

Coonamble Public School Preschool



Payment of Fees and Provision of a Statement of Fee Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1		Leading and Operating Department Preschool Guidelines Preschool Class Fees in Government Schools FISH - Finance in schools handbook: Section 13: Preschools Voluntary School Contributions Policy Preschool fees schedule
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"> 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	<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"> ● 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	<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 ● this procedure is stored in the preschool, and it is accessible to all staff, families, visitors and volunteers ● active involvement in the review of this procedure, as required, or at least annually ● the details of this procedure's review are documented.

Procedure	
General	<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.

Record of procedure's review
Date of review and who was involved
9/8/23 Carolyn Jones, Annette Thomson, Miriam McKeown and Shiralee Robinson
Key changes made and reason/s why

Changes to links

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.