



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 includes:</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 	

	<p>recognised authorities.</p> <ul style="list-style-type: none"> • 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.
Preschool educators	<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.
Procedure	
General	<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. (Note - the school's current ICSEA value can be sourced from the My School Website). • 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.
Daily rates and invoices	<ul style="list-style-type: none"> • 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. • Aboriginal and Strait Islander families who are experiencing difficulties are not charged. • A fee reduction of 50% is available for health card holders. If families have a Commonwealth Health Care card they must bring in the

	<p>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.</p> <ul style="list-style-type: none"> Families are invoiced for the days their child is enrolled and that the preschool is open. 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.
Paying fees	<ul style="list-style-type: none"> Families are able to pay their preschool fees at the school office or on the school's website. 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 <u>Finance in Schools Handbook (FISH)</u>.

Record of procedure's review
Date of review and who was involved
16/09/21- preschool team, whole school staff team, children, and families
Key changes made and reason/s why
Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders