**Localised Procedure**

**Payment of Fees and Provision of a Statement of Fees**

**Reviewed: 14/09/2020 Next Review: 14/09/2021**

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| Education and care services regulation/s | NSW Department of Education policy, procedure or guidelines | National QualityStandard(s) | Leading and managing Department Preschools Guidelines reference | School policy or procedure, where applicable |
| [Regulation 168(2)(n)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)   | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):* Preschool Class Fees in Government Schools Policy PD/2011/0423/V01
* Finance in schools handbook (FISH)
* Preschool fee schedule
 | **7.1.2: Management Systems**Systems are in place to manage risk and enable the effective management and operation of a quality service  | Page 98 - 99 |  |
| **Preschool Class Fees in Government Schools: -**The ‘Preschool Class Fees in Government Schools’ policy applies to all NSW Government preschool classes from the beginning of the 2012 school year (27 January 2012). It outlines the general principles governing the fees processes, information on collecting fees, fee relief and/or exemption. The NSW Department of Education (DoE) operates preschool classes in 100 government schools. These classes were established to provide a preschool education for children one year before school entry in areas of disadvantage with a particular focus on children:• Living in low socio-economic circumstances; • Who are refugees or from culturally and linguistically diverse backgrounds; • With disabilities;• Who are Aboriginal and/or Torres Strait IslanderIn line with the Preschool Enrolment Policy schools are required to provide priority to the children in the local community who are unable to access other early childhood services. In addition, in exceptional circumstances, the principal will be able to exercise his/her discretion and grant a full fee exemption where the child would not otherwise be able to attend.At Casino West Public School Preschool fees are:* + $10 – full day fee
	+ $5 – Aboriginal or Torres Strait Islander children
	+ $1 – Health Care Card holders
* If a health care card expires during the term, the new current card must be produced before the start of the new term, otherwise the full rate will be charged for the new term.
* Parents are able to apply to the principal for fee reduction if under financial hardship.
* The preschool School Administration Officer will have a discussion with parents upon enrolment in regards to eligibility for any fee reductions. These exceptions are then passed onto the principal for authorisation.
* National child care rebates and subsidies are not available in Department preschools.
* The preschool teacher or school office support will be responsible for the following at a pre-enrolment interview with families:
1. Sight, copy and certify Health Care Card (along with other appropriate documentation.)
2. Advise families of current fees and the procedure for payment.
3. Ascertain if an interview with the Principal is required regarding fee exemption or fee relief.
4. Make it clear to parents that there is no Childcare Rebate available for families with children attending a DoE preschool.
5. Ensure that the information gathered at the pre-enrolment interview is conveyed to the admin office to enable processing with sufficient time for invoicing.
* Payments will be made direct to the Casino West Public School Administration Office and receipts will be produced at the time of payment and given to parents.
* Families will be invoiced no later than Week 3 of each term.
* For children enrolling midterm an invoice will be produced in the first week of attendance.
* Fees are to be paid term by term.
* Families will be expected to complete payment no later than Week 6 of each term.
* Any fees outstanding will be added to the next term invoice.
* A meeting with the Principal could be arranged for families experiencing difficulty to discuss possible assistance (fee exemption or fee relief).
* Any refund of fees required will be credited on the invoice for the next term fees except in Term 4.
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