

# #82 - CYMS Training Guide – Setup (Hourly / Late Pickup Fees)

## (10.3 – July 2011)

### To Change Hourly Rates

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

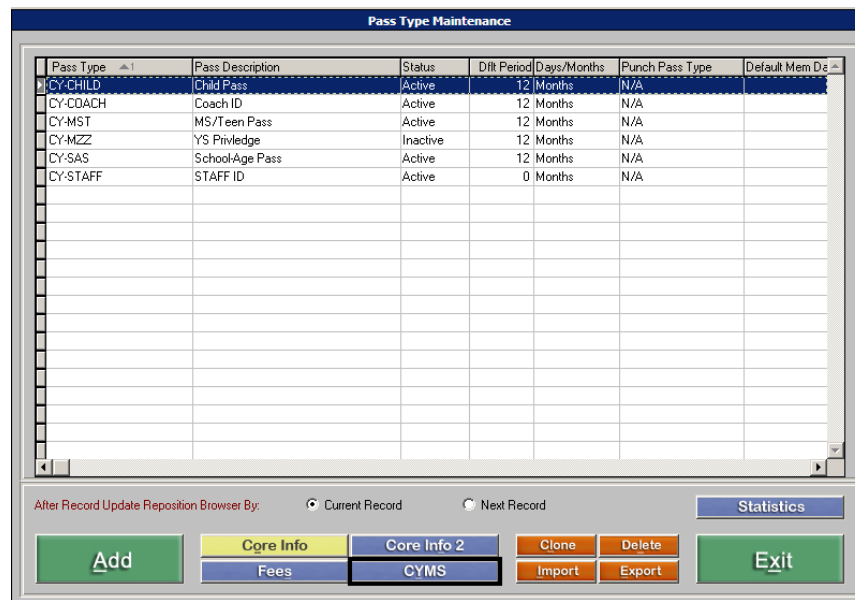


Figure 1: The Pass Type Maintenance Screen

- 2 Highlight the pass you wish to work with and click **CYMS** at that bottom of the screen.

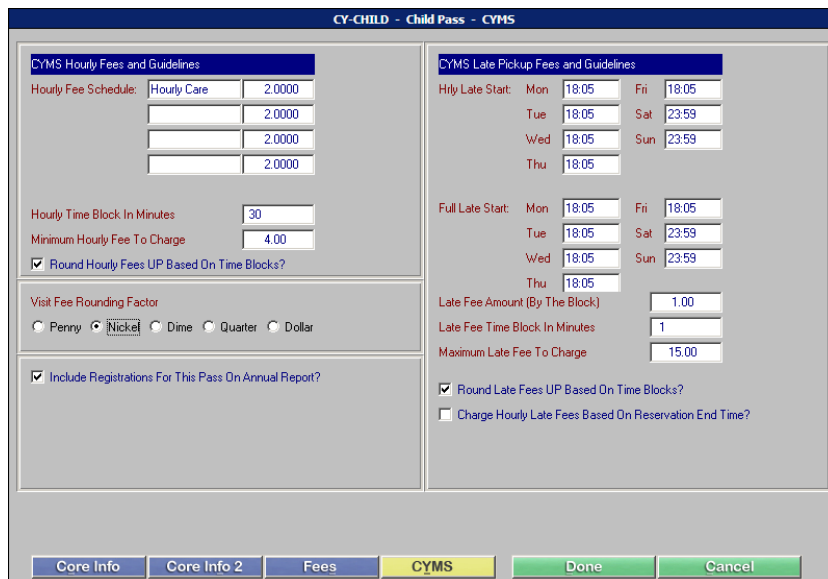


Figure 2 Pass Type Maintenance, CYMS screen

## Understanding Hourly Rates

Hourly rate information is maintained on the left-hand side of the screen, starting with the **CYMS Hourly Fees and Guidelines** field.

### Explanation of the Information Screen fields for Hourly Rates:

- **Hourly Fee Schedule** Centers are allowed to charge up to 4 different hourly rates. The text you type in File Maintenance will display on the Swipe In screen (See Figure 3 below). **Fullday/Partday Care** and **Other Care** are hardcoded in the system and you do not have control over the label.

