



2nd quarter policy review schedule

Information for families

May 2014

Dear Families

C&K values feedback and encourages families to contribute to the policy review process. Element 7.3.5 of the [National Quality Standards](#) highlights the value of collaborating with families when developing and reviewing policy documents.

In 2014 a quarterly policy review schedule will be implemented. This will allow adequate time for a thorough and robust review and feedback to be collated and considered.

C&K's Quality, Policy and Legislation (QPL) team will chair the policy review process. Families can email their feedback via policyfeedback@candk.asn.au or contact C&K's Quality, Policy and Legislation (QPL) team – 3552 5333.

Please find below the policy documents that will be reviewed in the second quarter of 2014 – 21 April – 27 June 2014.

SO:01.23	Student, volunteer and visitor
SO:03.04	Raising and discussing concerns with parent and guardians
SO:03.05	Support children with additional needs (kindergarten)
SO:03.08	Delayed entry or exit
SO:04.05	Documentation and assessment
SO:04.06	Expectations for professional development
SO:04.07	Programs, transitions, routines and rituals
SO:06	Property and facilities management (branch only)
SO:06.01	Service open and close (branch only)
SO:06.02	Risk management
SO:08	Service management
SO:08.01	Determining the responsible person present
SO:13	CGB membership

Please note: additional policy documents may be reviewed and announced outside the review schedule in response to organisational need and possible changes to legislation or recommended guidelines.

Please see your service director / family day care educator if you would like to contribute to policy review and receive a hard copy of the above policy documents.

If you have any questions regarding policy review, please do not hesitate to speak to your service director / family day care educator or contact C&K's QPL team – nqf@candk.asn.au or 3552 5333.