



Opportunities Exchange

Child Care Management Software & Licensing Compliance

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WHY COMPLIANCE?

Preparing for your licensing monitoring visit may take you and your team tens of hours each year. The tasks are typically routine, such as pulling information that you have stored in various formats and places into easy-to-read reports that include just the data that each regulation requires.

Other licensing compliance tasks are related to the frequency of activities, for instance, completing and documenting licensing drills in the required cadence, having parents update forms annually, etc. While neither the basic compliance nor the licensing visit preparation tasks are particularly challenging, there are many of them and the stakes are high.

HOW USE OF A CCMS SUPPORTS LICENSING COMPLIANCE

CHILD AND FAMILY RECORDS

- **How much time do you spend tracking down parent review of and signatures on paperwork?**
- **How much time do you spend sifting through papers to confirm accuracy, completeness and recency?**
- **How confident are you that every classroom list (allergies, emergency contacts) has the most accurate and updated information?**

Parents can receive automated reminders to update documentation directly via and in the CCMS. Data in the CCMS is always the most updated and accurate data and reports can be pulled instantly.

STAFF RECORDS

- **How much time do you spend combing through staff onboarding paperwork to confirm accuracy and completeness?**
- **How easily and quickly can you take information from staff records to pull into reports?**
- **How easily can you track staff schedules to understand class ratios?**

By inputting staff data into the CCMS you gain the ability to track staff data and generate staff reports in critical areas such as ratio compliance.

ADMINISTRATIVE DOCUMENTATION

- **When did you last complete a fire drill?**
- **Where is documentation of fire drills kept?**
- **When did you last confirm that medication was stored properly and where did you document that activity?**

You can track dates and results of administrative licensing requirements in a CCMS and generate licensing reports needed.