

Notification of changes to policies and procedures

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

DateOCTOBER__2017..... sent to committee OCTOBER 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	Multicultural Policy (Changes in line with minutes from previous committee meeting) Road Safety Policy Collection and Late Fee Policy (Late fee changed to be in line with new system) Administration of First Aid Procedure Administration of Medication Policy Anaphylaxis Management Policy Child Protection Policy Diabetes Management Policy Medical Conditions Policy Unexpected Death of a child policy Work health and Safety Policy Road Safety Policy Reporting Infectious Diseases Procedure Long Term Medication Form	
Nominated change	Regulation updates and controls	
Reason for change	Policy Review	
Impact action required	Full centre impact on compliance	
Date changes will take effect	OCTOBER 2017	
Other relevant information (e.g. documents which inform the policy or procedure)	OCTOBER 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.