



Payment of Fees

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 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>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 <u>preschool fee schedule</u> is based on the <u>Preschool Class Fees in Government Schools policy</u>. • 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. • A reduced daily rate applies for Aboriginal or Torres Strait Islander children and <i>Commonwealth Health Card</i> holders \$7.50 a day.. • Fee reductions or exemptions can be granted at the principal’s discretion. If a family/parent/caregiver is experiencing financial hardship, they are encouraged to discuss this with their child’s teacher and complete a fee relief or exemption application. The application is considered by the school principal, where a partial or full-fee relief may be granted for a short period or the whole year, dependent on circumstances. • Families receive their invoice from the preschool at the beginning of each term, with follow up invoices provided throughout as reminders.
<p>Paying fees</p>	<ul style="list-style-type: none"> • Families can make fee payments online via the school website https://edgeworth-p.schools.nsw.gov.au/ or by cash or Eftpos to the administration office and payment schedules are flexible to suit the needs of the families. All payments are received. • 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). • In line with the Minister’s announcement in November 2020, about the extension of the COVID-19 relief package for community-based preschools, it has been confirmed that department preschools will not charge preschool fees at all in 2021.

Record of procedure's review**Date of review and who was involved**

June 2021

Key changes made and reason/s why

2021 Covid no fees charged

Record of communication of significant changes to relevant stakeholders**Date of review and who was involved**

October 2022 Claire Callinan

Key changes made and reason/s why

Fees waved for 2022

Record of communication of significant changes to relevant stakeholders

