

Instant Nursery Manager



Instant Nursery Manager is unique software used by progressive nurseries since 1998 utilising simple 'point and click' operations saving you hours allowing more time to care for those little people.



INM offers the following flexible versions depending on how your nursery prefers to bill the parents

All versions allow for optional Bank Holiday deductions and automatic age group reductions if required

1. **'Averaged'** allows billing by averaged amounts each calendar month based on 50, 51 and 52 weeks per year depending on your own preference showing an equal amount due each month. (eg: Weekly fee x52 divided by 12).
2. **'Actual days'** in each month. For example, attendance in July 2011 for a child attending full time would be billed for: 4x Mondays, 4x Tuesdays, 4x Wednesdays, 4x Thursdays and 5x Fridays and so on showing a variable amount due each month. The system allows some or all children's fees to be calculated by either methods.
3. **'Hourly Rate'**. This is the same as standard above but bookings can be based on an hourly rate incremented by 15 minutes, so a booking can be for example from 7:45 until 4:15 = 8.5 hours x hourly rate.
4. **'Preschooler'**. This version allows a flexible attendance pattern that may change from week to week. This version is either sessional or hourly bookings, it bills monthly on a 4,4,5 week basis to the last Friday of each month or by the half term.
5. **'After School/Holiday Clubs'** version copes with unpredictable attendance patterns and allows more than one session per day with different attendance patterns each week. For example, a child could attend both before and after school one week and all day Holiday club the next week and so on. This version can be supplied for either sessions or hourly rate billing.
6. We also offer a version that will allow **billing by the term** suitable for groups that only operate during school terms.

We can also offer further advice on your nursery billing preferences and each version can be further customised to suit your own preferences.

Two payment options £495.00 which includes one years remote and telephone support (£65.00 per year support should you feel you need it after a year)
 £245.00 for the first year then £65.00 per year for as long as you wish to use the program
All prices are inclusive of taxes

Price includes Add on CD:

Staff planner ..Keep record of staff shifts/details, qualifications and more
Milk Claim Calculator ...Create the periodical milk return in seconds
Menu Builder Build, save, edit, print you own custom meal time menus



Datamove Computer Solutions
 23 West Cross Lane
 Mountsorrel, Leicester LE12 7BS

More information at:
www.instantnurserymanager.co.uk
 Or 0116 2375017

With Instant Nursery Manager If you do this.....

Enter the child information, emergency contacts, and any special care notes.

Build your own price list

Enter the child's attendance pattern

Enter extras if taken

Enter government early years funding deductions

Enter payments as and when received

That's it, from now on you can get any of the following information INSTANTLY at the click of a mouse (You do not have to use all options but they are there if you choose)

.....then you will get this at the click of the mouse

- *instant Activity records, activity boxes, address labels*
- *instant Cloak Room Labels*
- *instant List of outstanding fees and payments individual or all*
- *instant View of occupied places and minimum staffing ratios by day, week or month*
- *instant View fee income due by room or total*
- *instant Sibling discounts*
- *instant Individual invoice*
- *instant Multiple invoices for all children or groups of children*
- *instant Statement of a child's transactions*
- *instant Extras bill individual or all children with extras*
- *instant Credit control you will always have an instant list of outstanding fees*
- *instant Price increase from any future month*
- *instant History of all transactions for any given month or year*
- *instant View of Registers by day, or by week*
- *instant View Future age group occupancy projections showing forward up to 4 years*
- *instant Export to Excel or CSV file of transaction for any selected month*
- *instant Letters/individual or group*
- *instant Letter to parents showing child information and asking for any updates/changes*
- *instant Emergency contact list by room or all children*
- *instant List of Funded children and their information required by the local council*
- *instant Special care list*
- *instant Happy birthday list*
- *instant Reminders for overdue fees*
- *instant Fee deduction for closure days*
- *instant Inventory of the nursery equipment*
- *accepts multiple fee/session structure*
- *accepts fee rates with age triggers*
- *no costly training required*
- *allows for fee increases at any date*
- *build your own price list*
- *simple funding management*
- *simple change of hours mid-month*
- *designed for your own specific needs*
- *option to pay by standing order*
- *auto post code area survey*
- *auto deduction for bank holidays if you chooseand more - too many to list*

