

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.</p>	
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"> In 2022 and 2023, no fees will be charged in department preschools. The following information applies when fees are being charged. 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. 	

	<ul style="list-style-type: none"> Fees are set with reference to the relative Index of Community Socio-Educational Advantage (ICSEA) value of the school. This is 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"> The daily fee rate is \$15. A reduced rate applies for <i>Commonwealth Health Card</i> holders and Aboriginal or Torres Strait Islander children. The reduced daily rate is \$10 Fee reductions or exemptions can be granted at the principal's discretion. A meeting will be held with the principal prior to this arrangement and recorded. Families are invoiced for the days their child is enrolled and that the preschool is open. A member from the school admin team generate the invoices each term. The invoices are then handed to the preschool teacher to pass over to each child's parent/carer.
Paying fees	<ul style="list-style-type: none"> Families pay their preschool fees at the school office. 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).

Record of procedure's review
Date of review and who was involved
Term 4 – 7 th October 2021 – Kristen McNeill
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan - Principal Joanne Jurgeit– Preschool teacher Patricia May – Preschool SLSO

Record of procedure's review

Date of review and who was involved

Term 3 – 15 September 2022 – Joanne Jurgeit

Key changes made and reason/s why

No fees charged in 2022 and 2023.

Record of communication of significant changes to relevant stakeholders

Amiee Jahshan - Principal
Patricia May – Preschool SLSO