



Harmony

FOR
FDC Educators

New Harmony is here!

Improves management
for FDC Educators – makes
business easier to run

For over two decades Harmony has been a trusted software solution used extensively throughout the Australian childcare industry.

In 1999, Harmony Light was released specifically for FDC Educators to help with day-to-day operations, processes and compliance with Services' arrangements. Because of its underlying technology platform there was only so much the software could do.

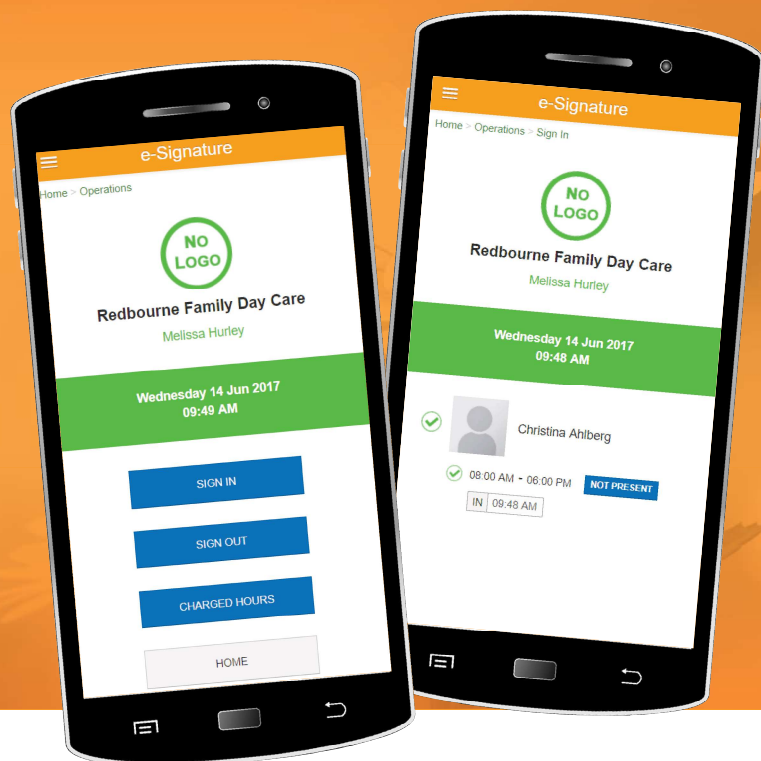
Now, with **Harmony Web**, all that has changed – and the timing could not be better, because there has never been a more exciting time to be an Educator. The industry is maturing. And working to develop the capacity and confidence of children to become life long learners is exciting. The rewards are immense and, now, with a new release of Harmony, the technology is available to underpin all that you do, enhancing your professionalism.

Harmony
Web



What is Harmony?

For Educators, Harmony is an easy-to-use web-based software solution that takes care of all your FDC business needs in one smart system.



Introducing Harmony Web

The smarts of Harmony software with the latest technological capabilities.

This one single software platform can be used by all childcare Service types and Educators. It has been designed to be flexible, all-encompassing, integrated and user specific. It's the same software, just with some different functionality available to different user types. What you need to share with other parties is viewable to both. What you need to keep private, is viewable only to you. Highlights of new Harmony include:

An intuitive look and feel

The fresh new look is intuitive and easier to use, providing a better way of working and managing day-to-day tasks within Harmony:

- At a glance, you will be able to view all of a child's details
- The child's CCB % is updated daily through the link between you and your Service. If a child's CCB % changes you will be alerted to this by a flag in your system
- Entering and updating child and parent details are simplified. Your Service manages the master record with changes automatically updated in the system by your Service for you to view when you next log-in

An online web platform

This business technology approach provides many benefits including:

- Instant access to Harmony any time, from any location or computing device – computer, laptop, tablet / iPad – via a simple log-in. You simply access via your preferred browser – Chrome, Firefox, Safari or Internet Explorer. Some components can be accessed via smartphone with more planned
- Safe storage of all your information at our secure data centre in Australia
- Automatic and assured back-up of all your information
- Integrated email and automatic retrieval of CCMS data – you no longer have to manually enter CCMS data or contact details

