

# Notification of changes to policies and procedures

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

<b>Date</b>	.....10 /11 /2014.....sent to committee 10/11/2014 put on notice board and website notification	
<b>This notice relates to a change in</b>	Policy Development and Rreview	
<b>Change relates to</b>	Administration Enrolment and orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health & Safety	Menu planning Emergency evacuation Injury and illness Sun protection Staffing arrangements Excursions Management & governance Programs and practice
<b>Name of policy or procedure</b>	Absent and Missing Children Policy, Administration of First Aid Policy, Anaphylaxis Policy, Animals in the Environment Policy, Asthma Policy, The Care of Children Left At the Centre After 6pm Policy, Child Protection Policy,	
<b>Nominated change</b>	Regulation updates and controls	
<b>Reason for change</b>	Policy Review	
<b>Impact action required</b>	Full centre impact on compliance	
<b>Date changes will take effect</b>	10/11/2014	
<b>Other relevant information (e.g. documents which inform the policy or procedure)</b>	10/11/2014	

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.