

Hint: Use the Tab key to move from field to field.

Explanation of the important fields on this screen:

Class Description – Enter a description in the following format: <building number> - <program type> (<age group>). For example: 1234 - FD (Inf), or 1234 FD INF

Prt Description – This field will be filled in automatically from the Class Description. You may need to edit it since the print description is shorter than the class description.

Class Status – You will almost always select Active. Ask yourself, “Do I want to be able to enroll children into this room?” If the answer is yes, make it active.

Permissions List – Right Click in this field and select the Permissions Code which matches the location of the Center that houses this program. For example, if this program belongs to Main Post CDC, you should have a Permissions Code specific to the Main Post CDC.

Daycare Class – Do **NOT** enable this toggle! There is a **Child Care Activity** toggle on another screen that CYMS customers use.

Actv Type – Right-click in this field and select the appropriate Activity Type. This is a key Annual Report field.

Actv Sub Type – This field will play a key role in annual/global reporting. All branches will need to provide their standard codes.

Category – This field will play a key role in annual/global reporting. All branches will need to provide their standard codes.

Installment Billing Defaults – Right-Click in this field and select the **MANUL** Installment Billing code. If you do not have a **MANUL** code, contact VSI for further guidance.

Your screen should look similar to the following:

- The **Additional Info** button at the bottom of the screen allows you to have an email sent to a list of people in the event that a class becomes full or in the event that someone cancels out of a class that has a waitlist.

- This might be relevant for Sports and Instructional programs, but it is not really practical for CDC/SA classes because of the constant transitioning that occurs.

3 Click **CYMS** button at the bottom of the screen.

Explanation of the important fields on this screen:

CYS Prog Type – Right-click in this field and select the appropriate **Program Type**. In this example, you are creating a full day infant class, so you will select FULLDAY.

Note: The CYMS Program Type is very important for two reasons:

1. In conjunction with a household's **DoD Income Level**, the **Program Type** tells CYMS what rate to charge.
2. The **Program Type** is also used during the **Search For Care** process and is an important waitlist component.

Use CYS Rate Calculations? – This option should always be selected when creating a CDC/SA class. This tells the system to use the **CYS Rate Maintenance** screen to determine the amount a household will be charged based on **Income Category**.

Include In Multi Child/Multi Class Fee Calculation? – This option should always be selected for CDC and SA programs, *except for camps and regular Youth programs*. This makes it possible for the system to automatically calculate fee discounts for households that have more than one child enrolled in programs or one child enrolled in more than one program. For Sports Programs we have a different way to determine multi-child discounts.

Include Registrations in this Class on the Annual Report? – Select this option to ensure enrollments in this class are counted on the Annual Report.

CYS Default Installment Bill Freq – This determines how often you will be charging customers that enroll in this class. Weekly = every Monday; Semi-Monthly = twice per month (the 1st and the 15th); Monthly = once per month (the 1st of the month). Quarterly (the 1st of every Fiscal Quarter) is not typically used in CYMS and Patron Choice: During the enrollment the clerk is prompted to pick a frequency for this parent. Remember if you allow people to select their billing frequency you need to run billing more frequently and it is harder to determine when a parent is late making their payment.

Note: *The Billing Frequency determines how often you bill patrons. It should reflect how the majority of your customers pay. Example: If you allow people to pay twice per month you should probably select semi-monthly.*

CYS Age Groups – Link the proper Age Group. In this example, you are setting up a full day infant class, so you will link **1-INF** by highlighting it in the Available column and clicking **Add>>**. The Age Group link is a key component of the Search for Care process and Waitlist Management.

Camp Class Toggle – This should be selected ONLY if the class you are creating is a camp.

Your screen should look similar to the following:

4 Click **Sections** and then click **Yes** to add a section.

5 Enter 01 (zero one) for the first **Section** and then click **OK**. Subsequent sections/classrooms would be 02, 03, 04, etc.

