



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 educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who	<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 	

works in the preschool)	<ul style="list-style-type: none"> 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 by the NSW Department of Education 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	<p>The NSW Department of Education has waived fees for 2021 and 2022 for all departmental preschools. The following procedures are undertaken if, or when, a daily fee rate is set by the Department of Education:</p> <ul style="list-style-type: none"> The daily fee rate is advertised to parents/carers during the preschool enrolment process and preschool orientations in verbal and written forms (via Preschool Handbook and school website). A reduced rate applies for <i>Commonwealth Health Card</i> holders and Aboriginal or Torres Strait Islander children. A photocopy of the current Commonwealth Health Care Card is taken during the preschool application process and then kept with the child's enrolment form. If a health care card expires during the term, the new card must be produced before the start of the new term in order to be entitled to the fee reduction. National childcare rebates and subsidies are not available in Department of Education Preschools. Fee reductions or exemptions can be granted at the principal's discretion. In accordance with the Department of Education Preschool Enrolment Procedures, priority of enrolment is given to children in the local community who are unable to access other early childhood centres due to disadvantage or financial hardship. Hence, there are provisions for fee relief and fee exemptions for students from a disadvantaged background and/or for exceptional family circumstances. A preschool fee relief/exemption form is completed by the families then considered and processed by the nominated supervisor/principal who has the authority to waive fees on a short or long term basis. Any voluntary contributions should be treated as per the Voluntary School Contributions Policy. Families will receive their fee invoice fortnightly, which is issued by the school office administration staff and posted out. Cash is accepted in the payment envelopes with contact details in the payment box. Payments can also be

	made by EFTPOS at the school office or online via the Sefton Infants School website. Once processed, payment receipts will be given to parents/carers at pick-up time from the preschool. School office administration staff will contact families if fees have not been paid by the due date.
Paying fees	<ul style="list-style-type: none"> Fees will not be reduced in the case of absence due to illness or holidays during school terms. Places will not be held unless full fees are paid prior to leaving for holidays. 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	
15 November 2021 – Sharna Labbe, Deana Talevska, and Alex Arancibia	
Key changes made and reason/s why	
Added links to Regulations and DoE policies and procedures for access and increased information NSW Department of Education announced continuation of waiving fees for all departmental preschool 2021 and 2022.	
Record of communication of significant changes to relevant stakeholders	
Preschool staff informed of updated procedures 23.11.2021 at weekly meeting SIS staff made aware of updated procedures 30.11.2021 at whole school administration meeting Families sent link via Class Dojo to updated procedures on school website 30.11.2021. Hard copies of procedures also made available to parents 23.11.2021	
Due date of review	
End Term 2 2022 – 1 July 2022	