

Orange Grove Public School Preschool

Payment of Fees Procedures

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 168 Regulation 172	Leading and Operating Department Preschool Guidelines Preschool Class Fees in Government Schools FISH - Finance in schools handbook: Section 13: Preschools Voluntary School Contributions Policy Voluntary School Contribution Code of Practice Preschool fees schedule
Pre-reading and reference documents		
Orange Grove Public School Website		
Record of procedure's review		
Date of review and who was involved		
02/08/2023 by Lauren Tinslay		
Key changes made and reason/s why		
<ul style="list-style-type: none"> • Outlining of changes to compulsory fees for 2023, due to changes in Preschool funding. • Changes to the way that families pay voluntary contributions and incursion/excursion fees through SchoolBytes due to change in school payment procedures. • Addition of a section about excursion/incursion fees and how these will be invoiced and paid, to clarify how this works for Preschool. 		
Record of communication of significant changes to relevant stakeholders		
02/08/2023- communicated to Preschool staff and principal		
30/08/2023- communicated to Preschool families via message and community via digital link.		

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 (if applicable, otherwise duties are assumed by the school principal)	<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.</p> <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

	<ul style="list-style-type: none"> • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators including K-6 staff, relief staff and casual staff	<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, at least annually, or as required • ensuring the details of this procedure's review are documented. • analysing complaints, incidents or issues and what the implications are for the updates to this procedure.

Compulsory Daily Fees

There will be no compulsory preschool fees charged in department preschools in 2023. Department preschools receive funding to provide the equivalent of 5 days a fortnight of affordable preschool for all children based on their hours of attendance.

Voluntary Contributions

At Orange Grove Preschool, the voluntary contribution is set to \$10 per fortnight. The school collects these contributions are used to purchase materials to supplement the preschool program such as paint, paper, glue and cooking ingredients.

Any voluntary contributions are treated as per the [Voluntary School Contributions Policy](#) and the [Voluntary School Contribution Code of Practice](#).

Invoices for voluntary contributions will be sent by the school office each term to the email address of the first parent/guardian provided on the Preschool enrolment form unless otherwise specified in writing. Families should ensure that they have provided the correct email address and check it regularly.

Payment can be made via SchoolBytes, following the link in the email. Families will need to register for the SchoolBytes portal which will allow them to make payments, view their account and payment history. How to guides and a link for registration for the SchoolBytes portal can be found on the [school website](#) under "Make a Payment".

Payments for incursions and excursions

In the event an excursion or incursion is planned and there is a fee involved, families will be sent an email containing a link to make the payment and complete a consent form, if required, through SchoolBytes. Families can view outstanding amounts through their SchoolBytes portal.

Families having difficulty paying their fees should make an appointment with the principal. to confidentially discuss their circumstances.

Record of previous procedure's review
Date of review and who was involved
10/08/2022 by Lauren Tinslay
Key changes made and reason/s why
<ul style="list-style-type: none"> • No changes made
Record of communication of significant changes to relevant stakeholders
11/08/23- communicated to preschool staff and principal