# Policy and Procedure Change Letter

INSERT LOGO and address

Dear Families

We regularly review our policies and procedures to ensure our practices comply with the early childhood laws and other laws where relevant, and reflect best practice principles and guidelines. On occasions we also update our policies and procedures to make them clearer and more user friendly.

We recently made the following changes to our <insert name of policy/procedure>

<insert changes>

These changes were made <insert reason for change>

I’ve attached a copy of the updated policy or procedure. Please don’t hesitate to contact me if you have any questions.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>