

# CYMS TRAINING GUIDE

## CTG-F01b - RATE SETUP -HOURLY / LATE PICKUP

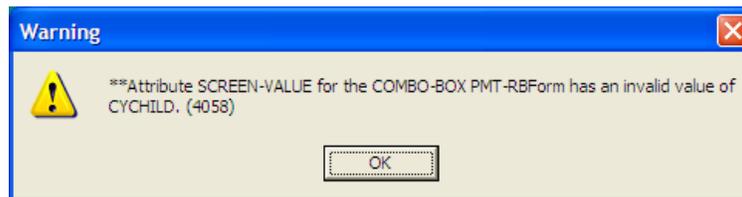
Updated Apr 04

- 1 Go to Files → Pass → Pass Type Maintenance.

Type	Print Description	Months	Quick	Fee	Purpose	Photo	Status	Max Visits	Default Mem Date	Default
CY-CHILD	Child Pass	12	Yes	Yes	No	No	Active	0		
CY-MST	MS/Teen Pass	12	Yes	No	No	No	Active	0		
CY-MZZ	YS Privilege	12	Yes	No	No	No	Active	0		
CY-SAS	School-Age Pass	12	Yes	Yes	No	No	Active	0		

- 2 Highlight the pass you wish to work with and click **Change**.

**Note:** If you receive a warning like the one below, simply click **OK**.



There are five screens related to the pass. The first you will visit is Core Info.

- 3 Click the *CYS* radio set at the top of the screen to go to the *CYS* screen.

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance" with a date of "11/26/2003" and user "CYS". The window has several tabs: "Core Info", "Restr/Featr", "Fees", "Golf", and "CYS". The "Fees" tab is active. It is divided into two main sections: "CYMS Hourly Fees and Guidelines" on the left and "CYMS Late Pickup Fees and Guidelines" on the right.

**CYMS Hourly Fees and Guidelines:**

- Hourly Fee Schedule: Child #1: 1.25, Child #2: 1.25, Child #3: 1.25, Child #4+: 1.25
- Hourly Time Block In Minutes: 30
- Maximum Hourly Fee To Charge: 999,999.00
- Round Hourly Fees UP Based On Time Blocks?
- Visit Fee Rounding Factor:  Penny,  Nickel,  Dime,  Quarter,  Dollar

**CYMS Late Pickup Fees and Guidelines:**

Hrly Late Start:	Mon: 18:01	Fri: 18:01
	Tue: 18:01	Sat: 23:59
	Wed: 18:01	Sun: 23:59
	Thu: 18:01	
Full Late Start:	Mon: 18:01	Fri: 18:01
	Tue: 18:01	Sat: 00:00
	Wed: 18:01	Sun: 00:00
	Thu: 18:01	

Additional settings for late pickup fees:

- Late Fee Amount (By The Block): 10.00
- Late Fee Time Block In Minutes: 15
- Maximum Late Fee To Charge: 999,999.00
- Round Late Fees UP Based On Time Blocks?

Buttons at the bottom: Next, Done, Statistics, Cancel.

The left side of the screen is where the hourly rate information is stored.

**Hourly Fee Schedule** for Child 1, Child 2, etc allows centers to charge a tiered rate structure. The center may have an hourly rate for the first child and a different rate for the second child (if they are both from the same family and in your center at the same time).

This rate structure can also help if you have a Cat 1 hourly rate that is different than Cat 2-6. At the time of the swipe in the clerk would need to know the parent's income category and choose the proper hourly rate.

On the Swipe In screen, the first hourly child would use the Child 1 rate; the second hourly child would use the Child 2 rate, etc.

The screenshot shows a dialog box titled "CYMS Care Type" with a close button (X) in the top right corner. It contains a list of radio button options:

- Full/Part Day Care
- Hourly Care 1st Child
- Hourly Care 2nd Child
- Hourly Care 3rd Child
- Hourly Care 4th Child
- Other Care

Buttons at the bottom: OK, Cancel Visit.

**Note:** When assigning the Child 1, Child 2 rate, etc., the rate that is entered in the Hourly Fee Schedule must match the center's hourly block in minutes.

