



## Updating Care Rate Tables

Some agencies will raise their childcare rates yearly, others sporadically. ChildWare allows you to upgrade care rates any time of year.

### To set-up or update rates:

1. Login to ChildWare
2. Click on Admin
3. Scroll down to Agency/Site
4. Select agency you need to update
5. If Multi-site agency – choose site.
6. Click on “Care” tab
7. Click on Care Rates tab

Site: Happy Children Early Childcare Center OK Cancel

Main Events Rooms **Care** Meals Transportation Other Charges Subsidies Discounts Other Settings Log

Accreditations

**Please review all tabs before creating/updating care rate tables**

Care Levels Care Types Sliding Scales **Care Rates** Service Agreement

Days Site Open

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  Add Care Rate Table

Care Rate Tables

View or Search By: Active Care Rate Tables

|        | Period | Days | Sliding Scale | Effective  | Expiration | Comment | Entered    | By       |        |
|--------|--------|------|---------------|------------|------------|---------|------------|----------|--------|
| Select | Weekly | 1    |               | 08/01/2017 |            |         | 08/30/2017 | RGAMBINO | Delete |
| Select | Weekly | 2    |               | 08/01/2017 |            |         | 08/30/2017 | RGAMBINO | Delete |
| Select | Weekly | 3    |               | 08/01/2017 |            |         | 08/30/2017 | RGAMBINO | Delete |
| Select | Weekly | 4    |               | 08/01/2017 |            |         | 08/30/2017 | RGAMBINO | Delete |
| Select | Weekly | 5    |               | 08/01/2017 |            |         | 08/30/2017 | RGAMBINO | Delete |

8. Click on Add Care Rate Table (Need rate period – and effective date)

### Care Rate Table: Happy Children Early Childcare Center

OK Cancel

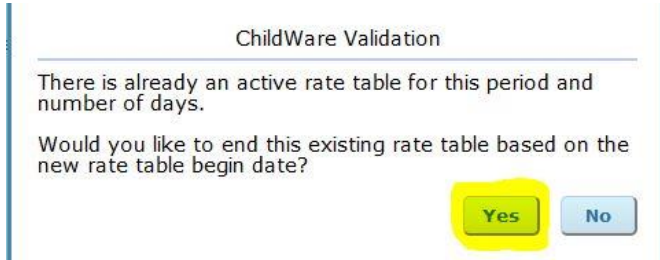
#### Rate Table

Rate Period: Weekly

Days Per Week: 1 to 5

Effective Date:

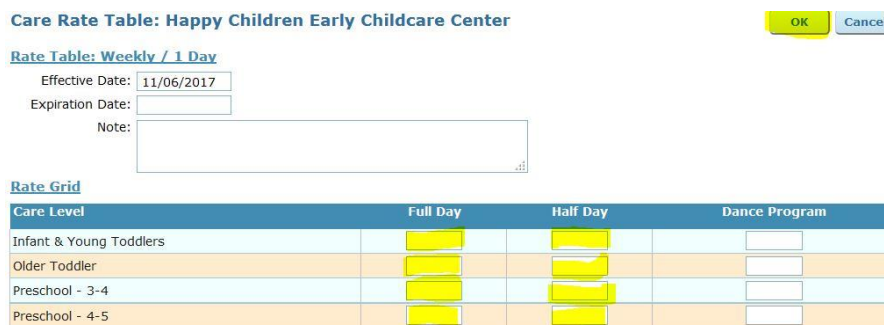
A warning will come up, if there is already a rate in place. When you click on YES, ChildWare will automatically end-date the previous care level 24 hours prior to the new effective date of the new rate.



9. Select the new care rate table.



10. Fill in the rates that the agency provided to you. When complete – Click OK to save your changes.



Last step: Upgrade All Active children in the agency/site.

11. Click on **Child/Family**
12. Scroll down and click on **Bulk Service Updates**
13. Click on arrow in **“Action”** section – pick **“Bulk Rate Changes for Active Children”**
14. Fill in **“Effective Date”** – Click **“Process Updates”**