During a swipe in, the clerk needs to select the appropriate hourly rate to charge. The Hourly Care option on the swipe in screen corresponds to the Hourly Care rate in File Maintenance in Figure 2. Some bases do not have multiple hourly rates.

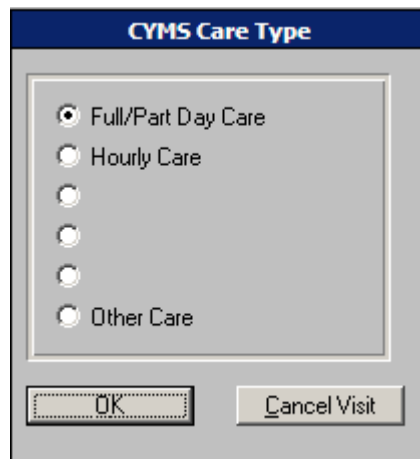
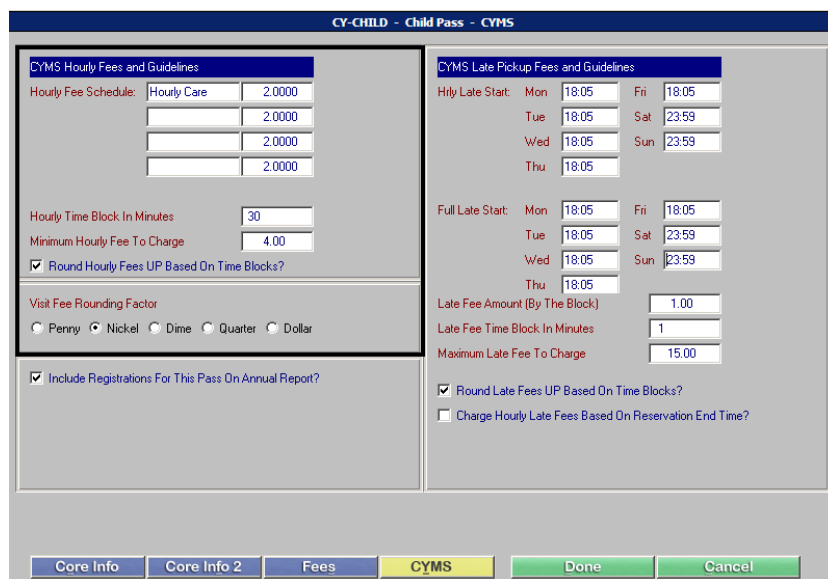


Figure 3: The CYMS Care Type screen displaying one Hourly Care option



Hourly Fee Schedule:	Rate
Hourly Care	2.0000
	2.0000
	2.0000
	2.0000

Day	Start	End
Mon	18:05	18:05
Tue	18:05	23:59
Wed	18:05	23:59
Thu	18:05	

**Figure 4 Pass Type Maintenance, CYS screen showing 30 minute increments and corresponding rates**

## Screen Descriptions

- **Hourly Fee Schedule:** The rate entered here relates directly to the **Hourly Time Block in Minutes**. For example, assuming a \$4 per hour rate:  
If you charge your fees in 15 minute blocks you would enter 1.00 in the Hourly Fee Schedule.  
If you charge your fees in 30 minute blocks you would enter 2.00 in the Hourly Fee Schedule.  
If you charge your fees in 60 minute blocks you would enter 4.00 in the Hourly Fee Schedule.
- **Hourly Time Block In Minutes:** This field relates to *how* the center charges hourly fees. For example, if a child was 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.
- **Minimum Hourly Fee to Charge:** If there is a minimum fee that you wish to charge you may enter that amount here. For example, you may have a minimum charge of \$4.00. However, if you have no real minimum, you still must enter the lowest amount you would charge someone for being in your building. For instance if you charge in 30 minute increments you would enter the 30 minute rate. In the screen shot above this center charges a minimum of \$4.00.
- **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 30 and a child is in the center for 1 hour and 5 minutes, the system will charge the household as though they were there for 1 hr and 30 minutes. This option should always be toggled ON.  
In **Figure 4** above, the center charges \$2.00 per hour per half hour block or \$4 per hour and a minimum of \$4.  
This means that if an hourly child is in the building for 5 minutes they will be charged \$4.  
If the child is in the building for 1 hr and 5 minutes they will be charged \$6.
- **Visit Fee Rounding Factor:** This feature rounds Hourly Fees up to the nearest coin value selected. VSI recommends that you round to the nearest nickel.  
**Figure 5** below provides an example. Note the Minimum Hourly Fee to Charge is \$1.25 which is the equivalent of a 30 minute visit. If a child is swiped in 40 minutes we would charge them \$1.90 (3 time blocks times .625 = \$1.87 then rounded up to the nearest nickel = \$1.90).

