

Soldiers' Settlement Public School Preschool Procedure



Payment of fees

Reviewed: Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool's Procedures must be reviewed and updated every 12 months. Due for Review in February 2022.

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		

- At Soldiers' Settlement Public School Preschool families are charged \$45 per week. This payment covers the government \$37.50 a week compulsory fee plus the school's \$7.50 per week for extra curriculum activities.
- A fee reduction of 50% is available for health card holders. If families have a Commonwealth Health Care card they must bring in the original card to the school office where a photocopy of the card will be made for the school's records. Families will need to provide a copy of their new cards once the old one has expired.
Note- national child care rebates and subsidies are not available in Department preschools.

Procedure for providing updated health care cards:

- Families will be issued with a letter one month prior to their card expiring, reminding them to bring their need card to the office.
- Families will receive a phone call one week after card expired to remind them to bring new card into office to be sighted and photocopied.
- If families have not provided this one month after it has expired their fees will be raised to the standard price until card is sighted.

- Families will be issued with an invoice at the beginning of each term for the term's fees. This is distributed into their parent pocket for collection. The invoice can be paid at the school's front office or on the school's website.
- Children will be charged fees even when they are absent from preschool. Families will need to alert the school in writing if they will be away for a long period of time. They will not be charged for this time.
- Aboriginal and Strait Islander families who are experiencing difficulties are not charged.

- If parents or carers require a fee exemption they need to make an appointment to speak to the principal.
- All discussions around fees and exemptions will remain strictly confidential.
- If parents /carers are late with payments there will be a reminder given. Fee relief or exemption may be available.

During COVID-19:

There are no fees to be paid until further notice from the government.