

Notification of changes to policies and procedures

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

DateDECEMBER__2017... sent to committee DECEMBER 2017 put on notice board and website notification	
This notice relates to a change in	Policy Development and Review	
Change relates to	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
Name of policy or procedure	Epilepsy Management Policy Excursion Policy First Aid Officers Furniture and Equipment Safety Policy Handwashing policy Head Lice Policy Incident, illness, accident and trauma policy	
Nominated change	Regulation updates and controls	
Reason for change	Policy Review	
Impact action required	Full centre impact on compliance	
Date changes will take effect	DECEMBER 2017	
Other relevant information (e.g. documents which inform the policy or procedure)	DECEMBER 2017	

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.