Partnerships with families  
8th February to 12th February 2021

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* making sure all our staff understand and implement their particular responsibilities. We welcome your feedback, both positive and negative, about our employees’ responsibilities and the way they implement them. If you wish, you may discuss confidentially with the Nominated Supervisor
* reviewing our Policy and Procedure ReviewPolicy. A summary follows.

**Policy and Procedure Review Policy**

* Families will be advised how to access service policies and procedures
* Each policy is reviewed annually and more often if required
* Feedback on policies from families and staff is welcome at any time
* Staff may request feedback from families or other staff through various communication channels
* All policies will be signed and dated at each review
* Policy changes will be advised to all staff and families
* Families will be given at least 14 days’ notice before changes are made that significantly affect service operations or their ability to use the service.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor