



Preschool collecting money procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1.2	Regulation 232 Regulation 233 Regulation 234 Regulation 235 Regulation 236	NSW Department of Education Excursion Planning and Management guide ACECOA Excursions Policy and Procedure Guidelines
Pre-reading and reference documents		
Related procedure		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none">the preschool is compliant with legislative standards related to this procedure at all timesall staff involved in the preschool are familiar with and implement this procedureall procedures are current and reviewed as part of a continuous cycle of self-assessment	
Preschool supervisor	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: <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.Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading 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	
Excursions	<p>Payment for excursions is made at the Preschool, via Parenting Online Payment (POP), or at the main school front office. All money collected must be in an envelope or zip-lock bag with child's name printed clearly on the front. All payments are processed via the main school office. No cash is kept on Preschool premises</p> <p>A record of payments is made for each excursion detailing the date and method of payment on the return permission slip. If a family pays via POP the receipt number is to be recorded.</p> <p>Payments can be made by cash, EFTPOS or online and full payment must be made 2 days prior to excursion to allow time for processing and organisation. POP payments close at 4pm on due date</p>

Record of procedure's review	
Date of review and who was involved	
9/12/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell, Julie Greedy and Bronwyn Price.	
Key changes made and reason/s why	
Updated to include relevant regulations and department policies and procedures. Removed section regarding payment of fees and compiled information into relevant fee procedure.	
Record of communication of significant changes to relevant stakeholders	
A copy is displayed at the entrance of the preschool and on our school website. Copies are available for preschool families to take home if requested. We will post a copy to the Preschool's Facebook page. All relevant educators are to review at regular staff meetings.	

Copy and paste a new table to record each occasion the procedure is reviewed