CYMS Hourly Fees and Guidelines	
Hourly Fee Schedule:	Cat 1 0.6250
	Cat 1 Additional 0.6250
	Cat 2-6 0.6250
	Cat 2-6 Additional 0.6250
Hourly Time Block In Minutes	15
Minimum Hourly Fee To Charge	1.25
<input checked="" type="checkbox"/> Round Hourly Fees UP Based On Time Blocks?	
Visit Fee Rounding Factor	
<input type="radio"/> Penny <input checked="" type="radio"/> Nickel <input type="radio"/> Dime <input type="radio"/> Quarter <input type="radio"/> Dollar	

**Figure 5: Pass Type Maintenance, CYS screen showing 15 minute increments and corresponding rates**

- 4 Make changes to the above fields as needed.
- 5 Click **Done** to save.

### To Change Late Pickup Fees

- 1 Go to **Files → Pass → Pass Type Maintenance**
- 2 Select the pass type you want to work with and click **CYMS** at the bottom of the screen.

CYMS Hourly Fees and Guidelines		CYMS Late Pickup Fees and Guidelines	
Hourly Fee Schedule:	Hourly Care 2.0000	Hourly Late Start:	Mon 18:05 Fri 18:05
	2.0000	Tue 18:05 Sat 23:59	
	2.0000	Wed 18:05 Sun 23:59	
	2.0000	Thu 18:05	
Hourly Time Block In Minutes	30	Full Late Start:	Mon 18:05 Fri 18:05
Minimum Hourly Fee To Charge	4.00	Tue 18:05 Sat 23:59	
<input checked="" type="checkbox"/> Round Hourly Fees UP Based On Time Blocks?		Wed 18:05 Sun 23:59	
Visit Fee Rounding Factor		Thu 18:05	
<input type="radio"/> Penny <input checked="" type="radio"/> Nickel <input type="radio"/> Dime <input type="radio"/> Quarter <input type="radio"/> Dollar		Late Fee Amount (By The Block)	1.00
<input checked="" type="checkbox"/> Include Registrations For This Pass On Annual Report?		Late Fee Time Block In Minutes	1
		Maximum Late Fee To Charge	15.00
		<input checked="" type="checkbox"/> Round Late Fees UP Based On Time Blocks?	
		<input type="checkbox"/> Charge Hourly Late Fees Based On Reservation End Time?	
<input type="button" value="Core Info"/> <input type="button" value="Core Info 2"/> <input type="button" value="Fees"/> <input type="button" value="CYMS"/> <input type="button" value="Done"/> <input type="button" value="Cancel"/>			

**Figure 6: Pass Type Maintenance, CYS screen**

## Understanding Late Pickup Fees

Late pickup information is maintained on the right-hand side of the screen, starting with the **CYMS Late Pickup Fees and Guidelines** field.

