***IRRAWANG PUBLIC SCHOOL*** 

***PRESCHOOL***

**Payment of Fees Procedure**

| 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 |
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| NQS: 7.1  | Leading and operating department preschool guidelines |  |

**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.

These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal. |
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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 could include: * analysing complaints, incidents or issues and the implications for updates to this procedure
* reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s) | Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:* all staff in the preschool and daily practices comply with this procedure
* this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers
* they are actively involved in the review of this procedure, as required, or at least annually
* details of this procedure’s review are documented.
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**Procedure**

Until further notice, no fees will be charged in department preschools.

**Record of procedure’s review**

| **Date of review and who was involved** | **17/12/2020**  Hylie McEvoy (Preschool Educator)Stacy Mathieson (Nominated Supervisor/School Principal)**9/12/2021**        Hylie McEvoy (Preschool Teacher)Michelle Lynch (Pedagogical Leader)**23/11/2022**Michelle Lynch (Pedagogical Leader)Hylie McEvoy (Preschool Educator)**15/10/23**Michelle Lynch (Pedagogical Leader)Hylie McEvoy (Preschool Educator) |
| --- | --- |
| **Key changes made and reason why** | **15/10/23**-Updated as per Early Learning Leading and Operating Preschool Guidelines vOct2023 |
| **Record of communication of significant changes to relevant stakeholders** | **Principal:** Email & Acknowledgement Spreadsheet 15/10/23**Staff:** Email & Acknowledgement Spreadsheet 15/10/23**Parents:** Sentral Parent Portal 15/10/23Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.  |