

## Coonamble Public School Preschool



### 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		<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>
Pre-reading and reference documents		
Related procedures		
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"><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. This includes:</p> <ul style="list-style-type: none"> <li>· analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <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>
<b>Preschool educators</b>	<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>· this procedure is stored in the preschool and it is accessible to all staff, families, visitors and volunteers</li> <li>· that educators are actively involved in the review of this procedure, as required, or at least annually</li> <li>· the details of this procedure's review are documented.</li> </ul>

<b>Procedure</b>	
<b>General</b>	<p>Coonamble Public School Preschool is a DoE community based preschool that aims to provide quality childcare for families. Coonamble Public School Preschool does not charge any fees.</p> <p>All children have a right of equal access to quality children's services, regardless of economic status, cultural background or disability.</p> <p>During the enrolment process, parents are informed that our preschool does not charge a fee.</p>

Record of procedure's review
Date of review and who was involved
12/10/2021 Carolyn Jones, Leanne McMaster and Natalie Kenny
Key changes made and reason/s why
Format was changed to make the procedure consistent with other procedure layouts.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
10/8/2022 Carolyn Jones, Leanne McMaster, Annette Thomson, Miriam McKeown and Shiralee Robinson
Key changes made and reason/s why
No changes
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.