

## Payment of fees – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<b>NQS: 7.1</b>	Leading and operating department preschool guidelines	

## Responsibilities

<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<b>Preschool supervisor</b>	<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"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> </ul>

	<ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>they are actively involved in the review of this procedure, as required, or at least annually</li> <li>details of this procedure's review are documented.</li> </ul>

## Procedure

Until further notice, no fees will be charged in department preschools.

## Record of procedure's review

<b>Date of review</b>	6/11/23
<b>Who was involved</b>	Preschool team
<b>Key changes made and reason why</b>	Changed to new format. Took away all information about paying fees as the department has advised that there will be no fees charged until further noticed.

<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: participated in review, handed updated copy</p> <p>Staff: updated copy in staffroom policy folder</p> <p>Parents: updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
<b>Date of review</b>	21/09/23
<b>Who was involved</b>	Preschool team
<b>Key changes made and reason why</b>	Government waived preschool fees for 2023 and 2024
<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
<b>Date of review</b>	7/09/22
<b>Who was involved</b>	Preschool team
<b>Key changes made and reason why</b>	Government waived preschool fees for part of 2021 and all of 2022 in response to Covid pandemic.
<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

<b>Date of review</b>	16/09/21
<b>Who was involved</b>	Preschool team
<b>Key changes made and reason why</b>	Changed to new DOE format.
<b>Record of communication of significant changes to relevant stakeholders</b>	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed