

# Notification of changes to policies and procedures

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

<b>Date</b>	.....NOVEMBER__2016... sent to committee NOVEMBER 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>	Illness and Infection Control Policy Payment of Fees Policy Child Collection/Late Fee Policy Absent and Missing Children Policy The care of children left at the centre after 6PM Procedure Incident, Illness, Accident and Trauma Policy Animal and Pet Policy Emergency and Evacuation Policy Evaluation of Emergency Procedures Immunisation Policy Supervision Policy Delivery and Collection of Children Environmental/Sustainability Policy Anti-bias and Inclusion Policy Family and Communication Policy Parent / Community Involvement Procedure Open Door Policy Governance Policy Management Policy Responsible Person Policy Student and Volunteers Policy Excursion 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>	NOVEMBER 2016	
<b>Other relevant information (e.g. documents which inform the policy or procedure)</b>	NOVEMBER 2016	

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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.