

CHILDWARE - SOFTWARE UPDATES 11.12.12

Billing Children with Mid-cycle Service Profile Changes

Family billing uses the rates you set up on the child's service profile to figure out what amount and when to bill parents. So what happens if the child's service profile doesn't start on the first day of the billing period? Or what if there are two service profiles during one billing period?

We've made some important updates to ensure that children are billed accurately and on time.

All children who have an active service profile sometime during the billing cycle will be on your "To Be Billed" list. ***ChildWare always bills children based on the first service profile listed within the billing period.*** This guarantees that no child is missed or double billed.

In this guide, we have provided three examples where a mid-cycle service profile is created. These examples are based on the billing period: Monday, November 7th through Sunday, November 11th.

- Example 1: Mid-cycle enrollments
- Example 2: Mid-cycle service profile changes
- Example 3: Mid-cycle discharges

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Example 1: Mid-cycle enrollments

SCENARIO: The billing period runs from Monday, November 5th to Sunday, November 11th. Maria enrolls on Tuesday, November 6th.

HOW IS SHE BILLED? Maria will be billed for the week of November 5th for \$200. If your center prorates tuition for the short week, you can add a tuition credit for that week after billing has been processed.

Child: Maria Alvarez () OK Cancel

Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships **Services** Financial Health Special Needs Enrollment/Consents Events Vaccines Other Info Logs

Costs Summary			Payment Summary		
Tuition/Care	Cost	Period	Payments	Payment	Period
Preschool			Tuition/Care (parent):	\$200.00	Weekly
Full Day / 5 Days:	\$200.00	Weekly	Additional Services (parent):	\$0.00	Weekly
Additional Services			Summary		
Meals:	\$0.00	Weekly	Total Payments/Discounts/Credits:	\$200.00	Weekly
Transportation:	\$0.00	Weekly	Due From Parent:	\$200.00	Weekly
Total Costs:	\$200.00	Weekly	Parent Payment Schedule:	\$200.00	Weekly

Service Profile History Add / Change Current Service Profile

Select	Care Level	Care Type	Days	Meals	Begin	End	Subsidies	Site	Entered	By	Delete
<input type="checkbox"/>	Preschool	Full Day	5		11/06/2012		Private Pay	TESST3	11/02/2012	CBALSAMO	<input type="checkbox"/>

BILLING PERIOD: 11/5/2012 – 11/11-2012

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
5	6 Maria Alvarez enrolls. Service Profile starts on a Tuesday.	7	8	9	10	11
Not Enrolled	Enrolled Preschool Tuition = \$200/wk					

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Example 2: Mid-cycle service profile changes

SCENARIO: The billing period runs from Monday, November 5th to Sunday, November 11th. Betty changes care level on Wednesday, November 7th.

HOW IS SHE BILLED? Betty will get billed for the week of November 5th for \$250. The Older Toddler rate of \$220 will go into effect at the start of the next billing period Monday, November 12th.

Child: Betty Cooper (102 - Infant/Toddler 2) OK Cancel

Child Due: \$1,665.50 Family Due: \$2,330.20 Deposit Required: \$250.00 Deposit On File: \$250.00

Main Relationships **Services** Financial Health Special Needs Enrollment/Consents Events Vaccines Other Info Logs

Costs Summary			Payment Summary		
Tuition/Care	Cost	Period	Payments	Payment	Period
Older Toddler Full Day / 5 Days:	\$220.00	Weekly	Tuition/Care (parent):	\$215.60	Weekly
			Additional Services (parent):	\$41.25	Weekly
Additional Services			Discounts/Credits		
Meals:	\$16.25	Weekly	Sibling Discount:	\$4.40	Weekly
Transportation:	\$0.00	Weekly			
Other:	\$25.00	Weekly	Summary		
Total Costs:	\$261.25	Weekly	Total Payments/Discounts/Credits:	\$261.25	Weekly
			Due From Parent:	\$256.85	Weekly
			Parent Payment Schedule:	\$256.85	Weekly

Service Profile History Add / Change Current Service Profile

Select	Care Level	Care Type	Days	Meals	Begin	End	Subsidies	Site	Entered	By	Delete
Select	Older Toddler	Full Day	5	Reduced	11/07/2012		Private Pay	TESST3	11/02/2012	CBALSAMO	Delete
Select	Young Toddler	Full Day	5	Reduced	03/05/2012	11/06/2012	Private Pay	TESST3	03/28/2012	FPARKES	Delete
Select	Young Toddler	Full Day	5	Reduced	10/10/2011	03/04/2012	Private Pay	TESST3	10/13/2011	FPARKES	Delete
Select	Infant	Half Day Afternoon	5	Reduced	08/18/2011	10/09/2011	CCIS	TESST3	08/18/2011	FPARKES	Delete
Select	Infant	Half Day Afternoon	5	Reduced	08/03/2011	08/17/2011	CCIS	TESST3	08/03/2011	FPARKES	Delete
Select	Infant	Half Day Afternoon	5	Reduced	06/02/2011	08/02/2011	CCIS	TESST3	06/24/2011	FPARKES	Delete

