

# Notification of changes to policies and procedures

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

<p style="text-align: right;"><b>Date</b></p>	<p>.....1/07/2013 .....sent to committee 7/07/2013 put on notice board and website notification</p>	
<p><b>This notice relates to a change in</b></p>	<p>Policy development and review</p>	
<p><b>Change relates to</b></p>	<p>Administration Enrolment and orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health &amp; Safety</p>	<p>Menu planning Emergency evacuation Injury and illness Sun protection Staffing arrangements Excursions <b>Management &amp; governance</b></p>
<p><b>Name of policy or procedure</b></p>	<p>New parent handbook update</p>	
<p><b>Nominated change</b></p>	<p>New photos and updates to parent handbook including new phone numbers</p>	
<p><b>Reason for change</b></p>	<p>NEW Regulation updated</p>	
<p><b>Impact action required</b></p>	<p>Full centre impact on compliance</p>	
<p><b>Date changes will take effect</b></p>	<p>July 2013</p>	
<p><b>Other relevant information (e.g. documents which inform the policy or procedure)</b></p>	<p>July2013</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.