

Selecting Child Care Management Software

| | A | C | D | E | F |
|----|---|------------------|------------------------------|----------------------|---------------|
| 1 | Features - Items that CCMS typically include in their product offerings | MUST HAVE | WOULD BE NICE TO HAVE | NOT IMPORTANT | Notes: |
| 2 | <i>Marketing and Enrollment</i> | | | | |
| 3 | Families can apply and enroll children online | | | | |
| 4 | Supports providers in developing a website and helping the program to be found in internet searches | | | | |
| 5 | Waitlist management - Keeps track of who is interested; supports regular communication with prospects | | | | |
| 6 | <i>Child and Family Information</i> | | | | |
| 7 | Tracking Health Data - Vaccination deadlines, allergies, etc. | | | | |
| 8 | Links siblings; keeps child/family history | | | | |
| 9 | <i>Staff information - HR</i> | | | | |
| 10 | Keeps data on staff - demographics, education/qualifications, PD records, etc. | | | | |
| 11 | Staff Documents include deadlines/notifications for clearances, health check-ups, vaccines, PD requirements, etc. | | | | |
| 12 | Staff Time clock | | | | |
| 13 | Supports Payroll Reporting | | | | |
| 14 | <i>Scheduling</i> | | | | |
| 15 | Room/staff scheduling | | | | |
| 16 | Transportation schedules | | | | |

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| 17 | <i>Attendance</i> | | | | |
| 18 | Time stamped check-in/out of enrolled children through unique identifier (QR code/biometrics, etc.) | | | | |
| 19 | Staff-child ratio management - Notification when under or over ratio in a specific center classroom and/or a FCC home | | | | |
| 20 | Absences - reports by child/room/program | | | | |
| 21 | Withdrawals - tracks reasons | | | | |
| 22 | "Bulk" attendance records -When program is closed, all enrolled children are marked absent | | | | |
| 23 | <i>Billing/Invoicing</i> | | | | |
| 24 | Billing allocation - allows each child to have multiple sources of funding (parents, family members, subsidy, PreK, etc.) | | | | |
| 25 | Automatic adjustment for late fees (connected to time stamp); allows billing for additional program fees | | | | |
| 26 | Flexible billing runs - weekly, bi-weekly, monthly, etc. | | | | |
| 27 | Payment History/Aging reports for past due accounts | | | | |
| 28 | Integrated Electronic payments - When electronic payments are made, payments automatically updated in child account | | | | |
| 29 | Annual tax statement/Account status that families can access for reporting child care spending for tax and/or employer reports | | | | |
| 30 | <i>Accounting (Center based programs)</i> | | | | |
| 31 | Revenue tracking aligned with Chart of Accounts | | | | |
| 32 | Export to Accounting Software | | | | |
| 33 | <i>Accounting (Home based programs)</i> | | | | |
| 34 | Revenue tracking aligned with Chart of Accounts | | | | |

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| 35 | Export to Accounting software | | | | |
| 36 | Detailed Tracking Time/expense | | | | |
| 37 | Tracking/categorizing all time spent on cc business | | | | |
| 38 | Tracking/categorizing all expenses spent on cc business | | | | |
| 39 | Receipt management | | | | |
| 40 | <i>CACFP</i> | | | | |
| 41 | Menu planning meets CACFP guidelines | | | | |
| 42 | Meal counts - able to check for each child when served (w-time stamp) | | | | |
| 43 | Designation in each family account for free/reduced/paid | | | | |
| 44 | Generates reports for billing | | | | |
| 45 | <i>Education Tracking</i> | | | | |
| 46 | Lesson Plan Management | | | | |
| 47 | Individual Education Plans | | | | |
| 48 | Child Assessment/Tracking Developmental Progress | | | | |
| 49 | Service Referrals | | | | |
| 50 | Head Start Performance Standards | | | | |
| 51 | <i>Parent Communication</i> | | | | |
| 52 | Parent Portal - for account status, payment, records management, etc. | | | | |
| 53 | Parent Communication Tools - Text, send photos, videos through the app | | | | |
| 54 | available in multiple languages | | | | |

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| 55 | <i>Training/TA Support</i> | | | | |
| 56 | Phone Support | | | | |
| 57 | Online chat | | | | |
| 58 | Videos | | | | |
| 59 | Individualized provider on-boarding | | | | |
| 60 | | | | | |