



NOTIFICATION OF CHANGE TO POLICIES AND PROCEDURES POLICY

Aim

To ensure parents and children enrolled at the Service are notified at least 14 days before making any change to policies or procedures referred to in Regulation 168 that may impact them.

Implementation:

The approved provider will ensure that parents and children enrolled at the Service are notified at least 14 days before making any change to policies or procedures referred to in Regulation 168 (all required policies) that may have significant impact on

- a) The service's provision of education and care to any child enrolled at the service or
- b) The family's ability to use the service.

The approved provider will ensure that parents and children enrolled at the Service are notified at least 14 days before making any change that will affect the fees charged or the ways in which fees are collected.

If the Approved Provider considers that the notice period would pose a risk to the safety, health or well being of any child enrolled at the service, the approved provider must ensure that the parents of the children enrolled at the Service are notified as soon as practicable after making a making a change referred to in sub regulation b) above (family's ability to use the service).

Notice about changes to policies that would have significant impact on families, will be communicated to families through the email communication tool called Storypark or its counterpart and in the case of fee changes via messages on the emailed statement of accounts.

This policy links to the following NQS:

National Quality Standards 6.1, 6.2, 7.1.2.

See Appendix 1-National Law (168) and National Regulations 172, 168.