 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(n) Payment of fees and provision of**

**a statement of fees**

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| **Current** | July 2018 |
| **Next Review** | July 2019 |
| **Regulation(s)** | Regulation [176](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div3/subdiv1/reg.176)  [Regulation 168](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div2/reg.168) |
| **National Quality Standard(s)** | Standard 7.1  Standard 7.2 |
| **Relevant DoE Policy and link** | [Public Schools NSW Complaints Handling Policy](https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy)  [Public Schools NSW: School Community and Consumer Complaint Procedures complaints](https://education.nsw.gov.au/policy-library/associated-documents/School-complaint-procedure_AC.pdf)  [Preschool Class Fees in Government Schools Policy](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools)  [Preschool Fees-FAQs](https://education.nsw.gov.au/policy-library/related-documents/Preschool_fees_faqs.doc) |
| **Relevant School Procedure** |  |
| **Key Resources** | [Public Schools NSW Preschool Notification Fact Sheet (PDF)](https://schoolsequella.det.nsw.edu.au/file/1e1de31f-e243-4252-b642-a57fa437c4af/1/preschool-notifcations.pdf) |

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* The Pre-School fees are set by the Department of Education and Community and in 2018 the fees are
* Low Income Health Care Card holders $1 per day
* Non- Low Income Health Care Card holders $10 per day
* The fees can be paid weekly, fortnightly or for the whole term.
* Families pay in person at the preschool, by EFTPOS at the school office or online by credit card on the School Enews App.
* Fees are compulsory for all our families.
* If families are having difficulty paying their fees, they are encouraged to speak to the Principal who can elect to waiver the fees. Parents can be assured that they can discuss issues relating to fees with the principal in absolute confidentiality.
* In exceptional circumstances, the school principal will be able to consider a full fee exemption on either a short or long term basis. Exemptions can be recorded on an individual ‘Preschool Fee Exemptions’ form or by listing all exemptions on one form ‘Preschool Exemption and Fee Relief’. These forms are retained by the school.
* Where fees are outstanding, the Principal should make contact with the parent within one month to work out a plan for fee recovery.
* Failure to settle outstanding fees may jeopardise the child’s position and the consideration for enrolment of siblings in the future.
* Each family is invoiced at the start of every term.
* For a preschool child covered by a current health care card on the first day of each term the school should invoice the whole term at the health care card rate, irrespective of the expiry date. The new card should be viewed before the start of the next term. Staff need to ensure the Health Care Card is current.
* If a child is absent due to sickness or holidays they will be charged for the days that they are enrolled.
* The Approved Provider (Department of Education) of Koonawarra Preschool must inform the Nominated Supervisor at least 14 days before making any changes that will affect the fees charged or the way in which fees are collected. This information must be passed onto families at least 14 days before change are implemented in the preschool.