



Casino West Little Jarjums 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 supervisor	<p>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 could include but is not limited to:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure 	

	<ul style="list-style-type: none"> • 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.
Preschool educators	<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 • 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 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). • 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	<ul style="list-style-type: none"> • The daily fee rates include: <ul style="list-style-type: none"> • \$10 – full day fee • \$5 – Aboriginal or Torres Strait Islander children • \$1 – Health Care Card holders • Fee reductions or exemptions can be granted at the principal's discretion. This process involves the family meeting with the principal to discuss their circumstances and the principal making an executive decision to reduce or waive preschool fees. A record of this is kept in the child's individual enrolment form.

	<ul style="list-style-type: none"> Families are invoiced for the days their child is enrolled and that the preschool is open. Invoices are generated termly by the Preschool Administration Officer and placed in the children's note pockets to be sent home
Paying fees	<ul style="list-style-type: none"> Families can pay their preschool fees at the school office. Fees are paid on a termly basis. 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	
04/04/2023 Preschool Team, preschool families. Shared with families for feedback.	
Key changes made and reason/s why	
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure	
Record of communication of significant changes to relevant stakeholders	
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer.	

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