

# 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		<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Preschool Class Fees in Government Schools</a> <a href="#">FISH - Finance in schools handbook: Section 13: Preschools</a> <a href="#">Voluntary School Contributions Policy</a> <a href="#">Preschool fees schedule</a>
<b>Pre-reading and reference documents</b>		
<b>Record of procedure's review</b>		
<b>Date of review and who was involved</b>		
09/09/21 by Lauren Tinslay (Previously 01/12/20 by Kate Jones)		
<b>Key changes made and reason/s why</b>		
<ul style="list-style-type: none"> <li>• Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task.</li> <li>• Changing order of information to improve access to necessary information.</li> <li>• Updated hyperlinks</li> </ul>		
<b>Record of communication of significant changes to relevant stakeholders</b>		
10/09/21 communicated to Kasey Henness		
05/10/21 communicated to the P&C		

<b>Staff roles and responsibilities</b>	
<b>School principal</b>	<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"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>
<b>Preschool supervisor</b>	<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"> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>

<p><b>Preschool educators including K-6 staff, relief staff and casual staff</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>
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## 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 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. The school's current ICSEA value can be sourced from the [My School Website](#).

Information about fees is included in the Orange Grove Preschool 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.

## Daily rates and invoices

At Orange Grove Preschool, the daily fee rate is \$40. A reduced rate applies for Commonwealth Health Card holders and Aboriginal or Torres Strait Islander children. The reduced daily rate is \$20.

Fee reductions or exemptions on a short or long term basis can be granted at the principal's discretion. Families should contact the school office to discuss their circumstances if a fee reduction or exemption is required. The principal will keep a record of individual families' communications and fee reduction or exemption information.

Any voluntary contributions should be treated as per the [Voluntary School Contributions Policy](#). The voluntary contribution for Orange Grove Preschool is set at \$10 per fortnight.

Invoices for fees will be sent by the school office 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.

## Paying fees

Families are invoiced for the days their child is enrolled and that the preschool is open. Families will be billed fortnightly. Payment should be made two weeks in advance and can be made online via the "Make a Payment" button on the school website homepage.

Fees are compulsory. If a family is experiencing difficulty with payment, they contact the school office to make an appointment with the principal. 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 \(FISH\)](#). **Non-payment of fees after 4 weeks may lead to the cancellation of the child's preschool place.** A payment plan will be negotiated between parents/carers and the Principal.