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LET'S RAISE AMAZING CHILDREN

WEBINAR

Start the School Year Right with Childcare Software

THE PRESENTER

CYNTHIA PARKER

AGENDA

In this session we will discuss:

- How you can organize your entire center with one system
- Simplifying your processes such as registration, billing and hiring
- Gaining back more time in your day

EXIT

How does this clip relate to how we feel sometimes as managers?

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Who doesn't want to simplify their day?

- Registration
- Billing

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- Child Documentation

Why Are Systems Important?

- To be more efficient
- To be more productive
- To be more organized
- To be more successful with parents and staff
- To increase communication
- To be more routine and predictable
- To make life easier

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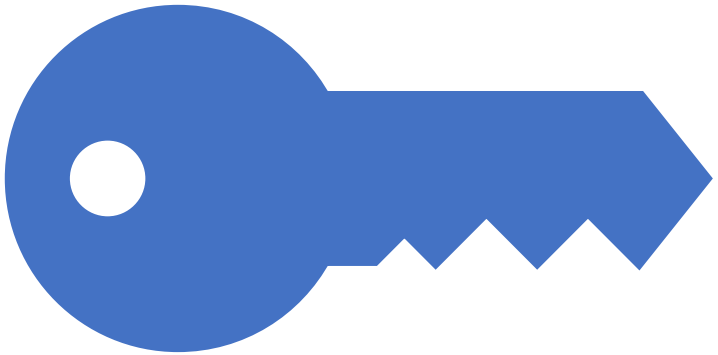
The key is to have systems.

Systems can be adapted/changed but cannot be dropped.



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Examples

- Delete/File Emails that have been addressed
- Center Calendar (appointments / tours / meetings)
- Inbox/Mailbox (place for staff to leave paperwork for you)
  - Act on it
  - Filing it / Throw it away
  - Do not touch paper too many times.
- Communication Plans (Weekly memo / Monthly Newsletters)
- Task Notebook
- Due Dates

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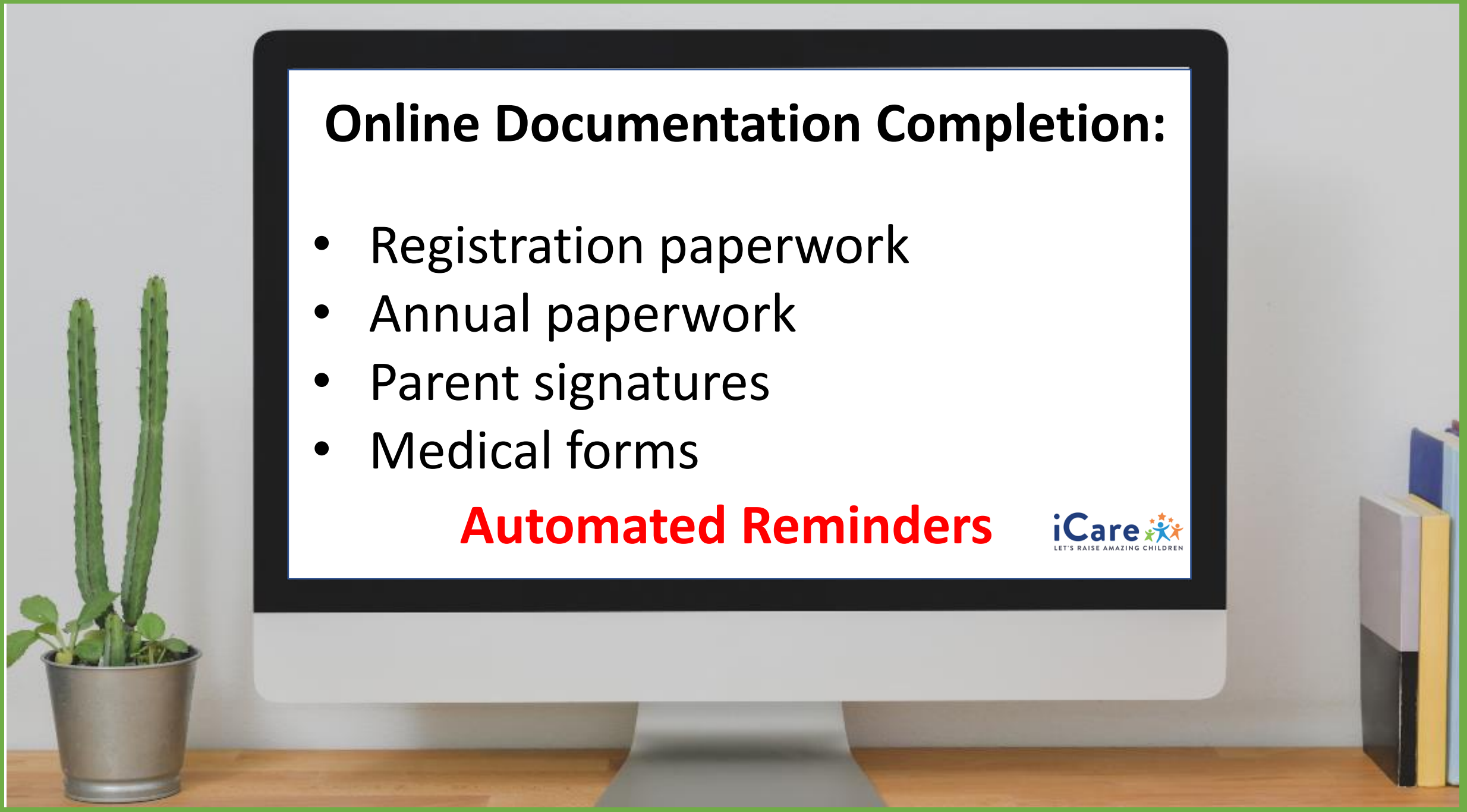
The Paperwork


