



WEBINAR

# ***Organizing Your School Year for More Time, Revenue, And Peace?***








THE PRESENTER

**CYNTHIA PARKER**

*“as many as 80% of people fail to keep their New Year’s resolutions by February. Only 8% of people stick with them the entire year.”*

*Time Magazine*

## In this session we will discuss:

-  Identifying systems that can work for YOU
-  Simplifying your processes such as registration, billing and hiring
-  Taking care of YOU



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

# SMART GOALS

**S**pecific

**M**easurable

**A**chievable

**R**elavant

**T**ime bound



- Registration
- Billing



- Child Documentation







# Fun Fact



Only 2.5 % of people can  
successfully multi-task

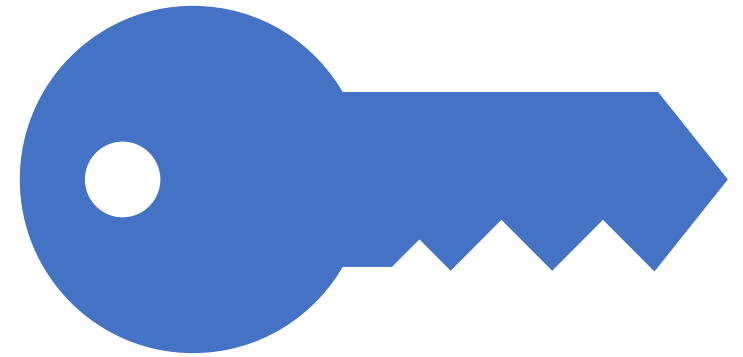
# Why Are Systems Important?

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- 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

**The key is to have  
systems.**

**Systems can be  
adapted/changed but  
cannot be dropped.**



# 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

# The Paperwork

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## Online Documentation Completion:

- Registration paperwork
- Annual paperwork
- Parent signatures
- Medical forms

**Automated Reminders**





# Transactions

All Types; Last 7 Days  
Sorted by Payer Name

Total Charges \$24,693.79  
Total Payments \$7,219.71  
Total Balance \$17,474.08  
Payers 57  
Direct Deposit Payers 1

## Billing

<input type="checkbox"/>	Date	Child Name	Payer Name	Site	Description	Type	Charge	Payment	Remaining Balance	Payer Name	Payment Type
<input type="checkbox"/>	3/19/2019	Aldridge, Xavier	Aldridge, Harry	Site (1)	Cash Payment	Payment	\$0.00	\$210.00	\$151.67	BANK	
<input type="checkbox"/>	3/19/2019	Aldridge, Xavier	Aldridge, Harry	Site (1)	Schoolage 5d Test, Hourly Attendance	Charge	\$4.23	\$0.00	\$367.67		
<input type="checkbox"/>	3/19/2019	Aldridge, Xavier	Aldridge, Harry	Site (1)	Activity, Schoolage 5d Test, Hourly Attendance	Charge	\$4.23	\$0.00	\$363.44	Activity	
<input type="checkbox"/>	3/19/2019	Aldridge, Xavier	Aldridge, Harry	Site (1)	Activity, Schoolage 5d Test, Hourly Attendance	Charge	\$4.23	\$0.00	\$359.21	Activity	

