



Preschool payment of fees procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1		Leading and Operating Department Preschool Guidelines Preschool Class Fees in Government Schools FISH - Finance in schools handbook: Section 13: Preschools Voluntary School Contributions Policy Preschool fees schedule
Pre-reading and reference documents		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	

<p>Preschool educators</p> <p>This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool.</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>General</p>	<ul style="list-style-type: none"> • Parents or carers are required to pay full fees for their child's attendance at preschool, unless they are eligible for a reduced rate, fee relief or an exemption. • The preschool fee schedule is based on the Preschool Class Fees in Government Schools policy. • Fees are set with reference to the relative Index of Community Socio-Educational Advantage (ICSEA) value of the school. • Information about fees is included in the family information booklet: <ul style="list-style-type: none"> ○ the daily rate ○ the reduced rate and eligibility criteria for this ○ how and when invoices are issued ○ how fees can be paid ○ what a family is to do if they can't pay their child's fees.
<p>Daily rates and invoices</p>	<ul style="list-style-type: none"> • The daily fee rate is \$15.00. • A reduced rate applies for <i>Commonwealth Health Card</i> holders and Aboriginal or Torres Strait Islander children. The reduced daily rate is \$7.00. • Fee reductions or exemptions can be granted at the principal's discretion. If a family wishes to request a fee reduction or exemption, they need to arrange a time to discuss this with the Principal and explain their circumstances. The Principal will make a decision based on the circumstances provided. • Any voluntary contributions should be treated as per the Voluntary School Contributions Policy. • Families are invoiced for the days their child is enrolled and that the preschool is open. • If a family informs the Preschool that they will be absent due to a holiday their position will be held if they are to return before the end of the year. • As part of the recent NSW Government announcements, Department of Education preschools will receive funding to provide the equivalent of 5 days a fortnight of affordable preschool for all children. There will be <u>no</u> preschool fees charged in Department Preschools in 2023.

<p>Paying fees</p>	<ul style="list-style-type: none"> • Families are able to pay their preschool fees at the school office or online through the school website. Invoices are generated on a term basis by the School Administration Manager (SAM) and handed out to parents/carers in the preschool. • In the case of non - payment of fees, the principal will follow up fees that have been outstanding for one month and develop a plan for fee recovery, as per the guidelines in section 13.2.4 in the Finance in Schools Handbook (FISH).
---------------------------	---

<p>Record of procedure's review</p>
<p>Date of review and who was involved</p>
<p>26/06/23 – Preschool educators and parents/carers</p>
<p>Key changes made and reason/s why</p>
<p>The policy was updated to the new format after feedback from Early Learning. The daily fee pricing was updated in line with the current guidelines and information about the 2023 hold on fees by the Department of Education was included.</p>
<p>Record of communication of significant changes to relevant stakeholders</p>
<p>Communicated via ClassDojo and translated by preschool educators for parents on request.</p>