Opportunities Exchange

Child Care Management Software & Human Resources

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WHY HUMAN RESOURCES?

Recruiting and retaining a qualified team is critical to your business success. Treating staff equitably, maintaining clear lines of communication, and simplifying administrative processes are all foundational human resources (HR) practices.

Child Care Management Software (CCMS) systems make texting and emailing staff quick and easy. CCMS include automated time-keeping that not only help you schedule staff to stay in ratio, but also increase transparency by allowing staff to see their leave balances and hours worked anytime. The ease of automation speeds routine tasks for all staff, making jobs more pleasant and allowing experts to focus on the core work that they love.

HOW USE OF A CCMS SUPPORTS HUMAN RESOURCES

AUTOMATED TIMEKEEPING, PAYROLL & STAFF COMMUNICATION

- **How much time do you spend collecting staff hours worked during a pay period, confirming data accuracy, and transmitting data to a payroll company?**
- **How much time do you spend ensuring every classroom is in ratio based on planned leave and unscheduled absences?**
- **How easy is it for you to reach one teacher, one classroom of teachers, or all teachers via text or email? How easily can you reach all staff? Or only administrative staff or other groups of staff via text or email?**

CCMS can track time worked, support scheduling, and seamlessly link to payroll systems. Some offer payroll modules within the CCMS.

STAFF DOCUMENTATION

- **How do you confirm that your staff records are complete?**
- **How do you track compliance with staff documentation that needs periodic updating?**
- **How do store form templates?**
- **How much time do you spend emailing forms to staff for their completion?**

Administrators can enter staff data into the CCMS and set reminders on dates to save time in ensuring licensing compliance. Staff can update information directly into the CCMS and documents can be up loaded and safely stored.

LESS TEACHER PAPERWORK

- **How much time to teachers spend scheduling parent conferences and sending needed reminders?**
- **How easily can teachers document their observations and daily activities?**
- **How much time do teachers spend tracking attendance, and meal and snack counts?**

A CCMS gives teachers an organized and easy-to-use place to enter critical data and to communicate with families—allowing them more time to focus on children.