Online Documentation Completion:
• Registration paperwork
• Annual paperwork
• Parent signatures
• Medical forms
Automated Reminders
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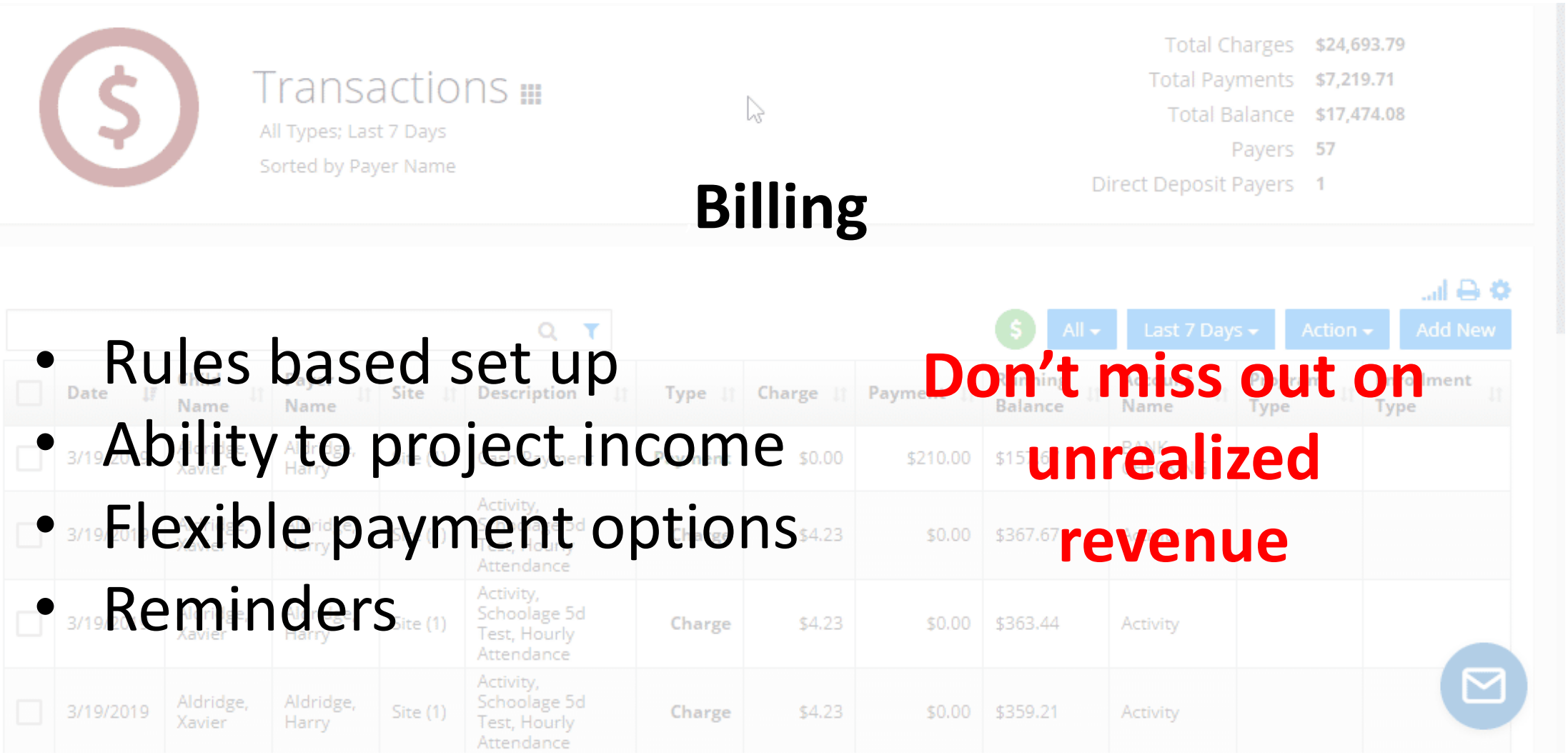
Billing