Don't miss out on unrealized revenue

- Ability to project income
- Flexible payment options
- Reminders



## Payroll

- Direct Deposit



# Staffing

**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

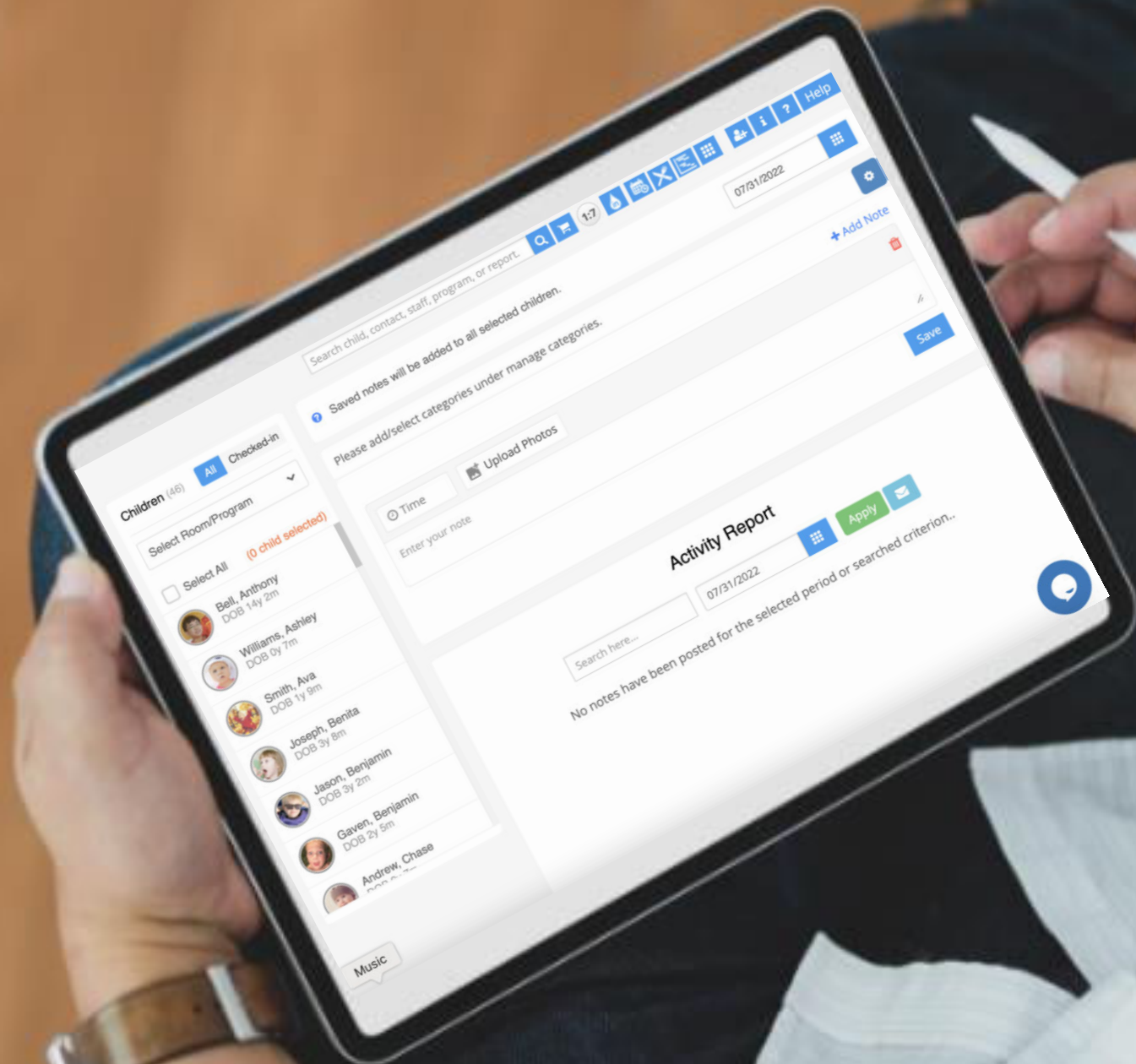


# Supporting teachers too

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- Daily notes
- Photo sharing
- Documentation
- Lesson plans



