### Logo  Description automatically generatedElermore Vale Public School

### Preschool payment of fees procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 7.1 |  | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Preschool Class Fees in Government Schools](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools)[FISH - Finance in schools handbook: Section 13: Preschools](https://education.nsw.gov.au/schools-finance/policies-handbooks/Finance-in-Schools-Handbook#Section_133)[Voluntary School Contributions Policy](https://education.nsw.gov.au/policy-library/policies/voluntary-school-contribution)[Preschool fees schedule](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools/enrolment#Preschool5) |
| **Pre-reading and reference documents** |
|   |
| **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:* 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.
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| **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: * 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.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* 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.
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| **Procedure** |
| **General** | * 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](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools/enrolment#Preschool5) is based on the [Preschool Class Fees in Government Schools policy](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools?refid=285867).
* 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](https://www.myschool.edu.au/school/41982).
* Information about fees is included in the family information booklet:
	+ 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.
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| **Daily rates and invoices** | * The daily fee rate is $30.
* A reduced rate applies for *Commonwealth Health Card* holders and Aboriginal or Torres Strait Islander children. The reduced daily rate is $15.
* Fee reductions or exemptions can be granted at the principal’s discretion. If a family is seeking a fee reduction or exemption they are to have a meeting with the principal to discuss what can be arranged. A record is kept of any reductions or exemptions in the school office.
* Families are invoiced for the days their child is enrolled and that the preschool is open. The invoices are generated by the school office staff. They are mailed out to families each term.
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| **Paying fees** | * Families are able to pay their preschool fees at the school office or online using the school online payment platform.
* 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](https://education.nsw.gov.au/schools-finance/policies-handbooks/Finance-in-Schools-Handbook#Section_133)).
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| **Start Strong for families**  | * At present the Preschool fees have been waived for all families by the DoE as part of the Start Strong program
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| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 28/04/2021Reviewed by the preschool team: Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Fees currently waived for 2022. Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 1/06/2023Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Fees currently waived for 2023 part of the Start Strong program  |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

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