




Selecting Child Care Management Software

	A	C	D	E	F	G
	 <p>Features: Items that CCMS typically include in their product offerings</p>				Notes	Notes
1		MUST HAVE	WOULD BE NICE TO HAVE	NOT IMPORTANT		
2	Marketing and Enrollment					
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	Child and Family Information					
7	Tracking Health Data - vaccination deadlines, allergies, etc.					
8	Links Siblings - keeps child/family history					
9	Staff information - HR					
10	Keeps Data on Staff - demographics, education/qualifications, PD records, etc.					
11	Staff Documents - deadlines/notifications for clearances, health check-ups, vaccines, PD requirements, etc.					
12	Staff Time Clock					
13	Supports Payroll Reporting					
14	Scheduling					
15	Room/Staff Scheduling					
16	Transportation Schedules					
17	Attendance					
18	Time Stamped Check-in/out - for enrolled children through a unique identifier (QR code/biometrics, etc.)					

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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	Billing/Invoicing					
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 - families can access for reporting child care spending for tax and/or employer reports					
30	Accounting (Center based programs)					
31	Revenue Tracking Aligned with Chart of Accounts					
32	Export to Accounting Software					
33	Accounting (Home based programs)					
34	Revenue Tracking Aligned with Chart of Accounts					
35	Export to Accounting Software					
36	Detailed Tracking Time/expense					
37	Tracking/Categorizing - all time spent on child care business					

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38	Tracking/Categorizing - all expenses spent on child care business					
39	Receipt Management					
40	CACFP					
41	Menu Planning Meets CACFP Guidelines					
42	Meal Counts - able to check for each child when served (with time stamp)					
43	Designation in each Family Account - for free/reduced/paid					
44	Generates Reports for Billing					
45	Education Tracking					
46	Lesson Plan Management					
47	Individual Education Plans					
48	Child Assessment/Tracking Developmental Progress					
49	Service Referrals					
50	Head Start Performance Standards					
51	Parent Communication					
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					
55	Training/TA Support					
56	Phone Support					
57	Online Chat					

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58	Videos					
59	Individualized Provider On-boarding					
60						110C 11/2022
61	Funding for this program is being made available through the federal American Rescue Plan Act.					