



INSTANT NURSERY MANAGER & PRESCHOOLER



Instant Nursery Manager is unique software used by nurseries since 1998.

Utilising simple 'point & click' operations to save you hours and allowing you 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 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 or 52 weeks per year depending on your own preference. Shows an equal amount due each month. (e.g. Weekly fee x51 divided by 12).
2.	Actual Days	In each month. For example, attendance in September 2016 for a child attending full time would be billed for: 4x Mondays, 4x Tuesdays, 4x Wednesdays, 5x 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 1 or 2.
3.	Hourly Rate	This is the same as above, but bookings can be based on an hourly rate with 15 minute intervals, so a booking can be for example from 7:45 until 4:15 = 8.5 hours x hourly rate.
4.	Preschooler	This 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 Club	This 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.	Bill by Term	We also offer a version that will allow billing by the term suitable for groups that only operate during school terms.
We can offer further advice on your nursery billing preferences and each version can be further customised to suit your own preferences.		

Prices and Options

A	Setup £345.00+VAT	Standalone version installed on your computer. This price includes telephone and internet support for the first year. Subsequent years are charged at £85+VAT
B	Setup £245.00+VAT	Cloud version hosted on our dedicated servers for £20.00+VAT per month billed every 6 months. This price includes telephone and internet support .
	Included free with either option	Staff planner: Keep record of staff shifts/details, qualifications and more Milk Claim Calculator: Create the periodical milk return in just a few clicks Menu Builder: Build, save, edit, print you own custom meal time menus

For more information and videos, visit

www.instantnurserymanager.co.uk

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

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

- *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 Email of invoices, statements, newsletters etc*
- *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 choose*

..... and more - too many to list

ORDER FORM

Send completed form to:

Datamove Cloud Ltd

Fieldview, Down Ampney, Cirencester, Gloucestershire GL7 5QW

T: 0116 237 5017

Tick required option:

A

£345 + VAT

Then £85 + VAT p/annum

Includes support

B

Cloud Version (Access from
anywhere) £245 + VAT then
£20 + VAT per month

Includes support

Free

Staff planner, Milk Claim
Calculator, and Menu Builder

To order, please complete and sign below.

Pay 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 help file is supplied together with unlimited internet & 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 e.g. Woodland Day Nursery/Montessori/Pre-School)

Your nursery address

Nursery phone number

Contact name

Person authorising purchase

Authorised signature and date

Preferred versions (see versions on main page for billing, etc. If you are unsure or leave this blank we will contact you to discuss what suits your business)

Customised preferences: On the next page there is a sample of a child's information that the system uses. If your nursery requires more or less information then please add to, or cross off, to show your preferences. The program can be customised to suit your requirements.

Child Information

Three Bears Day Nursery Ala Wish Tree

Child's Last Name	Child's Preferred First Name	DOB	Boy/Girl
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Middle Name	Child Legal Name (if different)	Legal Responsibility (if applicable)
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Home Address	Billing Address if Different
Post Code	

Home Phone	Parents/Guardians preferred 'Known As' name/s e.g. Mary and Bill Smith/ Mr & Mrs Smith etc
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Parent/Guardian 1 Name	Parent1 Date of Birth	National Insurance Number	Parent/Guardian 2 Name:
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Email

Who first to contact in emergency & Relationship to child

1st Person	2nd Person	3rd Person Name, Relationship & Phone
Does the above have Parental Responsibility Yes/No	Does the above have Parental Responsibility Yes/No	
1st Person Occupation, Work Place & Hours of Work	2nd Person Occupation, Work Place & Hours of Work	4th Person Name, Relationship & Phone
1st Person Work Phone	2nd Person Work Phone	
1st Person Mobile	2nd Person Mobile	

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

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

5 In 1	Pneumococcal	Rotavirus	Men B	Men C	MMR	4 In 1 Boost
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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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Child's National Health Number	SEN Code if applicable	First Language	Country of Birth
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Religion	Ethnic Origin	Collection Password (if child may be collected by anyone not listed here)
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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

Name any other agencies involved with the child

Please Sign	Please print name	Please date
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