

Notification of changes to policies and procedures

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

Date	<p>.....8/05/2013sent to committee</p> <p>22/03/2013 put on notice board and website notification</p>	
This notice relates to a change in	Policy development and review	
Change relates to	<p>Administration</p> <p>Enrolment and orientation</p> <p>Payment of fees</p> <p>Operational hours</p> <p>Nominated Supervisor</p> <p>Care procedures</p> <p>Health & Safety</p>	<p>Menu planning</p> <p>Emergency evacuation</p> <p>Injury and illness</p> <p>Sun protection</p> <p>Staffing arrangements</p> <p>Excursions</p> <p>Management & governance</p>
Name of policy or procedure	COMPLAINT HANDLING PARENTS VIDEO, FILMS, Computers, and COMPUTER GAMES	
Nominated change	Regulation updates and controls EMAILED TO PARENTS	
Reason for change	NEW Regulation updated	
Impact action required	Full centre impact on compliance	
Date changes will take effect	April 2013	
Other relevant information (e.g. documents which inform the policy or procedure)	April 2013	

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.