

Notification of changes to policies and procedures

(Regulation 172: Notification of change to policies or procedures)

<p style="text-align: right;">Date</p>	<p>.....13 /6 ../2012.....sent to committee 13/6/2012 put on notice board</p>	
<p>This notice relates to a change in</p>	<p>Policy development and review</p>	
<p>Change relates to</p>	<p>Administration Enrolment and orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health & Safety</p>	<p>Menu planning Emergency evacuation Injury and illness Sun protection Staffing arrangements Excursions Management & governance</p>
<p>Name of policy or procedure</p>	<p>Care of children after 6pm Child protection Environmental management Prescription medication and non-prescription formally (medication)</p>	
<p>Nominated change</p>	<p>Changes to regulations and law Child protection updates</p>	
<p>Reason for change</p>	<p>NEW Regulation updatesd</p>	
<p>Impact action required</p>	<p>Full centre impact on compliance</p>	
<p>Date changes will take effect</p>	<p>2/7/2012</p>	
<p>Other relevant information (e.g. documents which inform the policy or procedure)</p>	<p>Policy to be put on web 13/6/2012</p>	

Services are legally required to ensure families are notified of any changes to policies which affect: the service's provision of education and care to any enrolled child or a family's ability to use the service; fees; or fee collection procedures, 14 days in advance.