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## Harmony System| Educator Management & Service Update

We would like to take this opportunity to thank you for your support and commitment towards the recent merging of 12 Service Approvals to **one** Enhance Family Day Care. We could not have achieved this Service project and goal without you! The purpose of streamlining Enhance into one Service Approval that supports children, families and Educators across Queensland was and remains to simplify, to operate as one collective Service, to reduce duplicity in tasks, to reduce business expenditure and to further refine our processes in practice. To create and to discover further opportunities for growth and success within our offerings of Educator support, Admin and team support, business tools, excellent education, educational resources and so much more.

As promised now that we are one Enhance as a collective we will be able to better support, improve upon and provide new offerings from within our Service and from the chosen third party software providers, for example functions as found within Harmony.

Three of the first functions now made available for Educators are listed as below.

**Transporting Logs** - The transport feature allows you to capture and store Transport checklists, trip details, roll call and e-signatures entries and reports.

*Page 9-30 Educators Management Booklet*

**Remote e-signature Requests** - If a Parent/Guardian forgets to sign in (or is absent), you may send out a remote request to obtain their sign in/out information externally.

Parent/Guardians will have the opportunity to record missing sign in/out times not only for

the current day, but also for past sessions (as they would via the OOPs feature within e-Signatures). Remote e-Signature Requests may be initiated in 2 places:

1. Via e-Signatures
2. Via Transport Roll Calls (see Transport for further instructions).

*Page 31 Educator Management Booklet. Please note this is only to be used in very limited circumstances, best practice is to always have guardian's or contacts signing children whilst at your premises*

**Parent/Guardian Change of Details - Parent Portal** - In the coming weeks we will be turning on all Parent Portals. Families will be able to complete change of details, add and remove contacts, receive Statement of Entitlements and viewing invoicing and receipting. *Page 36-38 Educator Management Booklet. A copy of the Family email is attached below for your viewing.*

[Educator Management Handbook](#)

[Parent Email](#)

[Parent Portal Handbook](#)

We will continue to share upcoming improvements in practice, plus resources that are designed specifically to simplify and support your day to day operations and tasks.

Kind Regards

Enhance Team