\$112	\$100	(\$112)	\$100	\$100	\$0	\$0	\$100	\$100	\$0	\$0	\$100
James F Healey	\$106	\$423	(\$430)	\$0	\$0	\$40	(\$40)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
John T Henderson	\$58	\$421	(\$453)	\$25	\$25	\$28	(\$43)	\$10	\$10	\$0	\$0	\$10	\$10	\$0	\$0	\$10
Nathan Herz	\$123	\$209	(\$652)	\$0	\$0	\$44	(\$44)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Thomas R Hewson	\$106	\$536	(\$529)	\$113	\$113	\$300	(\$103)	\$310	\$310	\$200	\$0	\$510	\$510	\$100	\$0	\$610
Jerry Hildreth	\$0	\$451	(\$444)	\$7	\$7	\$40	(\$47)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donald G Housley	\$0	\$147	(\$145)	\$12	\$12	\$22	(\$34)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Harry Ibrahim	\$116	\$532	(\$546)	\$103	\$103	\$300	(\$103)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
sam jacobs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alex jones	\$100	\$542	(\$537)	\$105	\$105	\$100	(\$105)	\$100	\$100	\$0	\$0	\$100	\$100	\$0	\$0	\$100
paul jones	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100	\$100	\$100	\$0	\$200
sam jones	\$0	\$0	\$0	\$0	\$0	\$105	(\$105)	\$0	\$0	\$200	\$0	\$200	\$200	\$100	\$0	\$300
Tim Jones	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100	\$100	\$200	\$0	\$300	\$300	\$100	\$0	\$400
Tim Jones	\$0	\$100	\$0	\$100	\$100	\$300	\$0	\$400	\$400	\$200	\$0	\$600	\$600	\$100	\$0	\$700
Timme Jones	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$400	\$400	\$400	\$0	\$800	\$800	\$200	\$0	\$1,000
Julie Katz	\$106	\$557	(\$563)	\$100	\$100	\$300	(\$100)	\$300	\$300	\$315	\$0	\$615	\$615	\$200	\$0	\$815
Samantha Kehoe	\$0	\$109	(\$109)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tom Kehoe	\$0	\$179	(\$179)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Elik Klineyman	\$100	\$513	(\$513)	\$100	\$100	\$300	(\$100)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
Earl M Klinefelter	\$119	\$551	(\$570)	\$100	\$100	\$300	(\$100)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
Tom Klotz	\$102	\$527	(\$518)	\$111	\$111	\$300	(\$101)	\$310	\$310	\$200	\$0	\$510	\$510	\$100	\$0	\$610
Melissa Kuo	\$109	\$537	(\$546)	\$100	\$100	\$300	(\$100)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
Dona E Lehman	\$112	\$538	(\$540)	\$110	\$110	\$300	(\$100)	\$310	\$310	\$200	\$0	\$510	\$510	\$100	\$0	\$610
Sammv D Leidman	\$105	\$417	(\$522)	\$0	\$0	\$40	(\$40)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perry Levin	\$111	\$506	(\$517)	\$100	\$100	\$300	(\$100)	\$300	\$300	\$200	\$0	\$500	\$500	\$100	\$0	\$600
William D Levy	\$110	\$425	(\$534)	\$0	\$0	\$40	(\$40)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Monthly Receivables Summary

Forecast/Summary for 09/01/2012-12/31/2012 by Month for current children

Period	Charges	Payments	Balance
09/01/2012-09/30/2012	\$10,687.93 <input type="checkbox"/>	\$10,661.82	\$26.11
10/01/2012-10/31/2012	\$10,621.30 <input type="checkbox"/>	\$10,250.70	\$370.60
11/01/2012-11/30/2012	\$12,709.88 <input type="checkbox"/>	\$11,879.63	\$830.25
12/01/2012-12/31/2012	\$19,737.97 <input type="checkbox"/>	\$19,898.05	(\$160.08)
Totals	\$53,757.08	\$52,690.20	\$1,066.88

Accounting System Integration

ACCOUNTING INTEGRATION

Date	Daily Total	<>	cash	check	mc	money order	visa
12/30/2012	\$4,103.40	\$3,461.57	\$100.00	\$144.99	\$129.69	\$149.74	\$117.41

Staff	Total Hours	12/25/2012	12/26/2012	12/27/2012	12/28/2012	12/29/2012	12/30/2012	12/31/2012
Howard Abrah	15.50	5.00	0.00	5.00	5.50	0.00	0.00	0.00
Tim Bernstein	18.33	0.00	5.17	0.00	6.33	0.00	0.00	6.83
Nancy Focht	35.00	8.00	6.00	5.00	6.83	0.00	0.00	9.17
Jamie Gholi	20.67	6.67	7.00	0.00	3.00	0.00	0.00	4.00
Nathan Goldm	35.83	6.83	8.00	8.00	6.00	0.00	0.00	7.00
Bongtae Han	28.00	6.00	6.00	6.00	5.00	0.00	0.00	5.00
Albert Jones	20.83	0.00	7.33	0.00	6.00	0.00	0.00	7.50
Kendra Merrion	20.83	8.33	4.50	0.00	5.00	0.00	0.00	3.00
Amir M ushkat	14.83	0.00	0.00	6.83	0.00	0.00	0.00	8.00
Jack Neal	24.33	0.00	7.00	0.00	8.67	0.00	0.00	8.67
Todd Webb	31.00	6.00	7.67	6.50	5.17	0.00	0.00	5.67

Bank Deposit Report

BANK DEPOSIT for 12/30/2012 to 12/30/2012

Date	Daily Total	<>	cash	check	mc	money order	visa
12/30/2012	\$4,103.40	\$3,461.57	\$100.00	\$144.99	\$129.69	\$149.74	\$117.41

Check Deposits

Date	Child	Description	Type	Num	Dep	Amount
12/30/2012	Malcolm Bondy	Childcare Payment	check		<input checked="" type="checkbox"/>	\$70.46
12/30/2012	Brian Merrion	Childcare Payment	money order		<input checked="" type="checkbox"/>	\$149.74
12/30/2012	Glenn Doerrman	Childcare Payment	check		<input checked="" type="checkbox"/>	\$74.53
Total Checks						\$294.73

Bus Run Sign In Sheet with Schedule

Bus Run Sign In Sheet for Van A

Name	Mon 10/06		Tue 10/07		Wed 10/08		Thu 10/09		Fri 10/10		Mon 10/13		Tue 10/14	
	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

Jackson Elementary

Barbara Aguilar 11/24/2011	Session 1								NS					
	Session 2	NS		NS		NS		NS			NS		NS	
	Initials													
		8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	NS	8:00am-8:30am	8:00am-8:30am					
Jorge S. Aguilar 11/24/2011	Session 1								NS					
	Session 2	NS		NS		NS		NS			NS		NS	
	Initials													
		8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	NS	8:00am-8:30am	8:00am-8:30am					

Stone Elementary

Joan C. Amico 04/30/2012	Session 1								NS					
	Session 2	NS		NS		NS		NS			NS		NS	
	Initials													
		8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	NS	8:00am-8:30am	8:00am-8:30am					
Walter R. Arnoult 10/30/2010	Session 1								NS					
	Session 2	NS		NS		NS		NS			NS		NS	
	Initials													
		8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	8:00am-8:30am	NS	8:00am-8:30am	8:00am-8:30am					