COMING LATER:

- Automatic Direct Debit and BPAY through our electronic payment gateway system, redPAY. This ensures faster payment and improved cash flow. Fees are automatically processed when due ensuring you receive payments quickly and regularly, minimising arrears and bad debts. This function will benefit both Services and Educators

In true Harmony/Redbourne Group style it has been developed with full consultation with the sector. Harmony for Educators has been designed by experienced FDC professionals in consultation with practicing FDC Educators.

You asked and we listened. We understand the changing dynamics of the FDC sector, the challenges you face, the expectations of parents and coordination units and government bodies, and most of all, your desire to offer children a rich and diverse learning journey. This software saves time so you can focus more on doing what you love doing – learning with children.

With Harmony you now have a business tool to demonstrate your professionalism and the totality of what you do, while saving you time and fast-tracking processes.

Communicate with families online, present professionally, submit electronic timesheets and generate receipts. Less paper, less clutter. Plus, with add-on options, you can manage the learning journey for each child and your own business accounts.

Harmony is the right tool for your job. And now is the right time to take advantage of all this exciting software solution has to offer.

A first for connection

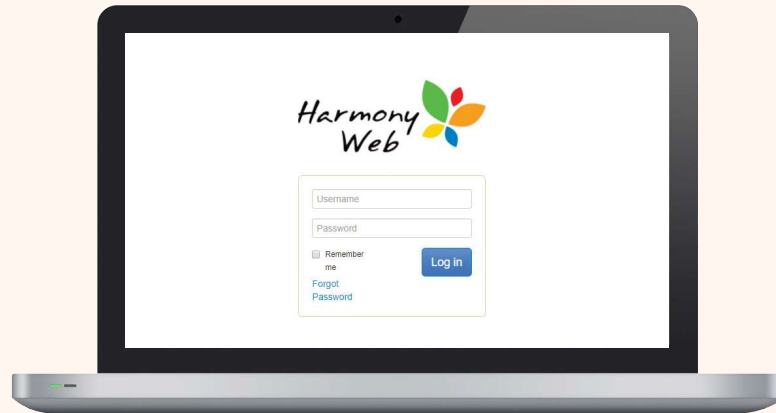
When you and your Service use the web version of Harmony your systems are fully connected and synchronised providing longed-for benefits:

- Timesheet information can be submitted electronically by you to the Service enabling faster processing times
- Any changes to the child's attendance by the service is updated and displayed on the timesheet you submitted for you to see when you review again
- Enrolments and fee data in a Child's Booking will be available automatically to you to view when you log-in
- New or changed Information from your Service, for example changes in a child's CCB %, will be flagged automatically so you can see this when you next log-in – no more mismatch of information between you and your Service
- The child, parent and fee information in Harmony will always be the same, viewable by both yourself and your Service – no more stress chasing new enrolment forms or percentages or getting up to date information
- Messages can be sent between you and your Service / contacts from within the application
- Your payment advice will be transmitted and updated directly into your system
- Automated Direct Debit and BPay facilities will be available, benefiting all parties ensuring faster payment and improved cash flow

Inbuilt Smarts

New Harmony has been designed to be more flexible and simplify the management of core processes and options including:

- Management of multiple guardians and shared care
- Management of family levies
- Recording of parent payments
- Late and revised timesheets
- Automated backup of data
- Automated overnight query of CCMS enrolments, attendance records, payments etc.
- Processing more than two sessions in a day



A raft of new industry-first features

Harmony Web comes with exciting new *optional modules* including:

Electronic Signatures (OPTIONAL)

Electronic signatures will streamline the sign in and out of parents for attendance. This technology will allow you, the Educator, and parents to submit information online to your Service. It will significantly reduce the amount of paper used by all.

