Partnership with families  
27 November to 1 December 2023

Dear Families,

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

* reviewing the practices we implement to drive continuous improvement in our educator practices and service operations. We are legally required to develop a ‘Quality Improvement Plan’ which also outlines our service strengths. Families are welcome to view the Plan and make contributions. If you’d like more information about the Plan please feel free to discuss with me

**Policy and Procedure Review Policy**

* We review each of our policies every 12 months or more often if required, and invite comment and feedback from staff and families as part of our continuous improvement process
* Feedback may be requested at meetings, in newsletters, or at the time the policy is reviewed, and is welcome at any other time
* All policies will be signed and dated at each review
* Policy changes will be advised to all staff and families, and families will be given at least 14 days notice before changes are made that will significantly affect the operation of the service or families’ 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