



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
NQS: 7.1	Leading and operating department preschool guidelines	

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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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 could include:</p> <ul style="list-style-type: none"> 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure

	<ul style="list-style-type: none"> • 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.
--	--

Procedure

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

Record of procedure's review

Date of review and who was involved	<p>17/12/2020 Hylie McEvoy (Preschool Educator) Stacy Mathieson (Nominated Supervisor/School Principal)</p> <p>9/12/2021 Hylie McEvoy (Preschool Teacher) Michelle Lynch (Pedagogical Leader)</p> <p>23/11/2022 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>15/10/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>15/11/24 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p>
Key changes made and reason why	<p>15/10/23 -Updated as per Early Learning Leading and Operating Preschool Guidelines vSept2023</p>
Record of communication of significant changes to relevant stakeholders	<p>Principal: Email & Acknowledgement Spreadsheet 15/11/24</p> <p>Staff: Email & Acknowledgement Spreadsheet 15/11/24</p> <p>Parents: Sentral Parent Portal 15/11/24</p> <p>Please 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.</p>