***IRRAWANG PUBLIC SCHOOL*** A blue and yellow logo

Description automatically generated

***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 | 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. |
| --- | --- |
| 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. |
| 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. |

**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 15/10/23  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. |