In this example, each section = a single full day infant classroom in Building 6058

Explanation of the important fields on this screen:

- **Spec Desc** – Enter a description in the following format: <building number> - <room name or number> <program type> (<age group>). For example, *6058-Belugas FD (Inf) or 6058-Belugas FD INF*. This is an important field: It is the description the clerk will see when enrolling a child into this class.
- **Custom Desc** – This field is important for Webtrac customers. If the value entered here says Not Assigned Web Patrons will see the Spec Description when enrolling/paying on the Web. This field is especially important for Youth Sports and Instructional Programs – to better describe your classes in ways a parent would understand. To enter information in this field you would need to click into the **Spec Description** field and hit **CTRL-L**. Choose the proper **Language Type** (if Army choose Milt) and enter the **Phrase** your Web Parents would see. It is very important that these phrases be consistent and helpful. Remember, your parents may not know certain abbreviations and references like your staff would.

- **Beginning Age/Ending Age** – Enter the age range for this classroom. If you are setting up an infant room, the range would be .01 (approximately 6 weeks) thru .99
- **Agng Date** – This field should be left blank. If there is a date in this field, tab to it and press **F8** to clear the field.
- **Beg Date/End Date** – Since child care is ongoing, you will typically use a date range of “today’s” date through 12/31/2099.
- **Beg Time/End Time** – Enter the center’s opening and closing time. If this is a before or after school program, enter the appropriate before or after time.
- **Holiday Dates** – Do NOT enter holidays! Your fee policy already takes holidays into account. Adding holidays here will cause the system to prorate customer’s fees incorrectly.
- **Meet Days** – Select the days of the week this class is held. Failure to toggle the correct days will cause the system to prorate customer fees incorrectly. For CDC and SA programs, you will typically toggle Mon, Tue, Wed, Thu and Fri only.
- **Maximum Count** – Enter the maximum number of kids allowed in this classroom. If this is a room that is split between infants and pre-toddlers and you are setting up the infant side of the room, enter the maximum number of infants in this field.
 - **Note:** The Maximum Count is NOT the *capacity* of the room, but rather the maximum number of children allowed by *staffing* and *age group* regulations.
- **Maximum W>List Count** – This field does not relate to the ‘CYMS’ Waitlist – it is the ‘Rectrac’ Waitlist and therefore only relevant for Sports, Instructional programs and Camps (including SA camps). See CTG-70 and CTG-40 for more details.
- **Maximum Res Count/Max N/R Count** – Whatever you entered as the **Maximum Count** you would enter the same value here.
- **Fac ID** – Right-click in this field and select the room where the class will be held. The **Fac Type**, **Fac Loc**, and **Fac Id** fields will fill in when the facility is selected.
- **Fee Codes:** Click **Add** – this should add a green/shaded area to the browser. Enter the **GUI Begin/End Date and GUI Begin/End Time**.

This date and time range controls when you will allow GUI (Over the Counter) enrollments into this program. VSI recommends that you enter today’s date thru 12/31/2050 and a Time Range of 00:00 thru 24:00.

Please note that the Fee Code area should **NOT** be populated with Res or NR – the Fee Code area should be green or shaded but not have a Fee Code in it.

CDC/SA programs are not allowed on the web. The Web Begin/End Date and Web Begin/End Time should be left blank.

Your screen should look similar to this:

6 Click **Core Info 2** to continue to the next screen.

Explanation of the important fields on this screen:

- **Child Care Activity** – This option must be selected when creating a CDC/SA class or a camp. It allows a child care statement to be printed at the end of the year.
- **Require Current Pass Membership** – This option must be selected, since valid passes are required for access into a Center. Then click on the **Pass Types** button and **Add** the appropriate Pass Type to the **Linked** column. **Example:** Child Pass for CDC activities and the SA pass for SA and most camp classes.
- **Active When Enrolling** – Ensure this toggle is selected. It means the child’s pass has to be active on the day the child is enrolled into the class.

Your screen should look similar to the following:

- 7 Click **Fees** to continue to the next screen.
- 8 Click **Add** to add a **Bill Code**. Click *into* the green field and then *right click* in the green field under the Bill Code header and select the appropriate **Bill Code** for your center. For instance, if this is a Full Day infant class for Center 1 you would select the appropriate bill code that relates to Fullday Fees for center 1.