For example, if the center charges hourly fees in 30 minutes blocks and the hourly rate is \$2.50, the Child 1 rate would be \$1.25.

**Hourly Time Block In Minutes** - This field relates to *how* the center charges their hourly fees. For example, if a child were in the center for 1 hour and 5 minutes, how much time would that child be charged for? If the answer is 1.25 hours, the center charges in 15 minute blocks. If the answer is 1.5 hours, the center charges in 30 minute blocks. If the answer is 2.0 hours, the center charges in 60 minute blocks.

**Maximum Hourly Fee to Charge** - If there is a maximum hourly fee, it can be entered here. However, most centers will charge hourly fees for as long as the child is in the building. Typically, this should 999,999.99.

**Round Hourly Fees UP Based On Time Blocks?** - When toggled, this tells the system to round up to the nearest time block. For example, if the **Hourly Time Block In Minutes** is 15 and a child is in the center for 1 hour and 5 minutes, the charge will be for 1 hr and 15. This option should always be toggled ON.

**Visit Rounding Factor:** If your hourly rate is \$2.50 and you charge in 15 minute blocks, your Child 1 rate would be 0.62 cents. If a child was in the center for 1 hour (or 4 time blocks),  $4 \times \$0.62 = \$2.48$ . If you round to the nearest nickel, the rate will be \$2.50.

In the example below, the center charges \$2.50 per hour. They charge this rate in 30 minute blocks. This means that if an hourly child is in the building for 5 minutes, they will be charged for 30 minutes (\$1.25). If the child is in the building for 35 minutes, they will be charged for 60 minutes (\$2.50), and so on.

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance 11/28/2003 CYS". The "Fees" tab is selected, showing two main sections: "CYMS Hourly Fees and Guidelines" and "CYMS Late Pickup Fees and Guidelines".

**CYMS Hourly Fees and Guidelines:**

- Hourly Fee Schedule: Child #1: 1.25, Child #2: 1.25, Child #3: 1.25, Child #4+: 1.25
- Hourly Time Block In Minutes: 30
- Maximum Hourly Fee To Charge: 999,999.00
- Round Hourly Fees UP Based On Time Blocks?
- Visit Fee Rounding Factor:  Penny,  Nickel,  Dime,  Quarter,  Dollar

**CYMS Late Pickup Fees and Guidelines:**

- Hrly Late Start: Mon 18:01, Tue 18:01, Wed 18:01, Thu 18:01, Fri 18:01, Sat 23:59, Sun 23:59
- Full Late Start: Mon 18:01, Tue 18:01, Wed 18:01, Thu 18:01, Fri 18:01, Sat 00:00, Sun 00:00
- Late Fee Amount (By The Block): 10.00
- Late Fee Time Block In Minutes: 15
- Maximum Late Fee To Charge: 999,999.00
- Round Late Fees UP Based On Time Blocks?

Buttons at the bottom: Next, Done, Statistics, Cancel.

Footer: Enter the HOURLY FEE for this type

**Rule of Thumb:** Once you determine whether you round to the nearest 15, 30, or 60 minute block, the Child 1-4 rate in the Hourly Fee Schedule must match that time frame.

For example, if the above center determines that they charge their rate in 15 minute blocks, the **Hourly Time Block In Minutes** would need to be changed to 15 and the Child 1-4 rate would need to be  $2.50/4$  (\$.62)—(divided by four since there are four 15 minute blocks in one hour). With a .62 cent

rate every fifteen minutes, one hour would be \$2.48, with the **Visit Fee Rounding Factor** set to a nickel to make it \$2.50.

Here's an example of this rate structure:

The screenshot shows the 'CYMS Rel 9.5a3g File Maintenance' window for the date 11/28/2003. The 'CYMS' tab is selected. The window is divided into two main sections: 'CYMS Hourly Fees and Guidelines' and 'CYMS Late Pickup Fees and Guidelines'.

