



**DISPLAY AND REPORTING OF PRESCRIBED INFORMATION**

The service has a responsibility to ensure families have appropriate access to relevant information. The types of information families must have access to are, deemed by the National Regulations with which the service must comply. These regulations also deem what information must also be provided to the Regulatory Authority. (see appendix 19)

**Procedure:**

- We will display the following information within the service:
  - Provider approval
  - Service approval
  - Name of the Nominated Supervisor
  - The service’s current rating levels for each Quality Area
  - The overall rating of the service
  - Any service waivers
  - Hours and days of operation
  - To whom complaints may be addressed
  - The name and position of the responsible person in charge at any one time
  - The name of the educational leader at the service
  - Contact details for the Regulatory Authority
  - If applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service
  - If applicable, a notice of an occurrence of an infectious disease at the service
- The service will adhere to any limitations imposed on us by the Regulatory Authority and National Regulations relating to notifying the Regulatory Authority of certain prescribed circumstances and/or information.

Policy reviewed	Previous modifications	Next review date
14/05/21	NO CHANGES	2022