

Childcare Software Checklist

Here is a checklist of key functionality you should look for when considering the purchase of childcare center software:

Data Management

- Child/family information
- School directories
- Class lists
- Immunization due reports
- Transportation lists
- Emergency contacts
- Birthday lists
- Customizable screens and fields
- Attach documents to records

Prospect/Waiting List

- Applicant waiting list
- Dates/need/priority-based reports
- Marketing analysis

Staff

- Employment & benefits data
- Performance review
- Work schedules
- Certifications & training

Scheduling & Attendance

- Attendance sheets
- Flexible schedules
- Track vacations & planned absences
- Staff schedules
- Child/Staff ratios reports
- Full Time Equivalences loading
- Computerized time clock
- Door access control

Custom Report Writer

- Easily design your own reports
- Sort & select any fields
- Multiple formats (labels, lists, etc)
- File exports (Excel, PDF, CSV, email)

Word Processing/Merge

- Personalized letters
- Merge data with any word processor
- Emails
- Newsletters

Accounts Receivable

- Recurring & attendance-based fees
- Aging reports
- Year-end tax statements
- Invoices/Statements
- Security deposits
- Revenue analysis
- Audit trails
- Deposit slips

Electronic Fund Transfer

- Automatic fee collection
- Bank drafts/credit card

General Ledger

- Balance sheets
- Income statements
- Period comparison reports
- Budget tracking

Accounts Payable

- Print checks and 1099's
- Account reconciliation
- Recurring expenses
- Cash or accrual accounting
- Cash & expense Analysis

Payroll

- W-2/W-3, 1099 and 940-EZ forms
- Wage, taxes and deductions
- Overtime, sick and vacation time
- Pre and post tax deductions
- Payroll checks
- Direct deposit
- Electronic federal tax payments

QuickBooks Integration

- Gold Certified QuickBooks Developer

Food Program

- Eligibility tracking
- Meal count management
- Menu planning/food production