



Payment of fees – preschool procedure table

| National Quality Standard Education and Care Services National Law and National Regulations | Associated department policy, procedure or guideline | Reference document(s) and/or advice from a recognised authority |
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| <p>NQS: 7.1</p> | <p>Leading and operating department preschool guidelines</p> | |

Responsibilities

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| <p>School principal</p> | <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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p> |
| <p>Preschool</p> | <p>The preschool supervisor supports the principal in their role and is responsible for</p> |

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| supervisor | <p>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 the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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. |
| Preschool teacher(s) and educator(s) | <p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in the preschool in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented. |

Procedure

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| Fees | <ul style="list-style-type: none"> • Equitable access to quality preschool education is important and actively promoted by NSW Department of Education. • The NSW Department of Education has ceased fees for NSW public preschools until further notice. |
| Voluntary Contribution | <ul style="list-style-type: none"> • Parents/carers have the opportunity to make voluntary contributions to the preschool program. • These voluntary contributions enhance educational programs and aid in the purchase of resource materials such as art and craft materials, games and |

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| | <p>other important resources to directly support and enrich the students' preschool education. There is no set amount or date for collection of voluntary contributions.</p> <ul style="list-style-type: none"> • Parents/carers can contribute an amount they feel they are able to afford and can be made either weekly, monthly, each term or as a one-off contribution. • A secure payment box is available for any contributions at the preschool entry door. • Electronic cashless contributions may also be made at the Sefton Infants School office via EFTPOS or online via the School Bytes application. |
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Record of procedure's review

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| Date of review | 12 April 2024 |
| Who was involved | Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam |
| Key changes made and reason why | Addition of new School Bytes application and EFTPOS facilities as not in previous version. |
| Record of communication of significant changes to relevant stakeholders | <p>Principal: 12 April 2024</p> <p>Staff: 29 April 2024 – Weekly staff meeting</p> <p>Parents: 30 April 2024 – website and community procedure folder updated – message sent via Story Park</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p> |