

Questions and Suggestions (/support/Index)

GETTING STARTED GUIDE: How do I manage my after-school enrichment classes?

Posted on: 3/25/2016 2:29:53 PM

Replied by : support@icaresoftware.com

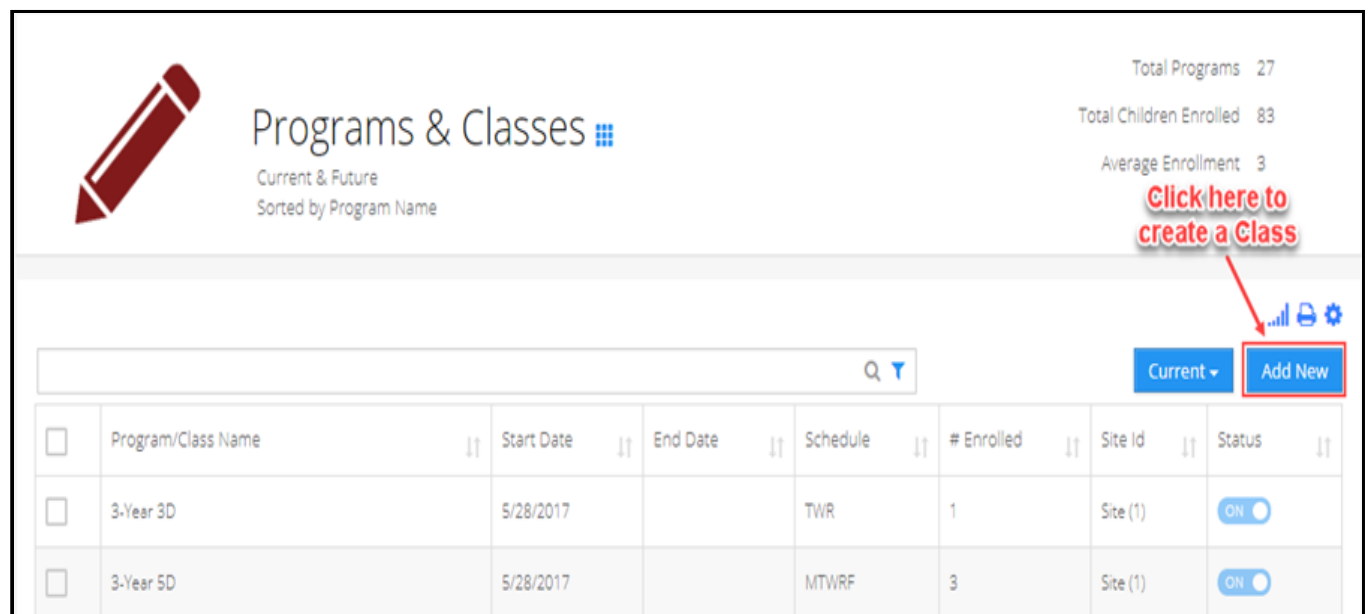
After-school enrichment classes can be managed in iCare with ease.

- Create Classes from Programs/Classes (**P/C**) page, schedule them, set default bills and enroll children in it.
- To create a Class, select the 'Not-specified' option from the Age-based Room drop-down. Children from all age-groups can be enrolled in Classes.
- Bill children manually or automatically using Dayending Setup.

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.

Class Management

1. To create a class, navigate to the **P/C** page and click Add new button.



The screenshot displays the 'Programs & Classes' management page. At the top left is a red pencil icon. The page title is 'Programs & Classes' with a sub-header 'Current & Future Sorted by Program Name'. On the right, summary statistics are shown: Total Programs 27, Total Children Enrolled 83, and Average Enrollment 3. A search bar is located below the header. In the top right corner, there are icons for signal strength, Wi-Fi, and a settings gear. Below these icons, a blue 'Add New' button is highlighted with a red box, and a red arrow points to it from a red callout box containing the text 'Click here to create a Class'. Below the header and search bar is a table with the following columns: Program/Class Name, Start Date, End Date, Schedule, # Enrolled, Site Id, and Status. The table contains two rows of data:

<input type="checkbox"/>	Program/Class Name	Start Date	End Date	Schedule	# Enrolled	Site Id	Status
<input type="checkbox"/>	3-Year 3D	5/28/2017		TWR	1	Site (1)	ON
<input type="checkbox"/>	3-Year 5D	5/28/2017		MTWRF	3	Site (1)	ON

2. On **P/C** setup page, select 'Not-specified' option from Age-based Rooms drop-down, fill in all other details and click Save to finish adding.



Program / Class Name

Select 'Not-specified' to create a Class

ROOM

Site

Select Sites

Save

Room

Not-specified

Cancel

Capacity

SCHEDULE

Start Date *

End Date

Set parental options here

Start Time

End Time

Mon

Tue

Wed

Thu

Fri

06:00 AM

06:00 AM

06:00 AM

06:00 AM

06:00 AM

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

Set default bills for the class

DEFAULT BILLS

	Amount/Rate	Period ⓘ	Account	Description
<input type="checkbox"/>	Enter amount/select	---Select---	---Select---	

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

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



Chess Beginner

3 enrolled; 22 spots available
1 spot opening on 2/3/2018

Class ID 11

Room Not-specified

Age -

Click here to enroll staff

ROOM

Site iCare Sandbox(1)

Room Not-specified

Capacity 25

SCHEDULE

Start Date 5/28/2017

End Date 2/3/2018

	Mon	Tue	Wed	Thu	Fri
Start Time	03:00 PM	03:00 PM	03:00 PM	03:00 PM	03:00 PM
End Time	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 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"/>	---select---	Select Account	<input type="text"/>
<input type="checkbox"/>	200	Monthly (Fixed)	Activity	TuitionDeposits + ChessBeginner + Monthly

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

Add new program & class +

Staff



Search...



Grace, Lauren

Click here to enroll children

Children



Search...



William, Joshua

KG, 5y 11m



Noah, Elijah

KG, 6y 4m



Taylor, Oscar

KG, 5y 3m

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**

◀ Prev

Next ▶

Email

Comment

Source		▼				
	▼					
Styles ▼	Format ▼	Font ▼	Size ▼	▼ ▼		

Submit Cancel

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