

# Notification of changes to policies and procedures

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

<b>Date</b>	.....APRIL__2016 .....sent to committee APRIL 2016 put on notice board and website notification	
<b>This notice relates to a change in</b>	Policy Development and Review	
<b>Change relates to</b>	Administration Enrolment and Orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health & Safety Physical Environment	Menu planning Emergency Evacuation Injury and illness Sun protection Staffing arrangements Excursions Management & governance Programs and practice
<b>Name of policy or procedure</b>	Sun Protection Policy Philosophy	
<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>	APRIL 2016	
<b>Other relevant information (e.g. documents which inform the policy or procedure)</b>	APRIL 2016	

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.