BILLING PERIOD: 11/5/2012 – 11/11-2012

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
5	6	7 Betty Cooper switches classroom and care level.	8	9	10	11
Young Toddler assigned to 102 Infant / Toddler Room Young Toddler Tuition = \$250/wk		Older Toddler assigned to 201 Toddler/PreK Transition Room Older Toddler Tuition = \$220/wk				

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Example 3: Mid-cycle discharges

SCENARIO: The billing period runs from Monday, November 5th to Sunday, November 11th. Arthur is discharged on Thursday, November 8th.

HOW IS HE BILLED? Arthur will get billed for the week of November 5th for \$220. If your center prorates tuition for the short week, you can add a tuition credit for that week after billing has been processed.

Child: Arthur Alexakis (101 - Infant/Toddler 1) OK Cancel

Child Credit: (\$100.00) Family Credit: (\$100.00) Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships **Services** Financial Health Special Needs Enrollment/Consents Events Vaccines Other Info Logs

Costs Summary

Tuition/Care	Cost	Period
	\$0.00	
Additional Services		
Meals:	\$0.00	
Transportation:	\$0.00	
Total Costs:	\$0.00	

Payment Summary

Payments	Payment Period
Tuition/Care (parent):	\$0.00
Additional Services (parent):	\$0.00
Summary	
Total Payments/Discounts/Credits:	\$0.00
Due From Parent:	\$0.00
Parent Payment Schedule:	\$0.00

Service Profile History Add / Change Current Service Profile

	Care Level	Care Type	Days	Meals	Begin	End	Subsidies	Site	Entered	By	
Select	Older Toddler			Free	09/01/2012	11/08/2012	CCIS	TESST3	10/18/2012	KSTROTHER	Delete
Select	Older Toddler			Free	04/23/2012	08/31/2012	CCIS	TESST3	07/02/2012	CBALSAMO	Delete
Select	Young Toddler	Full Day	5	Free	01/01/2012	04/22/2012	CCIS, Partial Private	TESST3	05/11/2012	SHERYL	Delete

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
5	6	7	8 Arthur Alexakis is discharged.	9	10	11
Enrolled				Not Enrolled		

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Your Billing Cycle

Take a look at what your billing cycle will look like with all three of these examples in place for the week of November 5th:

Family Billing

Billing Options
 Site: Magic Minds Child Care
 Frequency: Weekly
 Billing Period: Mon: 11/05/2012 - Sun: 11/11/2012* (* indicates unbilled periods)
 Billing Filter: All Billing

	Last Name	First Name	Care Level	Tuition	Copays	Meals	Trans	Other	Total	Billing Issues
Select	Schmoe	Joe	Preschool							No Care Rate
Select	Abbott	Hannah	Young School Age		\$0.00	\$16.25	\$15.00		\$31.25	
Select	Albert	Dina	Young School Age	\$90.00			\$25.00		\$115.00	
Select	Alexakis	Arthur	Older Toddler	\$220.00					\$220.00	
Select	Alvarez	Maria	Preschool	\$200.00					\$200.00	
Select	Andrews	Archie	Older Toddler	\$20.00	\$25.00	\$0.00			\$45.00	
Select	Bobbsey	Flossie	Older Toddler	\$215.60		\$25.00			\$240.60	
Select	Bobbsey	Freddie	Older Toddler	\$215.60		\$25.00			\$240.60	
Select	Bobbsey	Lily	Young Toddler	\$137.20		\$25.00			\$162.20	
Select	Bobbsey	Nan	Preschool	\$196.00		\$25.00			\$221.00	
Select	Cisneros	Rodrigo	Young School Age		\$0.00	\$0.00	\$15.00		\$15.00	
Select	Cisneros	Stephanie	Preschool		\$25.00	\$16.25			\$41.25	
Select	Cooper	Betty	Young Toddler	\$250.00		\$16.25		\$25.00	\$291.25	
Select	Cooper	Helen	Young School Age	\$88.20		\$16.25	\$15.00		\$119.45	

NOTE: If your center prorates for partial weeks, you can add a tuition credit for that week after billing has been processed.