- Rules based set up
- Ability to project income
- Flexible payment options
- Reminders

Don’t miss out on unrealized revenue



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Payroll

- Direct Deposit

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Staffing

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Real-time Teacher – Child ratio tracking

Visualize a whole week at one time

Allows for scheduling needs when rooms combine

Simply click or drag and drop to make changes

Attendance

- Who is onsite
- When did children leave
- No arrival notification

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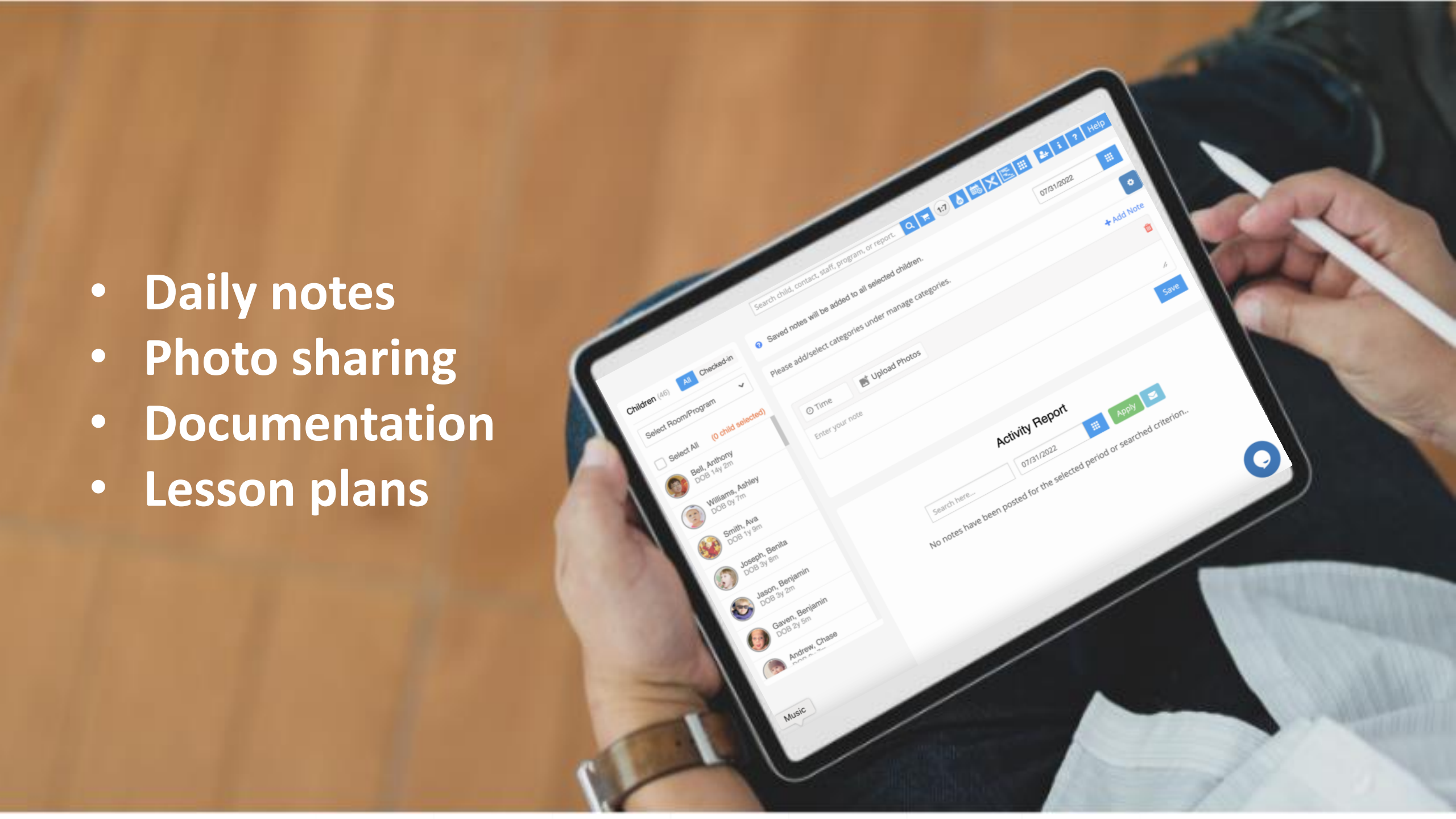
Supporting teachers too

