### Payment of fees procedure

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| National Quality Standard Education and Care Services National Law and National Regulations | Associated department policy, procedure or guideline | Reference document(s) and/or advice from a recognised authority |
| NQS: 7.1 | Leading and operating department preschool guidelines |  |

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| **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. |
| **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. This includes:   * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * 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** | 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. |
| **Procedure** | |
| Until further notice, no fees will be charged in department preschools. | |

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| Record of procedure’s review |
| **Date of review and who was involved** |
| 3.8.2021. Neil Bourke, Sally Egan, Rebecca Donaldson, Jessica Le, Daniela Cardile. |
| **Key changes made and reason/s why** |
| Adopted new DoE template. Develop a fee exemption form for preschool fees. |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 10.8.2022. Sally Egan. |
| **Key changes made and reason/s why** |
| Nil changes. Fees not charged in 2021, 2022 or 2023. |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
| **Date of review and who was involved** |
| 14.03.2023. Sally Egan. |
| **Key changes made and reason/s why** |
| Nil changes. Fees not charged in 2021, 2022 or 2023. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

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| Record of procedure’s review |
| **Date of review and who was involved** |
| 27.10.2023. Sally Egan. |
| **Key changes made and reason/s why** |
| Removed all references to old procedures as no fees are paid. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*

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| Record of procedure’s review |
| **Date of review and who was involved** |
| 13.02.2024. Sally Egan. |
| **Key changes made and reason/s why** |
| No fees to be charged in 2024. |
| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*