### Explanation of Information Screen fields for Hourly Rates:

- **Hrly Late Start**: This is the time of day at which you begin charging late pickup fees for Hourly patrons. Some center's 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 time at which you begin charging late pickup fees for each day of the week the center is open for hourly care. Some bases give parents a slight buffer – instead of charging right at 6:00 they might charge at 6:05 instead.
- **Full Late Start**: This is the time of day at which you begin charging late pickup fees for Full day children. Enter the time at which you begin charging late pickup fees for full day children for each day of the week your center is open. Some bases give parents a slight buffer – instead of charging right at 6:00 they might charge at 6:05 instead.
- **Late Fee Amount (By The Block)**: This is the amount you charge parents – per child – for late pickups. This amount relates directly to the **Late Fee Time Block in Minutes**. **For example:** \$1.00 every 1 minute.
- **Late Fee Time Block In Minutes**: This is the time increment over which the Late Fee Amount will be charged. It works in conjunction with the **Late Fee Amount (By The Block)** field. For example: If the Late Fees begin at 18:05 and the **Late Fee Amount (By The Block)** is \$1 and the **Late Fee Time Block In Minutes** is 1 minute then parents will be charged \$1 for every minute past 18:05.
- **Maximum Late Fee To Charge**: Some centers cap their Late Pickup fee no matter how late the parent is picking up their child. For example, if the **Late Fee Amount (By The Block)** is \$1 and the **Late Fee Time Block In Minutes** is 1 minute and the **Maximum Late Fee To Charge** is \$15, the system wouldn't charge more than \$15 even if parents are more than 15 minutes late picking up their child.
- **Round Late Fees Up**: This option determines how time blocks are rounded for purposes of late fees. For example, if the **Late Fee Amount (By The Block)** is \$10 and the **Late Fee Time Block In Minutes** is 15 minutes, and **Round Late Fees Up** is enabled. 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). This option is ***always*** selected.

**Figure 7** below shows late fees begin at 18:05 and parents are charged \$1/minute up to a maximum of \$15.00 per child.

- **Charge Hourly Late Fees Based On Reservation End Time?**: Enabling this toggle will allow you to charge late pickup fees based on hourly reservation times as opposed to the set times as defined on the Hourly Fee Schedule.

**For example:** A patron has an hourly reservation from 10am-3pm. If the parent doesn't pick her child up by 3:00pm, the system will begin applying **Late Pickup Fees** at 3:01 and charge accordingly when the child is swiped out. Note that the parent will **not** be charged Hourly Fees **and** Late Fees from 3:01 forward – only Late Fees will be assessed during that time frame. **So, when the parent picks her child up at 3:10, they will be charged for 10 minutes in Late Fees and 5 hours of Hourly Care.**

- For an hourly drop in that did not process a reservation, the system will still use the times as set up in the **Hourly Late Start Guidelines**.

**CY-CHILD - Child Pass - CYMS**

CYMS Hourly Fees and Guidelines		CYMS Late Pickup Fees and Guidelines	
Hourly Fee Schedule:	Hourly Care	2.0000	
		2.0000	
		2.0000	
		2.0000	
Hourly Time Block In Minutes		30	
Minimum Hourly Fee To Charge		4.00	
<input checked="" type="checkbox"/> Round Hourly Fees UP Based On Time Blocks?			
Visit Fee Rounding Factor			
<input type="radio"/> Penny <input checked="" type="radio"/> Nickel <input type="radio"/> Dime <input type="radio"/> Quarter <input type="radio"/> Dollar			
<input checked="" type="checkbox"/> Include Registrations For This Pass On Annual Report?			
Hily Late Start:	Mon	18:05	Fri 18:05
	Tue	18:05	Sat 23:59
	Wed	18:05	Sun 23:59
	Thu	18:05	
Full Late Start:	Mon	18:05	Fri 18:05
	Tue	18:05	Sat 23:59
	Wed	18:05	Sun 23:59
	Thu	18:05	
Late Fee Amount (By The Block)			1.00
Late Fee Time Block In Minutes			1
Maximum Late Fee To Charge			15.00
<input checked="" type="checkbox"/> Round Late Fees UP Based On Time Blocks?			
<input type="checkbox"/> Charge Hourly Late Fees Based On Reservation End Time?			

**Figure 7: Pass Type Maintenance screen displaying Late Pickup fees established for \$1/min with a \$15 maximum**

- 4 Make changes to the fields above as necessary
- 5 Click **Done** to save any changes that have been made.