

# CHILD CARE MANAGEMENT COMPANIES COMPARISON REPORT

	HMC	SERVICE 1	SERVICE 2	SERVICE 3	SERVICE 4	SERVICE 5
Assess centres needs	✓	✓		✓		✓
Enter enrolment forms for families into your approved CCSS software	✓	✓		✓	✓	✓
Entering timesheets / attendance records each week	✓	✓		✓	✓	✓
Uploading attendance records to CCSS	✓	✓		✓	✓	✓
Allocating CCSS payments and payments made by families to their accounts (CCS)	✓	✓	✓	✓	✓	✓
Send weekly statements to families	✓	✓		✓	✓	✓
Debt collection (Reducing current outstanding debt, and keeping the debtors list manageable each week)	✓	✓		✓	✓	✓
Inclusion support assistance	✓		✓			
Queensland Kindergarten Funding	✓		✓			
ACCS funding	✓			✓		
Information accessible at all times (don't lose control of your accounts)	✓			✓		

FINANCIAL / ADMINISTRATION						
Assessment of business needs	✓	✓	✓			
Accounts Receivable	✓	✓	✓	✓		✓
Accounts Payable	✓	✓	✓	✓		✓
Reconciling all bank accounts	✓	✓	✓	✓		✓
Lodging BAS (Business Activity Statement)	✓	✓	✓			✓
Lodging IAS (Income activity Statement)	✓	✓	✓			✓
Payroll	✓	✓	✓	✓	✓	✓
Superannuation	✓	✓	✓	✓	✓	✓
PAYG	✓	✓	✓	✓		✓
Reporting	✓	✓	✓	✓	✓	✓
MYOB	✓	✓	✓			
Maintaining accurate financial record (Profit and loss, balance sheet, budget variance)	✓	✓	✓	✓	✓	✓
Invoice management	✓	✓	✓	✓		✓
Meet regulations	✓	✓	✓			
Work with your accountant	✓	✓	✓			
Help manage cash flow	✓	✓	✓	✓		✓
Budgeting	✓	✓	✓	✓	✓	✓
Debt Collection	✓	✓	✓	✓	✓	✓
Implement and Oversee effective HR Procedures	✓		✓			
Direct debit Payments	✓		✓	✓		
Data Entry	✓		✓	✓		
Powerpoint presentations	✓		✓			
Word document preparations	✓		✓			
Excel spreadsheets	✓		✓			
Research	✓		✓			

<b>Prepare and remit payslips to staff via email</b>	✓		✓	✓	✓	✓
<b>Information accessible at all times (don't lose control of your accounts)</b>	✓			✓		

CONSULTANCY / MANAGEMENT						
Mentoring for Approved Provider	✓					
Mentoring for Director / Nominated Supervisor	✓					
Consultancy on meeting the NQS and Care services national regulations	✓		✓		✓	
Consultancy on effective practices on running a childcare service	✓		✓		✓	
Business Development	✓		✓		✓	
Marketing Assistance and brand development	✓		✓		✓	✓
Review of Policies and Procedures	✓		✓		✓	✓
Assist with Quality Improvement Plan	✓		✓		✓	
NQF Documentation and support	✓		✓		✓	
Assessment and Rating preparation and ongoing support	✓		✓		✓	
Liasing with relevant responsible authorities on your behalf	✓		✓		✓	
Ongoing support of the early years framework	✓		✓		✓	
Centre audits	✓		✓		✓	
Liaise between owners and staff	✓		✓			
OH&S Implementation	✓		✓			
Advertising and Marketing Plans	✓		✓		✓	✓
Call centre to ask child care or financial related questions as needed (including NQF / etc) with full package	✓			✓		
Due diligence investigations (purchasing / selling)	✓				✓	
Operational Assessments	✓				✓	
Centre set ups – such as systems, policies, fee structure	✓				✓	

Licensing Support	✓				✓	
Buying your own childcare centre	✓				✓	
Strategic planning	✓				✓	
Strategies to decrease overheads and improve cash flow (business restructure)	✓					
Forecasting and modelling	✓					
Transition Management	✓					
Site visits (regularly)	✓					
Phone and email support	✓			✓		
Analysis of results against KPI's and industry benchmarking	✓					
Calendar Management	✓		✓			

CENTRE START UPS						
Project Management for building new centres	✓		✓		✓	✓
Site suitability inspections	✓		✓		✓	✓
Help in one area or the whole process	✓		✓			✓
Co-ordinating all licensing, accreditation and consents required to operate a centre	✓				✓	✓
Organising required insurance policies	✓				✓	✓
Advice on indoor and outdoor play areas and landscape	✓				✓	✓
License applications	✓				✓	✓
Funding Applications	✓				✓	✓
Fit out (everything meets compliance requirements toys – to white goods – to plants etc)	✓				✓	✓
Recruitment	✓				✓	✓
Enrolment process	✓				✓	✓
Intellectual property (including policies and procedures, programming, best practise etc)	✓				✓	✓
Marketing	✓				✓	✓
Find and source most suitable CCSS software	✓				✓	✓
Uniforms	✓				✓	
Programming	✓				✓	✓

<b>Market analysis of all centres in the area</b>	✓				✓	✓
<b>Conduct a final site inspection with department to ensure all compliance and licensing regulations are met</b>	✓				✓	✓

STAFF / TRAINING						
Recruitment	✓		✓		✓	
Training / Development	✓		✓		✓	✓
Inductions	✓		✓		✓	
Managing	✓		✓		✓	
Appraisals	✓		✓			
Webinars	✓			✓		
Courses (self paced)	✓			✓		



**PACKAGES**

<b>STAFF PACK</b>	✓		✓			
1. Appraisals	✓		✓			
2. General Forms	✓		✓			
3. Induction Checklists	✓		✓			
4. Manuals	✓		✓			
5. New employee pack	✓		✓			
6. Professional Development and mentoring	✓		✓			
7. Recruitment	✓		✓			
<b>FAMILY PACK</b>	✓		✓			
1. New family pack	✓		✓			
2. Debtors	✓		✓			
3. General Forms	✓		✓			
<b>POLICY AND PROCEDURES</b>	✓		✓			
1. This policy and procedure pack is setup in 7 chapters relating to the NQS. There are 112 policies in this pack	✓		✓			
<b>POSTERS FORMS AND TEMPLATES</b>	✓		✓			
1. Centre operation forms	✓		✓			
2. Medical condition forms	✓		✓			
3. Posters	✓		✓			
4. Room documents	✓		✓			
5. Signs	✓		✓			
<b>FULL SERVICE MANAGEMENT</b>	✓				✓	
<b>LONG TERM MANAGEMENT</b>	✓					
Medium term 3-6 month 'turn around' services packages to increase the value of your business	✓					
Short term mentorship	✓					