

# Coota Gulla Preschool Procedures



## Notificaton Of Change to Policies or Procedures Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
<a href="#">6.1</a> <a href="#">6.2</a>	<a href="#">172</a>	
Next Review Date:		20/08/21

The following outlines the principles of notification of change to the localised procedures at Coota Gulla Preschool.

### ***Localised Procedures for Review: -***

Educators and Staff provide access to parents/guardians to the following localised procedures in accordance to Regulation 168, including relevant suggested procedures outlined in the Preschool Policies and Procedures Abstract (Department of Education):

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Continuous Improvement
- Dealing with Complaints
- Dealing with Infectious Diseases, including Immunisation
- Dealing with Medical Conditions in Children
- Delivery of Children To, and Collection of Children From, Education and Care Service Premises
- Emergency and Evacuation
- Enrolment and Orientation
- Excursions
- Governance and Management of the Service
- Incident, Injury, Trauma and Illness Procedures
- Interactions with Children
- Notification of Change to Policies and Procedures
- Nutrition, Food and Beverages, Dietary Requirements
- Payment of Fees and Provision of a Statement of Fees
- Providing a Child Safe Environment
- Sleep and Rest for Children
- Staffing
- Sun Protection

- Water Safety, including safety during any water-based activities

All procedures can be accessed on our school website, on the Teacher Shared Drive for educators and a hard copy is located in the preschool.

***Review Process: -***

As a procedure approaches the review date, it is shared with the parents/carers for their feedback and evaluation. This gives our community the opportunity to engage meaningfully with our preschool procedures and practices. Parents/carers are able to respond through ClassDojo or in person in the centre.

The preschool team collate feedback and evaluations made and, combined with their critical reflections, current Regulations and National Law, and compliance with Department of Education Policies, the procedure is revised and is then communicated to parents.

However, if an incident occurs or a concern is raised prior to the review date then the respective procedure is reviewed immediately. The above steps are followed unless it concerns an immediate health or safety concern, in which case changes are made immediately on the authority of the Educational Leader.

***Additional Changes: -***

Where changes can have a significant impact on our families at least 14 days' notice (where possible) is given before the implementation of these changes occur. Changes include:

- The provision of education and care to any child enrolled.
- A family' ability to utilise the service.
- Fee amendments or ways fees are collected.

***Additional Procedures: -***

Additional procedures, temporary or permanent, may be created to respond to local or other issues which may arise and may impact on the preschool.