# Staying connected with Families

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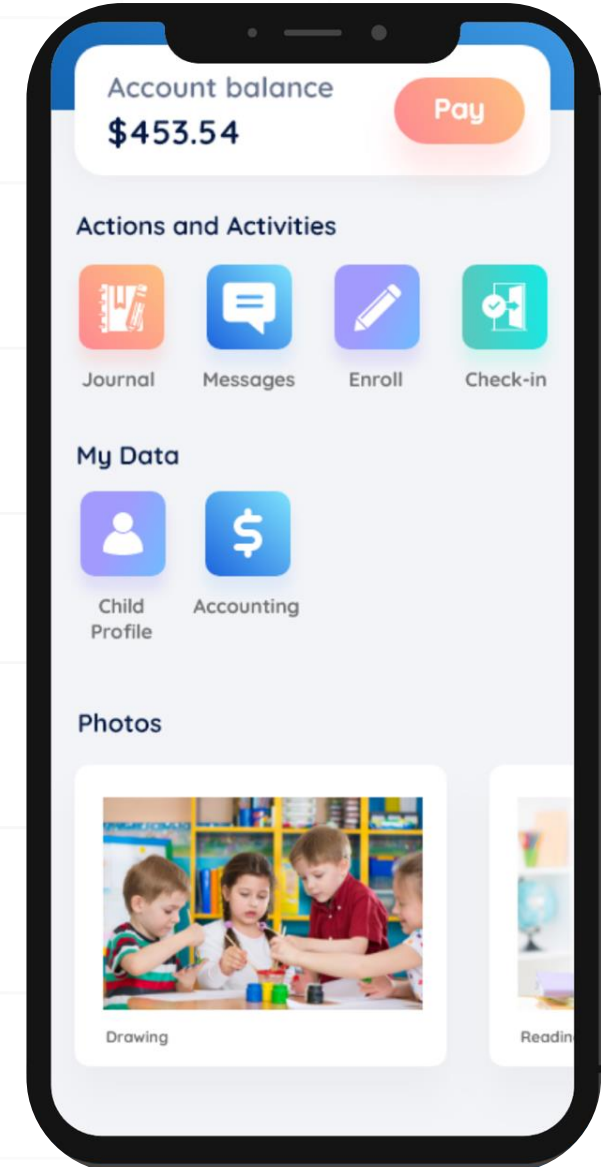


# Personalized Information

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

# School Wide Information

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



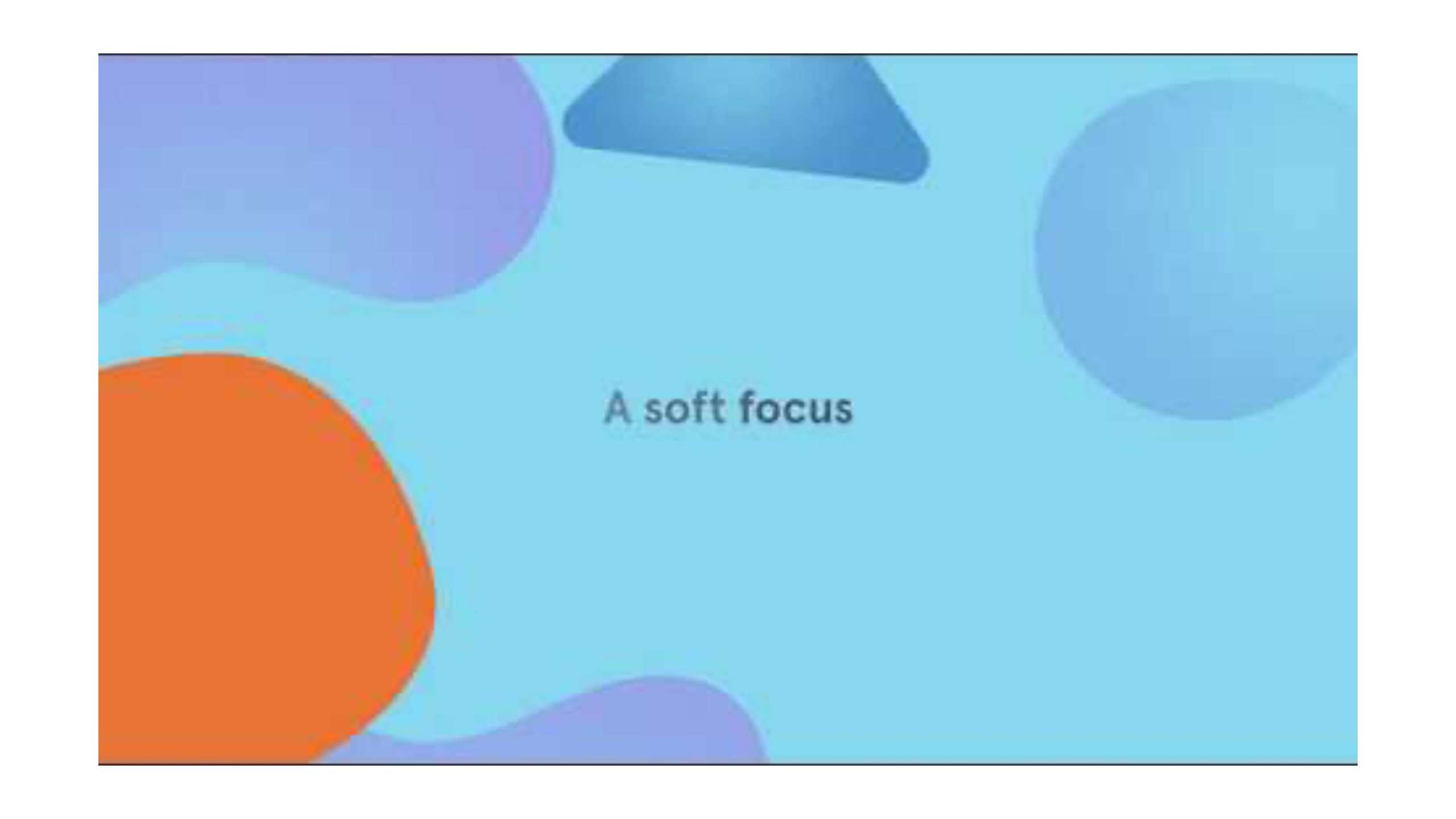
# How can iCare support your school safety plan?