- Daily notes
- Photo sharing
- Documentation
- Lesson plans



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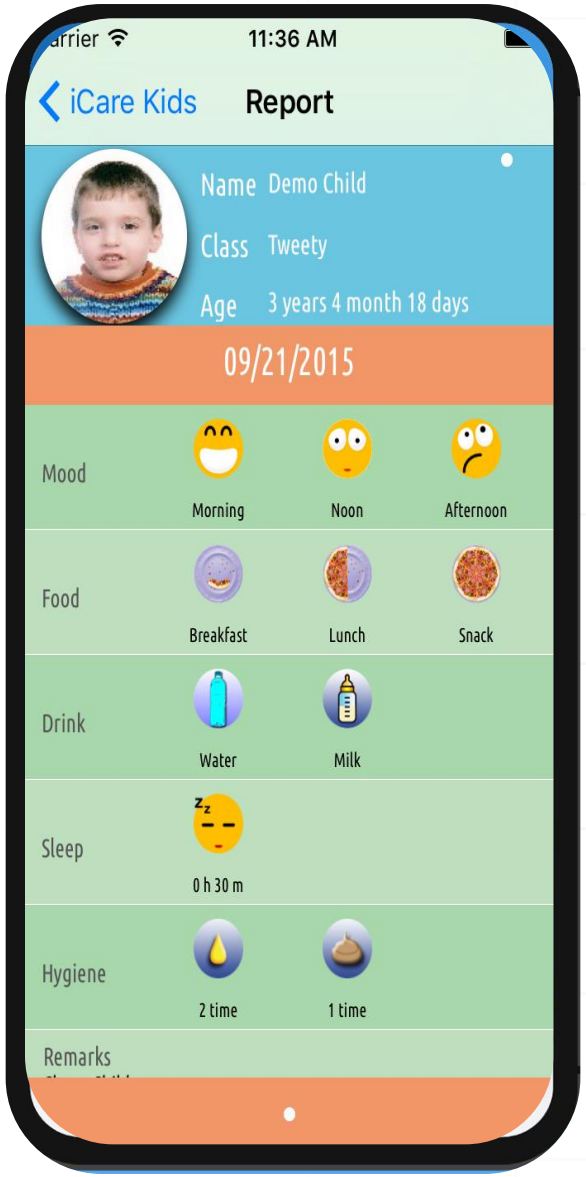
Staying connected with Families



Personalized Information

- Individual details about child's day
- Classroom experiences
- Photos

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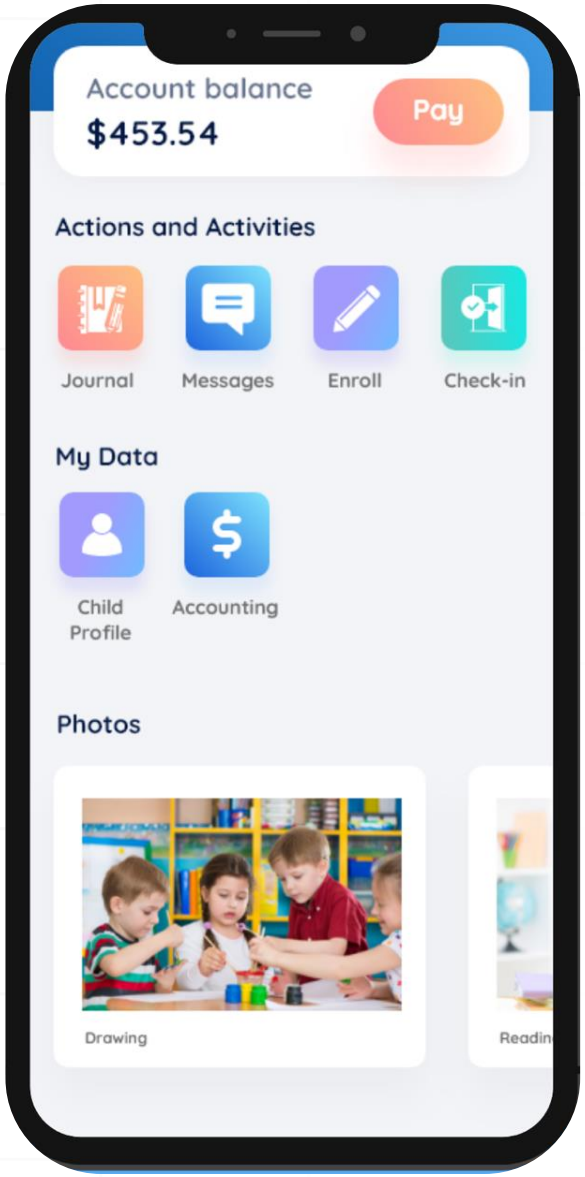
School Wide Information

