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Enhance

Family Day Care and In Home Care

Hi Educators,

This is a friendly reminder that sign in and sign out records must be completed daily. Maintaining accurate attendance records is a critical requirement and plays an important role in ensuring child safety and compliance.

Please ensure that all children are signed in and out correctly each day. When a child is collected, educators must confirm that the guardian has completed the sign out process before the child leaves the service. This should also form part of your daily closing routine to ensure all attendance records have been finalised.

Harmony includes a remote e-signature feature to assist families who may have forgotten to sign their child out. Each afternoon, please review your attendance records and identify any children who have not been signed out. Where required, use the remote PIN option to support families in completing the process promptly.

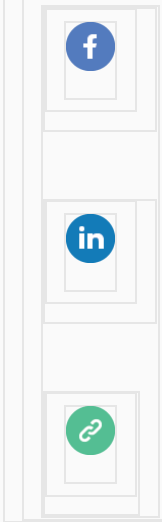
If a guardian requires assistance with creating, updating, or using their PIN, please contact Admin as soon as support is needed. If you are unable to call, please send a text message to Admin so the matter can be followed up without delay.

For further guidance, please refer to the attached fact sheet.

Thank you for your ongoing attention to this process and for supporting accurate record keeping and clear communication with families.

Remote e-Signature

Kind regards
Sue Chapman
Enhance Manager



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