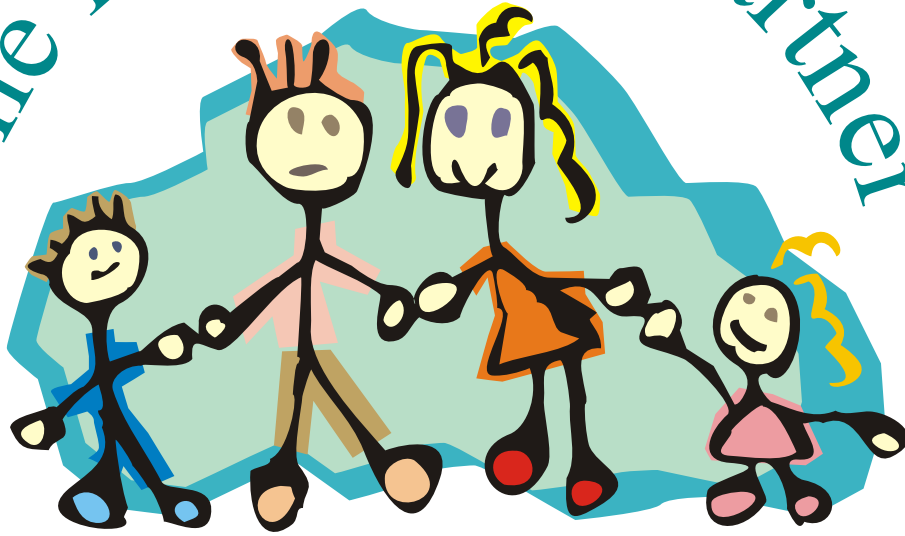


The Pre-School Partner



Center Management Program



Simple, Effective Organization!

THE PRE-SCHOOL PARTNER

This program has been specifically designed for the daily administration of day care and pre-school centers. Its primary goal is to aid the pre-school provider in the functions of family and child registration, staff management, billing of services provided, collections of receivables and the tracking of vaccinations. All this plus over 70 family, child and staff related reports.



General Features:

- On line help
- User friendly
- Step by step tutorial
- Automatic installation
- Quick set up instructions
- Unlimited number of staffs
- Unlimited number of families
- Unlimited number of children

REGISTRATION



The purpose of the Registration module is to track and instantly display specific family, child and staff related information. Among the pertinent information available in Registration are the following . . .

The Family Screen permits one to track a given child's parent or guardian information. Among some of the information available here are: family name and address, authorized pick up list, family notes and more. In addition, customizable user defined fields exist for your own center's specific needs.

The Child Screen maintains all children related data. Among the information it consists of is: child's name and sex, birthdate, assigned classroom, vaccination schedule, enrollment schedule and individual child notes. As with the family file, customizable user defined fields are available for your convenience.

The Staff Screen, allows you to track your center's staff or employee information. Name and address, along with personal security and medical information, certification and training history, weekly work schedule, and staff notes are readily available.

The Letters Screen, permits you to store an unlimited number of letters, notes and memos. Combined with the mailmerge feature it allows you to quickly print individual family, or common family letters, memos or notes.

Partial List of Reports:

- Birthday list
- Activities list
- Alert reports
- Staff master list
- Absentee report
- Vacation reports
- Bus route report
- Attendance roster
- Mailmerge letters
- Sign in/out sheets
- Class assignments
- Staff work schedule
- Name & address list
- Staff training history
- Year end tax statements
- Vaccination & TB reports
- Family & child master list
- Fund redetermination report
- Staff physical & TB test report
- Missing social security numbers list

B ILLING



This module is used to prepare and print family invoices for day care or pre-school services rendered. Billable services and goods may be preset in order to speed the invoicing process. To add to the system's flexibility, predefined billing descriptions and charges can be changed at invoice time.

Quick Bill is used to print invoices for those families that are on a fixed recurring charge. The user creates a record containing the description of the service or good, its fee and the corresponding billing frequency (hourly, daily, weekly, bi-weekly, monthly, quarterly, semi-annually, yearly or other). At billing time, just select a family or group of families and the desired frequencies, and invoices are automatically generated.

Standard Bill permits you to bill any service or good. Each invoice may contain multiple entries. Invoices may be printed one at a time or all at once.

Features:

- Reprint old invoices
- Detailed invoice history
- User defined invoice text
- Predefined invoice formats
- Income by services report
- Unlimited number of services
- Ability to preset services & rates
- Unlimited number of recurring charges per family

L ABELS & ROLODEX

This module allows you to automate all your mailing needs. Whether you need to produce mailing labels or rolodex cards for your registered families, The Pre-School can help fulfill the requirements.

A CCOUNTS RECEIVABLE

Integrated with the Registration and Billing modules, Accounts Receivable tracks each individual family's ledger balance. On screen ledger inquiry, as well as family aging reports and statements are readily available for your convenience.

Features:

- Detailed family history
- On screen family ledger inquiry
- Invoice journal selectable by date range
- Ability to print statements by family range
- Payment journal selectable by date range
- Ability to print aging report by family range
- Adjustment journal selectable by date range
- Ability to apply finance charge on a per family basis
- Year end analysis (compare this year with prior year)
- User defined aging periods and statements messages

L OG IN/LOG OUT



With this module children are easily and quickly logged in and out of your center. Specific daily and history log in/log out are readily available for your inquiry needs.

M EAL REIMBURSEMENT

This optional module is an invaluable time saving management tool. It permits one to effortlessly track and immediately calculate those normally time consuming USDA Meal Reimbursement reports.

CHECK WRITER

With this module you may quickly and easily print employee, provider or vendor checks. Checks may be generated on a single check basis, or by ranges, as in monthly checks.

REPORT WRITER

New reports are continuously added to The Pre-School Partner on a timely basis. But if your organization requires the capability to generate specialized custom reports, REPORT WRITER is just the tool you want. (Optional Module)

SYSTEM SPECIFICATIONS

- IBM or compatible computer
- Windows 95/98, NT, Novell
- 16 megs of RAM
- 3.5" diskette drive and CD Rom
- Windows supported printer



SUPPORT

The Pre-School Partner comes with **60** days of **FREE** technical support. Our staff will be glad to answer any questions you may have, and to aid you in setting up your system.

The Pre-School Partner is more than just an outstanding Center Management Program, it's simple, effective organization.



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