



## AVAILABILITY OF POLICIES, PLANS, AND PROCEDURES



At least annually or when changes are made, the facility shall make policies, plans, and procedures available to all persons affected (including parents and staff). When a child enters the program, parents shall sign a statement that they have read and/or understand the content of the policies. Some Kids Central policies are found in the Parent Handbook.

Parents who are not able to read shall have the policies presented orally to them. Parents who are not able to understand the policies because of a language barrier shall have the policies presented to them in a language with which they are familiar.

Health Service Manager will keep staff and parents informed of policy changes.