



Operation Childcare Engage | Menu of Services

This list includes services OCE has readily available. If there are services you are interested in but do not see on this list, please reach out and we would love to discuss how we can serve you!

Business Consulting Services

- ☐ Assistance in Childcare Application Process
- ☐ Develop & Implement Staffing/Hiring Strategy
- ☐ Colorado Shines Rating Strategy Development
- ☐ CCCAP & Child Care Aware Onboarding
- ☐ Financial Review & Goal Setting
- ☐ Financial Systems Implementation
- ☐ Business Model Review
- ☐ Childcare Management Software Implementation
- ☐ Standard Operating Procedure Development

Childcare Program Consulting Services

- ☐ ITERS & ECERS Training
- ☐ Monthly Staff Development Training
- ☐ Staff Scheduling Services
- ☐ Classroom/Program Scheduling
- ☐ Parent Engagement Program Development
- ☐ Parent Resource Center Handouts
- ☐ Director Training
- ☐ Classroom Setup in Accordance with State Licensing
- ☐ Preparing the Program for Rating
- ☐ Curriculum Setup & Planning
- ☐ Pop-Up State Licensing Drills

Administrative Systems & Templates

All services in this section include an Operation Manual

- ☐ **Financial**
 - ☐ Sign in/Sign Out Sheets & Attendance Tracking System (ATS)
 - ☐ Colorado Child Care Assistance Program
 - ☐ Manual Claim Completion & Reconciliation
 - ☐ Child Care Aware Reconciliation
- ☐ **Enrollment**
 - ☐ Lead Management System (CRM)
 - ☐ Waitlist Management
 - ☐ Child File Development & Handoff
 - ☐ Enrollment Screening Policy
 - ☐ Medication Administration Policy
- ☐ **Food Program**
 - ☐ Claim Form Submission & Reconciliation
 - ☐ Menus & Template to Create Your Own
 - ☐ Allergy & Food Services Practices Management
- ☐ **Human Resources**
 - ☐ Providing Job Postings & Job Offer Letter Templates
- ☐ **Pre-Built Reporting**
 - ☐ Executive Reporting
 - ☐ Marketing Tracker
 - ☐ Kids Gained & Lost Tracker
 - ☐ Attendance Tracker
- ☐ **Custom Built Reporting**

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