### Payment of Fee’s

| 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.  |
| **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** | * In 2022 and 2023, preschool fee’s remain free. The following rates are to be implemented should fee’s return to DoE preschools.
* The daily fee rate is $10.
* A reduced rate applies for *Commonwealth Health Card* holders and Aboriginal or Torres Strait Islander children. The reduced daily rate is $5
* Fee reductions or exemptions can be granted at the principal’s discretion. These exemptions will be sought directly from the principal, at the SAO or Teachers referral, records are kept by the preschool SAO and stored securely.
* Any voluntary contributions should be treated as per the [Voluntary School Contributions Policy.](https://education.nsw.gov.au/policy-library/policies/voluntary-school-contribution)
* Families are invoiced for the days their child is enrolled and that the preschool is open. These invoices are generated by the preschool SAO in week 7 of each term and are handed directly to families in a sealed envelope.
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| **Paying fees** | * Families are able to pay their preschool fees at the school office. Preschools can pay through either bank card or cash, with an option to utilise online payment on the school website. Families are requested to pay fee’s on week 7 of each term for the entire term.
* 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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| Record of procedure’s review |
| --- |
| **Date of review and who was involved** |
| 4/11/2022, Emily Roalfe, |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2022 with printed policy to review in detail.Families informed using story park platform, printed copy on sign on table.  |

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