Program & Practice Module (OPTIONAL)

You will be able to manage all your child programming activity from within the application. Imagine being able to:

- Construct your own child programming
- Track your programming activity across all children
- Record learning outcomes and publish to Parent Portal (see over) for secure viewing
- Store child and parent input
- Construct a portfolio for each child and provide on-line secure access to parents
- Generate a variety of pro-forma documents from within Harmony incorporating content that is captured in the system
- Plus, have the ability to incorporate Programming tips and material prepared by your Service's Coordinators

This module recognises that there is no one way to document. You can choose what and how you want to capture learning. Plus, it's linked to EYLF & MTOP.

Educator Cash Book Module (OPTIONAL)

This is a full Cash Book for managing your finances. It is for your eyes only. Apart from child care subsidies and parent payments and invoices, your Service has no access. It includes easy-to-use, income-and-expenditure, accounts recording and reporting process for BAS and other tax purposes.

Electronic Document Library (OPTIONAL) COMING LATER

Services can buy an optional Administration Module which includes two electronic document libraries:

- A common electronic library to simplify the sharing of documents between you and your Service
- A private library that will store your business accounts and personal documents





Expanded capabilities through your Service

As well as these options, there are new Harmony modules your Service can install which will have a positive impact on your business. These include:

Parent Portal (OPTIONAL)

A secure place where parents can interact with FDC Services and their Educators. The Parent Portal module will enable parents to view their child's educational records online. It will include access to:

- Your daily or weekly diary
- Child's learning journey records, photos and portfolio
- Child's statements
- News and information from your Service

Plus the ability for:

- Existing parents to message you and the Service directly within the software
- New parents to enrol online for care (coming later)

Administration (OPTIONAL)

• **Educator Management Module**

The management of compliance, reviews and professional development will be made easier through the Educator module.

• **Notes & Tasks**

A useful module for managing tasks, recording information, asking questions and scheduling appointments with capability to enter reminders and inbuilt messaging.

• **Electronic Document Library**

• **Quality Module**

Quality policies and procedures can be managed through this module – all within Harmony.

• **Online Enrolment**

Placement (OPTIONAL) COMING LATER

Streamline your placement process, prioritise waiting lists, search Educators by location/s vacancies and track referrals and match childcare needs with available Educators.

Would you like a bit more harmony in your future?

How do you get started?

Most Services have upgraded to the new web version and have been trained to help their Educators move across. It will be to your benefit to be on the same software as your Service – particularly as you will be able to take advantage of all of the connectivity benefits.

The most cost-effective way to buy the new online version of Harmony is through your Service as Redbourne has enabled distribution agreements with Services to accommodate their Educators and their requirements. Speak to your Service about pricing and options for Harmony.

Availability and Pricing

Includes support via the Support Portal within your Harmony system.

Harmony for Educators includes all the standard features noted in this brochure and will enable you to:

- Calculate and submit your timesheets
- View child and family details for new children/emergency placements
- See updated CCB percentages in your system
- Record parent payments and issue receipts
- Receive payment advice

Pricing: \$2.75/week inc GST paid through your Service or \$3.30/week inc GST with Electronic Signature*

Cash Book Module is private to you and:

- Is a full cash book
- Provides the capacity to manage accounts up to BAS ready
- Can be used for your FDC business

Pricing: \$2.75/week inc GST paid through your Service*

Program & Practices Module is designed for Educators to:

- Record the learning journey of each child in your care
- Choose what and how you want to capture the learning
- Link to EYLF & MTOP
- Publish to parent portal for parent's secure viewing

Pricing: \$3.30/week inc GST paid through your Service*

The new Harmony delivers greater harmony

With these extensive additions and updates to Harmony all people working in the sector will have the software tools necessary to operate with greater confidence and competence. Not only will this boost efficiencies between yourself, your Service and parents, we believe it will also enhance the quality of relationships and service levels.

**Pricing as at February 2017 and firm for 2017. Subject to changes in future years.*



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