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| --- | --- |
| **Program: Before/After Care for Center 1: 2014-2015** | |
| * Before and After Care run from September thru June, 2014-2015 * Customers can purchase Before and After Care in 5 day/weekly blocks * Before Care 6-9am / After Care 3-6pm * Add a facility called: **Day Care Facility** to be used for this program | |
| Before Care | $100 per week |
| After Care | $100 per week |
| Before and After Care | $150 per week |

|  |  |
| --- | --- |
| **Program: Summer Camp 2014** | |
| * Summer Camp runs for 10 weeks during Summer of 2015 * First week Starts Jun 29, 2015; each Session should be a one week/6 day period * 6 Day Camp Sessions (Minus Sundays) * Customers can purchase individual weeks | |
| Electronics Camp Week | $200 |
| Photography Camp Week | $200  extra incidental: $50 for supplies |
| History Camp Week | $200 |
| Space Camp Week | $200 |
| Science Camp Week | $200  extra incidental: $30 for supplies |
| Painting and Sculpting Camp Week | $200 |
| Cooking/Baking Camp Week | $200  extra incidental: $30 for ingredients |
| Team Sports Camp Week | $200 |
| Outdoors Camp Week | $200 |
| Creative Writing Camps Week | $200 |
| $1500 for all 10 camp sessions (not including extra incidentals) | |

## Lesson 1: Create Program Types

You can use daycare program types to group your daycare programs into different categories.

1. Create a **Summer Camp** and **Before and After Care** Program Type
   * *Admin > FlexReg Settings > Program Types*

## Lesson 2: Create Sessions

Sessions correspond to sets of specific daycare classes with specific times over a date range. You can attach a session to one or more daycare programs.

1. Create **Sessions** for **Summer Camp** and **Before and After Care**
   * *Admin > FlexReg Settings > Sessions*

## Lesson 3: Develop General Charges

**Details:** Create charges that reflect the FlexReg charts, with settings configured appropriately

1. Deposit fees collected from charges into a GL Account titled: FlexReg Fees
   * *Administration > Financial Settings > GL Accounts*
2. Describe the charge, select a unit of measure and enter the default fee.
   * *Tip: Administration > FlexReg Settings > Charges*

## Lesson 4: Create Programs

Daycare Programs typically consist of multiple sessions that customers can register in. For example: A daycare program may have both before and after school components. Clients can register in the before portion, the after portion or both for a reduced rate. In this case you would set up 2 sessions (before and after) and 1 program.

1. Create a Program for Summer Camp and for Before and After Care
   * *Admin > FlexReg Settings > Programs*