### 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.
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| **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.
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| **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.
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| **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.*