Note: Bill Codes are linked to General Ledger accounts and Cost Centers.
When a customer enrolls into this class, the bill code is linked to the enrollment.
Payments made against the enrollment will be directed to the proper general ledger account and cost center.

- 9 Click **Add** to enter another **Bill Code**. Click *into* the green field and then *right click* in the green field under the Bill Code header and select the appropriate **Late Payment Bill Code** for your center. Every CDC/SA class should have 2 bill codes linked – 1 for regular fees (this should always be the first bill code) and the other for late payments (this should always be the second bill code).
- 10 **Fee Req** – should **NOT** be selected
- 11 **Fee Codes** – should be left blank
- 12 **Discount** – should be selected on **both** bill codes.
- 13 The **Fee Amount**, **IB Amt** and **IB Init** should all be left at 0.00.
- 14 The **Fee Count** should be left at 1.00.

Explanation of other important fields on this screen:

- **Late Fee Amount to Assess:** This should be left at zero.
- **Late Fee Line Number** – Enter “2” in this field, provided your Late Payment Bill code is located in the second row.
 - The value entered here is linked to the **Activity Late Fee Calculator**, a program that allows you to assign Late Payment Fees to a range of Activities.
- **Begin Assessing Late Fee On** – Leave this field blank.

- **Charge Late Fee Mult Times If Unpaid** – Enable this toggle. Doing so will allow you to charge late payment fees against this program to parents who are continually delinquent in their payments.
- **Prorate Fees By Class Count** – This option must be selected for CDC and SA classes. For Camps, this option will NOT be selected.

Your screen should look similar to the following:

Bill Code	Order #	Fee Req	Fee Codes	Discount	Fee Amount	Fee Count	IB Amt	IB Init	Instructor	Dn/Alter
C2-FD	1	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0.00	1.00	0.00	0.00	No	
C2FDL	2	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0.00	1.00	0.00	0.00	No	

15 Click **Comments** to continue to the next screen.

- A **Comment Code** can be created to provide customers with generic information about a group of classes. This information will print on the customer's enrollment receipt.
 - For example, you may want to create a fee policy comment code—FPOL.
 - This comment code would be linked to all of your classes, and it would remind parents that they are required to pay twice per month to avoid incurring a late payment penalty fee, etc.
- **Misc Comments** can be created to provide customers with specific information about one class. For example, if you are setting up an Infant Room, you may wish to remind parents that diapers are not provided by the center.
- Right click to select an existing **Comment Code** from a picklist if applicable and/or type in your **Misc Comments** in the blue area.

Activity:900000 (6058 - FD INF) - 01 - 6058-Belugas FD INF - Comments

Comment Code	Not Assigned	View
Misc Comments		
Brochure Code	Not Assigned	View
Brch Comments		
Maint Code	Not Assigned	View
Maint Comments		
Poster Code	Not Assigned	View
Poster Comments		
Tickler Code	Not Assigned	View
Tickler Cmnts		

16 Even if you are a base that uses Webtrac, you do NOT need to visit the **Webtrac** screen for a CDC or SA program. Click **Done** to save your changes.

Note: In this example, if you had another infant classroom at this location you would click **Add** and repeat **Steps 4 through 16**.

If, however, you have other classrooms (e.g., Pre-Tod rooms, Toddler rooms, etc.) you would click **<<Back** and then click **Add** to create a new Activity number and repeat **Steps 1 through 16**.

NOTES:

* **ACTIVITY SETUP** is used when you need a list or an accounting of children **"BY NAME."** See the **Numbering Scheme Tables below for help numbering your activities.**

* If you want to record **"HEAD COUNTS" FOR AN EVENT**, you can use **TRANSACTION CODES** (recorded through Quick POS). See CTG-74 Youth Daily Processes for more details on creating and selling transaction codes.

