



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. 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 could include:</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. • 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	
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. • 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 \$10 per day. However, for the moment due to COVID-19, fees have been waived for 2021-2022. • A reduced rate applies for <i>Commonwealth Health Card</i> holders and Aboriginal or Torres Strait Islander children. The reduced daily rate is \$5 per day for Aboriginal or Torres Strait Islander children and \$1 per day for Commonwealth Health Card holders. • Fee reductions or exemptions can be granted at the principal's discretion. If families are seeking a fee reduction or exemption, they contact the Principal, either through the Preschool Supervisor or Administration Office. An Application for Preschool Fee Relief or Exemption form must be completed and returned to receive reduction in fees. The School Business Manager facilitates this process and keeps a record of this. • If a Commonwealth Health Card expires during the year, the new card must be produced before the start of the new term, otherwise the full rate will be charged for the new term. The Preschool Administration Officer monitors this process and contacts families directly via phone when a new health card is required for our school records two weeks before the expiry of the current health care card. • Statements of fees for the term for the days their child is enrolled and that the Preschool is open are distributed by the Preschool staff at the beginning of each term and payment is requested by the end of the first fortnight of the term. The School Business Manager generates these statements.
Paying fees	<ul style="list-style-type: none"> • Families can pay their preschool fees at the school administration office (cash, EFTPOS). Families may also use the Parent Online Payment (POP) system that is outlined in the Telarah Public School Preschool Family Information Booklet. • In the case of non - payment of fees, outstanding fees will remain on the statement of account until finalised. Where fees are unpaid the following procedure is followed:

	<ul style="list-style-type: none"> ○ a second statement and payment request is issued and families are given one week to make payment. This step occurs when fees are overdue for a period of one week. ○ Preschool nominated supervisor contacts the families by phone and discusses fee payment owed and offers payment solutions. Families have an additional week to make payment. ○ children are formally excluded from the Preschool after two weeks of non-payment and/or non-communication with the Preschool Nominated Supervisor. The matter is also submitted to the Debt Recovery Officer at Legal Services for action. Once all outstanding fees are paid, the child may return to the Preschool. <ul style="list-style-type: none"> ● As per the guidelines in section 13.2.4 in the Finance in Schools Handbook (FISH). ● When a family is taking a holiday they will have their child's position held in the Preschool for that period of absence. Fees are still required for this period and should be paid in advance to cover the entire period of their absence.
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Record of procedure's review
Date of review and who was involved
11/08/2022: Aimee Vincent, Cathy Banister, Bronwyn Price (BM), Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.
Key changes made and reason/s why
Grammatical errors fixed and waived fees due to COVID-19 entered, staff updated.
Record of communication of significant changes to relevant stakeholders
A copy is displayed at the entrance of Preschool and on school website. Copies available for preschool families to take home if requested, posted on the Preschool Facebook page and all relevant educators to review at regular staff meeting.

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