- Message via email, SMS, chat
- Bulletin board
- Lobby messages
- Automated alerts



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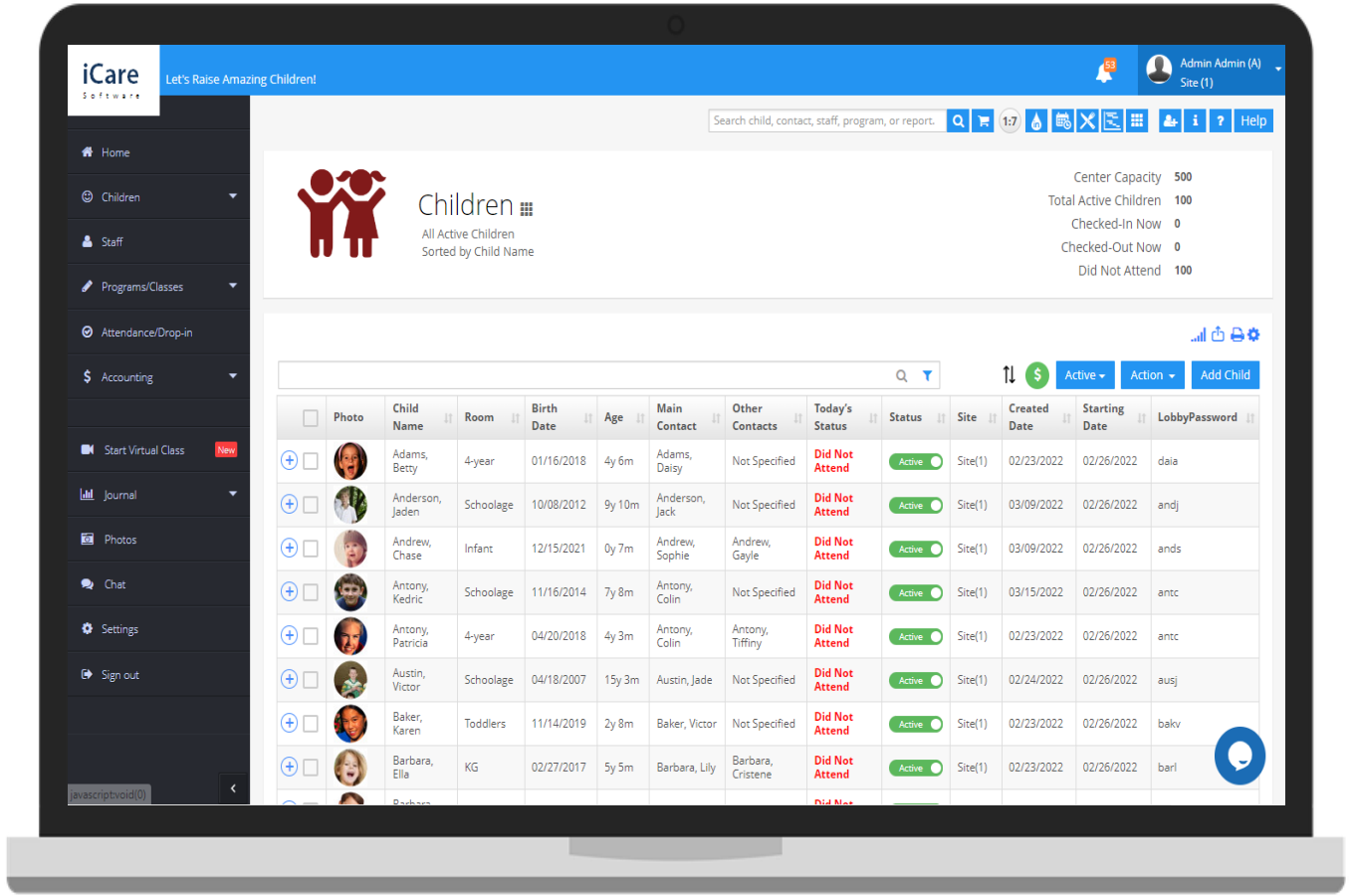
How can iCare support your school safety plan?

- Parent / Staff Communication
- Scheduling
- Documentation Management



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