**CYMS Hourly Fees and Guidelines:**

Hourly Fee Schedule:	Child #1	0.62
	Child #2	0.62
	Child #3	0.62
	Child #4+	0.62

Hourly Time Block In Minutes: 15  
Maximum Hourly Fee To Charge: 999,999.00  
 Round Hourly Fees UP Based On Time Blocks?

Visit Fee Rounding Factor:  Penny,  Nickel,  Dime,  Quarter,  Dollar

**CYMS Late Pickup Fees and Guidelines:**

Hrly Late Start:	Mon	18:01	Fri	18:01
	Tue	18:01	Sat	23:59
	Wed	18:01	Sun	23:59
	Thu	18:01		

Full Late Start: Mon 18:01, Fri 18:01, Tue 18:01, Sat 00:00, Wed 18:01, Sun 00:00, Thu 18:01

Late Fee Amount (By The Block): 10.00  
Late Fee Time Block In Minutes: 15  
Maximum Late Fee To Charge: 999,999.00  
 Round Late Fees UP Based On Time Blocks?

Buttons: Next, Done, Statistics, Cancel

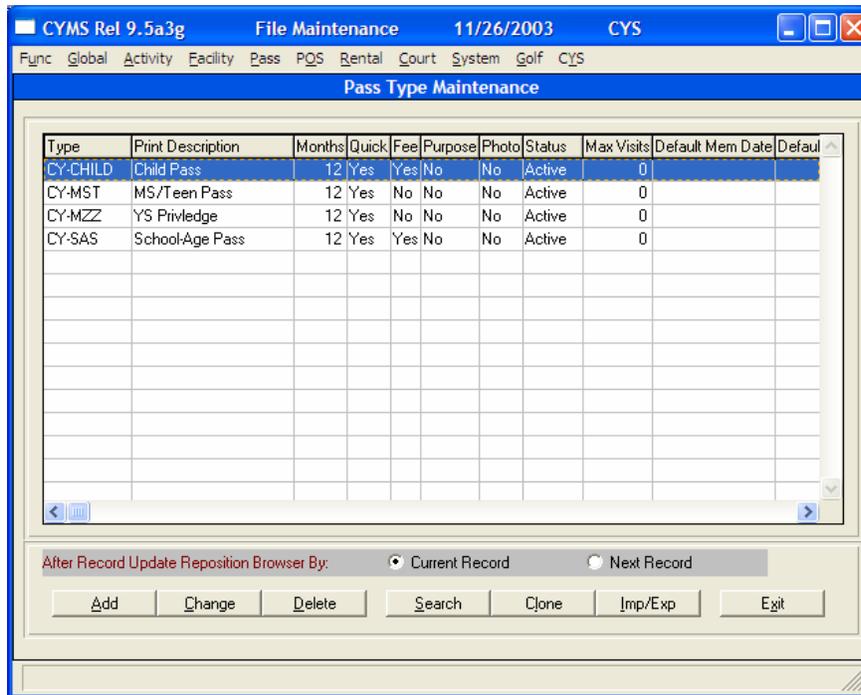
Footer: Enter The Time To Start Charging Late Fees On MON

To determine whether you charge in fifteen, thirty or sixty minute blocks you need to ask how much your center charges if someone is in your building for 40 minutes, or 1 hour and 5 minutes, etc.

- 4 Click **Done** to save any changes that have been made.

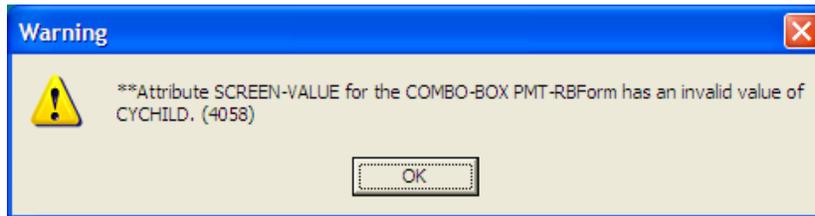
### Changing Late Pickup Rates

- 1 Go to Files → Pass → Pass Type Maintenance.



2 Highlight the pass you wish to work with and click **Change**.

**Note:** If you receive a warning like the one below, simply click **OK**.



There are five screens related to the pass. The first you will visit is Core Info.

