



## **A Case Study: Guardian Angel Educational Child Care Center**

Guardian Angel Educational Child Care Center in Bruceton Mills, West Virginia, about 75 miles south of Pittsburgh, sits in the middle of a small, rural community that doesn't even have a street light. Technology is far from the minds of most residents, many of whom work for minimum wage or less.

### **Challenge**

In West Virginia, the government requires child care centers to submit manual time sheets to the state Department of Health and Human Resources (DHHR) to track time and attendance and supply records for the reimbursement of state-subsidized children. With this system, Guardian Angel relied on parents and grandparents to correctly sign their children in and out.

"It was hard to read their hen-scratch paperwork," said Evelyn Belangia, owner of Guardian Angel. "Many forgot to sign in or signed the wrong box. It was a frustrating and a very inaccurate way of recording time. We would have had to hire someone to monitor the signing in and out for the whole 12-hour day. Accuracy is important. If the children didn't get signed in and I didn't notice the oversight, I didn't get paid."

Last year, Belangia got fed up with the paperwork and bought a PC100 terminal with PayClock EZ software. She purchased Lathem's automated timekeeping system at Office Depot. Now each student has his/her own ID badge, which the parents swipe when they drop off and pick up their children. When Belangia sent the automated report to the DHHR's reimbursement office, "they loved it," she said. So much so, the department has set up a committee to review the system first hand. The committee is now considering recommending the use of the PC100 system in all 600 child care centers in West Virginia.

### **Solution**

"Now I spend 15 minutes on the reports, instead of four hours," said Belangia, adding that she expects to shave off 45 hours a year on timekeeping duties and save over 400 secretarial hours. With slight adjustments in the program, she expects it to be able to not only record and calculate time, but also bill every customer with just a swipe of a card.

"This could mean a total savings of at least \$5,000 a year for just a small center," she said. "I plan to follow this through; the potential of Lathem's PayClock is endless."