.....then you will get this at the mouse click of a button

With Instant Nursery Manager

ORDER FORM



Send to—Datamove Computer Solutions
23, West Cross Lane, Mountsorrel, Leicester LE12 7BS
Tel 0116 2375017

Instant Nursery Manager
(Includes Staff Planner, Milk Calculator and Meals Menu Builder)

Tick as appropriate

Option 1 - £495.00 lifetime use

Option 2 - £245 for year one then £65 per year thereafter

Option 1 includes 12 months telephone support thereafter £65.00 per year if you feel this is required.

To order, please complete and sign below.
Send nothing now, the software will be invoiced when the package is delivered to you and payment may be spread over two months if preferred.

Your own logo can be included if you have one, at no extra cost.

A manual is supplied together with unlimited internet support and 12 months telephone support.
(Unlike other nursery software providers, we do not charge costly premium telephone rates)

Your nursery name (This will appear as the header within the program so please quote name in full such as 'Woodland Day Nursery/Montessori/Pre-School' etc)

Nursery address for delivery and invoice

Nursery Phone

Contact name

Person authorising purchase

Signature & Date

Preferred version :(see options available on the main page)

For example, how do you prefer to bill the parents, by the session or by an hourly rate. Exact amount of days per calendar month to show a variable fee each month, or an averaged monthly calculation to show the same amount each month.

If you leave this blank, we shall contact you to discuss your preferred version.

Customised Preferences: Over leaf there is a sample of the child's information that the system uses. If your nursery asks for more or less information then please add to or cross off to show your own preferences. The program can then be customised to suit your own changes.



Datamove Computer Solutions

23, West Cross Lane, Mountsorrel, Leicester LE12 7BS

Tel 0116 2375017

Child Information

Top Class Day Nursery

Child's Last Name	Child's Preferred First Name	DOB	Boy/Girl
Middle Name	Child Legal Name (If different)	Legal Responsibility (If applicable)	
Home Address		Billing Address if Different	
<div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;">Post Code</div>			
Home Phone	Parents/Guardian preferred 'Known As' name/s e.g. Mary and Bill Smith/ Mr & Mrs Smith etc		
Email	Mother's Name	Father's Name	

Who first to contact in emergency & Relationship to child

1st Person	2nd Person	3rd Person Name, Relationship & Phone
1st Person Work Place & Hours of Work	2nd Person Work Place & Hours of Work	
1st Person Occupation	2nd Person Occupation	4th Person Name, Relationship & Phone
1st Person Work Phone	2nd Person Work Phone	
1st Person Mobile	2nd Person Work Mobile	

(It is assumed that any of the above named persons will be allowed to collect your child in an emergency)

Allowed the following permissions with out having to contact you first. Enter Yes or No

Calpol	Minor Emergency Aid	Outings	Photographs	Hair Check
Plasters	Antihistamine	Sun Cream	Nappy Cream	Face Paint

(For any further prescribed medicines etc, you will be asked to sign a separate consent form for each request)

Doctor's Name & Phone	Health Visitor & Phone
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Tick any of following vaccinations had

Measles	Mumps	Rubella	MMR 3 in 1	HIB	Polio	Tetanus	Diphtheria	Men C	W/Cough	Pn'occal
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Tick any of following illnesses had

Chicken Pox	Measles	Mumps	Rubella/ German Measles	Whooping Cough	Scarlet Fever	Convulsion/Fits Others
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Religion	Ethnic Origin	Collection Password (If child may be collected by anyone not listed here)
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First Language	Any Special Equipment or Access	Preferred Drinks Milk, Juice and Water
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Any special care, allergy, medical or dietary information that the staff will need to be aware of

Please Sign	Please print name	Please date
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Above is a sample of the default child's information that is used by the system. If your nursery asks for more or less information then please add to/cross off to show your own preferences. The program will then be customised to suit your own changes.