An administrative solution primarily for daycares, preschools, and after-school programs.

The basic HeadMaster® management system includes all the features you need to successfully manage the details of your daycare, preschool or after school programs. The customizable and easy-to-use interface handles all child-specific data including family, personal, medical and emergency contacts. Its check-in feature allows children to be signed in and out quickly and indicates each child’s status at any given moment.

**USES**

- The daycare director or staff can sign into HeadMaster to add information about a newly enrolled child, including immunization records, emergency contact, authorized pick-up information, and multiple addresses or households.
- The administrative assistant for an after-school program can print the check-in and check-out times to determine billable time for each child.
- An assistant director can promote students quickly and automatically.
- A teacher can associate activities such as field trips with specific children.
- Staff may produce customized reports as needed.

**FEATURES**

**Store Standard and Customized Data**

Quickly enter information for each child including:

- Personal: immunizations, pickup authorizations, emergency contacts, miscellaneous notes for things such as allergies or medical alerts, and customized fields such as insurance provider and doctor.
- Family: parents, phone numbers, addresses, and more.
- School: activities, teachers, and custom fields such as receipt of birth certificate, former school, and application date.

**System-Wide Interface and Security**

ACS People Suite™ and ACS Financial Suite™, so there is no need to re-enter personal or family records. Each person with access to HeadMaster and/or any ACS module will have a distinct user name and password, assuring confidentiality and security of your data. Access to various modules and features within each module is set for an individual or a group.

**Comprehensive Search Capability**

Searches are easy to use. Simply double-click on the desired search criteria to begin. You can search just one value such as gender, or you can search by a combination of factors to pull together the right group of students.

“We saved time using HeadMaster. It was quick and easy to learn and use.”

Vickie, Administrative Assistant
Easy Check-in and Check-out
The HeadMaster Quick Check feature allows students to be checked in or out quickly and easily. Simply scan or enter a student’s ID and he or she is checked in. When the child leaves, scan or enter the student ID again.

- Print security name badges as children are checked into the daycare, preschool, or after-school program.
- Include important information such as allergies or emergency treatment information.

Affordable and Expandable
As your school or daycare grows, you can easily upgrade to Headmaster Plus or Headmaster Pro for increased functionality.

Complete Documentation, Support and Training Options
- Complete how-to manual is available for nominal cost upon request.
- Comprehensive, context-sensitive Help documents accessible with the F1 Key.
- Preferred Client Program offering free software upgrades and unlimited access (meaning no limit on the amount of time or the number of contacts made to support each month) to well-trained, knowledgeable support representatives during business hours and the online Knowledge Base 24/7—plus much more.
- Two hours of phone orientation is included for all new Headmaster Software purchases. Other training options – available for an additional fee – include group classes either at annual convention or online, and customized onsite or phone training led by certified trainers with hands-on experience.

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