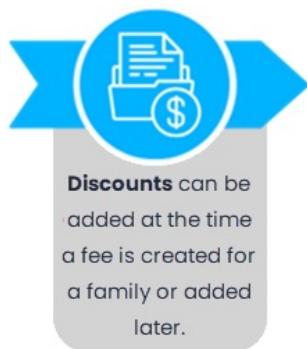


Discounts

Last Modified on 02/01/2023 10:10 am EST

There are various reasons why you might want to offer **Discounts** to families. It's a great incentive for multiple children from the same family to enroll at your childcare center.

A discount can be a percentage of the fee or a specific dollar amount. Discounts can also have a set timeframe with a Start Date or Effective Date and an End Date. Discounts reduce the amount of a fee when the discounted fee is invoiced. Discounts are always optional and can be removed from the fee at any time.



You can create a discount in multiple ways in the Care system:

- When you enroll a child in a class.
- Add a fee to a Family Account.
- Add a discount to a fee that is located on the *Scheduled* or *Pending* section of the family's *Transactions* tab.

Add a Discount During Enrollment

When you follow the [Steps to Add a New Tuition Fee During Enrollment](#), Step 5 is **Add a Discount**. Click the toggle to activate the discount options and make the selections from the drop-down menu for **Discount Type** and **Category**.

In the example below, a school is running a one-time promotion for new children who enroll in the new year. They will receive a one-time discount of \$50.00 when they sign up for a class.

Note: We recommend you always add a brief **Description** for the discount.

The One-Time Discount will be listed on the Billing Summary on the right-hand side. After the add a tuition fee workflow is complete, the discounted tuition fee can be found in the *Family Account > Transactions tab*. The discount can be edited or deleted at any time. See [Edit or Remove a Discount](#) below.

Step 5 of 6

Add a Discount

Discount

Discount Type

One-Time Discount

Category

Promotion

Amount \$

Percentage %

\$ 50.00

Description

A promotional discount was applied since Sally is a new child entering the school.

82 of 500

Billing Summary

Sally Zaxby

Tuition Fee

Tuition for Toddler Care - Daily Schedule
Toddler Care

\$200.00/Week

Child's start date: 2/1/2023

Schedule: Daily Schedule
Dates of service
Week of 2/6/2023

One-Time Discount

Promo

-\$50.00

One-time adjustment fee

7 Day class adjustment
Next billing cycle

\$240.00

Total

\$390.00

Billing start date : 2/10/2023

End date : 6/30/2023

Cancel

Previous

Next

Add Discounts in a Family Account or from Finances

When you add a fee to a **Family Account** or from **Finances** (left menu), a discount can be added for any fee you are creating; **New Tuition Fee**, **Recurring Fee**, or **One Time Fee**.

It's the same workflow as mentioned above, you will see the **Add a Discount** window as you step through the process to add a fee.

- *Family Accounts (left menu) > View All # Family Accounts > select a family > click the Actions Menu*

Actions

> Add Fee to open the Select a Fee Type window.
- *Finances (left menu) > Billing card > Add Charges link to open the Select a Fee Type window.*

Select a Fee Type

New Tuition Fee

Charge a fee for a current or future child enrolled in a class.

Recurring Fee

Choose a monthly or weekly recurring fee.



One Time Fee



Charge an amount once.

Cancel

Next

Add, Edit, or Remove a Discount

Discounts can be edited in the Family Account *Transactions* tab. Locate the fee or discounted fee identified by the **Discounted**  badge in the *Scheduled* or *Pending* sections. Click the **Options** icon  on the right side of the page, and select **Edit**.

- **Add a discount** - Go to the bottom of the *Edit Fee* window and click the **Add Discount** button and complete the information for the new discount.
 - **Edit a discount** - Go to the bottom of the *Edit Fee* window, and click the **Edit** icon  to expand the **Discounts** window. Make changes as needed and click **Done** and **Save**.
 - **Delete the discount** - Click  to remove the discount in the **Discounts** section of the **Edit Fee** window.
-