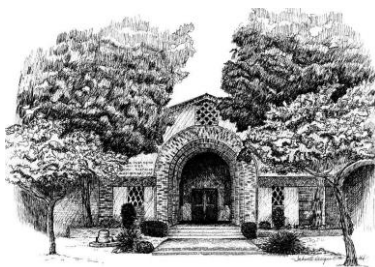


SOUTH PASADENA UNIFIED SCHOOL DISTRICT

Human Resources



M E M O R A N D U M

TO: Members of the Board of Education

FROM: Karen Reed, Assistant Superintendent, Human Resources

DATE: December 13, 2016

SUBJECT: Approval of Renewal of SofterWare (EZ-CARE2) Childcare Management Software

Background

South Pasadena Unified School District's Extended Day Program (EDP) has been in existence for approximately 15 years. EDP was created to provide parents with quality, on-site childcare services at an affordable price. The program provides after school support to approximately 470 SPUSD students enrolled at the three elementary school sites and South Pasadena Middle School.

Discussion

SofterWare's EZ-CARE2 child care management software provides a complete childcare software solution for managing any type of preschool or school-age program. All features work together to save time and increase the efficiency and professionalism of the program.

EZ-CARE2 is a web-based program which automates a large portion of the EDP administration. A parent portal allows parents to pay via credit card or set up an automatic debit feature that withdraws fees on an on-going basis, thereby reducing the amount of time spent collecting late payments/fees. This feature has greatly reduced time spent on tracking payments as well as increasing the percentage of "on-time" payments. The program is also being used for on-line registration.

Recommendation

Karen Reed, Assistant Superintendent, Human Resources, recommends that the Board of Education approve the renewal agreement with SofterWare's EZ-Care 2 Childcare Management Software to support the operations of the Extended Day Program. The renewal extends from January 3, 2017 through January 2, 2018 at a cost to the District of \$3,648.00.