

Questions and Suggestions (/support/Index)

GETTING STARTED GUIDE: How do I manage my preschool programs?

Posted on: 3/25/2016 2:52:41 PM

Replied by : support@icaresoftware.com


Pre-school programs can be managed with ease in iCare.

- Create Programs under Age-based Room, set default bills, and enroll children.
- Bill children manually or automatically by setting up Day-ending billing.

NOTE: If you have special Rate-chart based billing, contact our support team at support@icaresoftware.com (mailto:support@icaresoftware.com) to provide us with more details or use Flat Rates for billing.

Program Management

1. To create a Program, navigate to the Programs/Classes (**P/C**) page and click Add New button. Fill in all the details and click Save to finish adding.



Program / Class Name

1. Enter a name for the Program

2. Select an Age-based Room to create a Program

ROOM

Site: Select Sites

Room: Not-specified

Capacity:

SCHEDULE

Start Date *

End Date

	Mon	Tue	Wed	Thu	Fri
Start Time	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM
End Time	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM

PARENT OPTIONS

Offer this Program/Class for online enrollment.

Allow parents to customize Start/End Dates

Allow Parent to customize Days of the week

Allow Parent to customize Start/End Times

3. Schedule your Program

4. Enter a fee amount or select a rate

DEFAULT BILLS

Amount/Rate	Period	Account	Description
Enter amount/select	--Select--	--Select--	

*You can add more billing lines after clicking on Save.

2. To add staff and enroll children in a Program, navigate to the **P/C** details page and add staff/children using '+' icon in the Staff and Children boxes.



3-Year 3D

1 enrolled; 15 spots available

Class ID 33

Room 3-year

Age 36-48

Click here to enroll staff

Add new program & class +

Staff



Search...

Click here to enroll children

Children



Search...



Mathew, Olivia

3-year, 3y 5m

ROOM

Site iCare Sandbox(1)

Room 3-year

Capacity 16

SCHEDULE

Start Date 5/28/2017

End Date -

	Mon	Tue	Wed	Thu	Fri
Start Time		09:00 AM	09:00 AM	09:00 AM	
End Time		12:00 PM	12:00 PM	12:00 PM	

PARENT OPTIONS

- Offer this Program/Class for online enrollment
- Allow parents to customize Start/End Dates
- Allow parents to customize Days of the Week
- Allow parents to customize Start/End Time

DEFAULT BILLS

	Amount	Period	Account	Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Select Account	<input type="text"/>
<input type="checkbox"/>	150	Semi-monthly(Fixed)	Activity	TutionFees + 3-Year 3D + Semi-monthly

Have a special rate chart and don't know how to enter it here, email it to tech@icaresoftware.com for help.

Billing Setup

To set up Day-ending billing, navigate to Dayending Setup on Step-6 on Settings page. Turn ON Automatic Billing if you wish to bill all the automatically at the end of the day or Turn ON Manual Billing if you wish to bill children manually using the Preview Bill functionality.

Step 1

Basic setup

Step 2

Manage Rooms

Step 3

Create Programs/Classes

Step 4

Add Families and Staff

Step 5

Enroll Children and Staff

Step 6

Set up Payment

Step 7

Set up Lobby

Set up payment processing

Your payment processing account is set.

Once your payment processing account is set, money from payments will go directly to your bank account. In most cases, the account application is approved within 48 hours

[Click here to set your payment processing merchant account.](#)

Tip: The TransFirst processing fee is much lower for direct deposits than for credit cards; encourage your parents to sign up for direct deposit.

You can set up Direct Deposit (automated recurring payment) through the payment processing page, which is accessible from Balances, Transactions and Ledger reports.

iCare Billing Rules

- A. Weekly and bi-weekly bills are posted on Fridays before the next scheduled period.
- B. Monthly and semi-monthly bills are posted 2 days before the next scheduled period.
- C. The bills for the first scheduled period are posted immediately on the day of registration. Afterwards, the bills are posted according to above schedules.
- D. Attendance charges are posted at the end of every day, and lump payments are collected on Fridays.

Late payment fee automation option

[Click here to set up late payment fee.](#)

Dayending Setup

Automatic(Dayending) Billing

ON Time

Manual Billing

OFF

← **Set manual / automatic billing here**

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Comment

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