- Parent / Staff Communication
- Scheduling
- Documentation Management

The screenshot displays the iCare software interface. The top header includes the iCare logo, the tagline "Let's Raise Amazing Children", and user information for "Admin Admin (A) Site (1)". A search bar is located below the header. The left sidebar contains navigation options: Home, Children, Staff, Programs/Classes, Attendance/Drop-in, Accounting, Start Virtual Class (with a "New" badge), Journal, Photos, Chat, Settings, and Sign out. The main content area features a "Children" section with a summary of statistics: Center Capacity (500), Total Active Children (100), Checked-In Now (0), Checked-Out Now (0), and Did Not Attend (100). Below this is a table of children with columns for Photo, Child Name, Room, Birth Date, Age, Main Contact, Other Contacts, Today's Status, Status, Site, Created Date, Starting Date, and LobbyPassword. The table lists several children, including Adams, Betty; Anderson, Jaden; Andrew, Chase; Antony, Kedric; Antony, Patricia; Austin, Victor; Baker, Karen; and Barbara, Ella.

Photo	Child Name	Room	Birth Date	Age	Main Contact	Other Contacts	Today's Status	Status	Site	Created Date	Starting Date	LobbyPassword
	Adams, Betty	4-year	01/16/2018	4y 6m	Adams, Daisy	Not Specified	Did Not Attend	Active	Site(1)	02/23/2022	02/26/2022	daia
	Anderson, Jaden	Schoolage	10/08/2012	9y 10m	Anderson, Jack	Not Specified	Did Not Attend	Active	Site(1)	03/09/2022	02/26/2022	andj
	Andrew, Chase	Infant	12/15/2021	0y 7m	Andrew, Sophie	Andrew, Gayle	Did Not Attend	Active	Site(1)	03/09/2022	02/26/2022	ands
	Antony, Kedric	Schoolage	11/16/2014	7y 8m	Antony, Colin	Not Specified	Did Not Attend	Active	Site(1)	03/15/2022	02/26/2022	antc
	Antony, Patricia	4-year	04/20/2018	4y 3m	Antony, Colin	Antony, Tiffany	Did Not Attend	Active	Site(1)	02/23/2022	02/26/2022	antc
	Austin, Victor	Schoolage	04/18/2007	15y 3m	Austin, Jade	Not Specified	Did Not Attend	Active	Site(1)	02/24/2022	02/26/2022	ausj
	Baker, Karen	Toddlers	11/14/2019	2y 8m	Baker, Victor	Not Specified	Did Not Attend	Active	Site(1)	02/23/2022	02/26/2022	bakv
	Barbara, Ella	KG	02/27/2017	5y 5m	Barbara, Lily	Barbara, Cristene	Did Not Attend	Active	Site(1)	02/23/2022	02/26/2022	bari





**A soft focus**

# Don't forget about YOU!

- Take time for yourself (without feeling guilty)
- Practice mindfulness (Leave work at school)
- Identify your needs:
  - Physical
  - Mental
  - Social



The tree said, "No,  
it's time we set  
some boundaries."

And the tree was  
happy.





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