3 Click the *CYS* radio set at the top of the screen to go to the *CYS* screen.

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance" with a date of "11/26/2003" and user "CYS". The window has a menu bar with "Func", "Global", "Activity", "Facility", "Pass", "POS", "Rental", "Court", "System", "Golf", and "CYS". Below the menu bar are tabs for "Core Info", "Restr/Featr", "Fees", "Golf", and "CYS". The "Fees" tab is active, displaying two panels: "CYMS Hourly Fees and Guidelines" and "CYMS Late Pickup Fees and Guidelines".

**CYMS Hourly Fees and Guidelines:**

- Hourly Fee Schedule: Child #1: 1.25, Child #2: 1.25, Child #3: 1.25, Child #4+: 1.25
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- Late Fee Amount (By The Block): 10.00
- Late Fee Time Block In Minutes: 15
- Maximum Late Fee To Charge: 999,999.00
- Round Late Fees UP Based On Time Blocks?

Buttons at the bottom: Next, Done, Statistics, Cancel.

The right side of the screen is where the late pickup information is stored.

**Hrly Late Start** - Some centers' hourly programs close before their full day programs; therefore, we allow different late pickup times for children who were swiped in as hourly. Enter the late pickup time for each day of the week the center is open for hourly.

**Full Late Start** - Enter the time that children who are swiped in as Full Day are considered late being picked up. Type in the late pickup time for each day of the week the center is open.

**Late Fee Amount (By The Block)** - How much you charge a parent for picking up their child late. For example: \$10.

**Late Fee Time Block In Minutes** - This works in conjunction with the **Late Fee Amount (By The Block)** field. If the **Late Fee Amount (By The Block)** is \$10 and the **Late Fee Time Block In Minutes** is 15 minutes, this would translate into the parent being charged \$10 for every fifteen minutes they are late picking up the child.

**Maximum Late Fee To Charge** - Some centers don't charge more than a certain dollar amount for late pickup. For example, if the **Late Fee Amount (By The Block)** is \$10 and the **Late Fee Time Block In Minutes** is 15 minutes and the **Maximum Late Fee To Charge** is \$20, the system wouldn't charge more than \$20 even if the parent were more than 30 minutes late picking up their child.

**Round Late Fees Up** - This option is always selected.

For example, the **Late Fee Amount (By The Block)** is \$10, the **Late Fee Time Block In Minutes** is 15 minutes, and **Round Late Fees Up** is toggled. A parent who is 9 minutes late picking up their child will be charged \$10 (as though they were 15 minutes late). If they are 16 minutes late picking up their child they will be charged \$20 (as though they were 30 minutes late).

The screen below shows the setup for a center with a late pickup fee of \$1 per minute with a max of \$30.

CYMS Rel 9.5a3g File Maintenance 11/28/2003 CYS

Func Global Activity Facility Pass PQS Rental Court System Golf CYS

Core Info Restr/Featr Fees Golf CYS

**CYMS Hourly Fees and Guidelines**

Hourly Fee Schedule:

Child #1	0.62
Child #2	0.62
Child #3	0.62
Child #4+	0.62

Hourly Time Block In Minutes: 15

Maximum Hourly Fee To Charge: 999,999.00

Round Hourly Fees UP Based On Time Blocks?

Visit Fee Rounding Factor:

Penny

Nickel

Dime

Quarter

Dollar

**CYMS Late Pickup Fees and Guidelines**

Hrly Late Start:

Mon	18:01	Fri	18:01
Tue	18:01	Sat	23:59
Wed	18:01	Sun	23:59
Thu	18:01		

Full Late Start:

Mon	18:01	Fri	18:01
Tue	18:01	Sat	23:59
Wed	18:01	Sun	23:59
Thu	18:01		

Late Fee Amount (By The Block): 1.00

Late Fee Time Block In Minutes: 1

Maximum Late Fee To Charge: 30.00

Round Late Fees UP Based On Time Blocks?

Next Done Statistics Cancel

Select to ROUND late pickup fees to next late time block

- Click **Done** to save any changes that have been made.