THE TABLES BELOW COMPARE THE NUMBERING SCHEMES FOR THE CDC, SAS AND YS:

CDC NUMBERING SCHEME

Samples:

- 900000 = FD Infant Program in Main CDC
- 905002 = FD Tod Program in CDC Annex
- 900053 = 5-day PDPS Class in Main CDC

First & Second Character

- 90 CDC (fixed)

Third & Fourth Characters - Location

- 00-49 Main Facility
- 50-74 Annex
- 75-97 Satellite Facility
- 98 CLEOS Facility/Activity

Fifth Character - Program Type

- 0 Full Day
- 1 Part Day (Shift, Misc)
- 2 Before School
- 3 After School
- 4 ~~Hourly~~ *Not an Activity*
- 5 Part Day Preschool (5-Day)
- 6 Part Day Preschool (3-Day)
- 7 Part Day Preschool (2-Day)
- 8 Before and After School
- 9 Other (Special Needs, Etc)

Sixth Character - Age

- 0 Infant (.01 - .99)
- 1 *Not Used*
- 2 Toddler (2.00 - 2.99)
- 3 Preschool (3.00 - 4.99)
- 4 Kindergarten (5.00 - 5.99)
- 5 *Not Used*
- 6 *Not Used*
- 7 Pre-Toddler 1 (1.00 - 1.49)
- 8 Pre-Toddler 2 (1.50 - 1.99)
- 9 *Not Used*

SAS NUMBERING SCHEME

Samples:

- 911105 = SA Camp in Main SAS Facility
- 911125 = SA Before School SA in Main Facility
- 915527 = K/SA Before School in SA Annex Facility

First & Second Character

- 91 SAS (fixed)

Third & Fourth Characters – Location

- 00-49 Main Facility
- 50-74 Annex
- 75-97 Satellite Facility
- 98 CLEOS Facility/Activity

Fifth Character - Program Type

- 0 Before and After School
- 1 Part Day
- 2 Before School
- 3 After School
- 4 ~~Hourly~~ *Not an Activity*
- 5 Camp – Summer
- 6 Camp – Spring
- 7 Camp – Winter
- 8 Camp – Fall
- 9 *Not Yet Used*

Sixth Character – Age

- 0 *Not Yet Used*
- 1 *Not Yet Used*
- 2 *Not Yet Used*
- 3 *Not Yet Used*
- 4 Kindergarten
- 5 School-Age
- 6 Middle School
- 7 Kindergarten / School-Age
- 8 School-Age / Middle School
- 9 Kindergarten / School-Age / Middle School

YS NUMBERING SCHEME

Samples:

- 920100 = Baseball at main YS location
- 920310 = Martial Arts Classes
- 920444 = 4H-Photography Club

First & Second Character

- 92 YS (fixed)

Third Character - Location

- 0 *Locally Assigned*
- 1 *Locally Assigned*
- 2 *Locally Assigned*
- 3 *Locally Assigned*
- 4 *Locally Assigned*
- 5 *Locally Assigned*
- 6 *Locally Assigned*
- 7 *Locally Assigned*
- 8 *Locally Assigned*
- 9 *Locally Assigned*

Fourth Character - Service Areas

- 0 Camps
- 1 Team Sports
- 2 Individual Sports
- 3 Instructional Classes
- 4 Clubs/Councils
- 5 Trips/Tours
- 6 Social Events
- 7 Clinics
- 8 Misc
- 9 *Not Yet Used*

Fifth & Sixth Characters – Program

See attached "template" matrix . . .

Fifth Character = General Groupings
(Soccer, Dance Classes, Trips, Etc)

Sixth Character = Offerings

Remains 0 unless very specific additional activities are needed:

- Soccer-Fall and Soccer-Spring
- Dance - Ballet, Tap, Jazz
- Trips-Amusement Park, Trips-Sports, Trips-Cultural, etc.

	FOR DETAILS ON YOUTH OR SKIES NUMBER SCHEMES, SEE CTG-70		SKIES = 95
	FOR FCC ACTIVITIES, SEE CTG-51		FCC = 94
	FOR OS/STACC ACTIVITIES, THE FIRST 2 DIGITS = 98		OS/STACC = 98

