

## Procedure related to the payment of fees and the provision of a statement of fees

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1		Preschool Class Fees in Government Schools

The preschool fee schedule is based on the Preschool Class Fees in Government Schools policy and outlines the daily fees that schools should charge for attendance at the preschool, based on the relative Index of Community Socio-Educational Advantage (ICSEA) value of the school. The schedule allows for reductions for commonwealth health care card holders and Aboriginal and Torres Strait Islander families.

In the situation that a family cannot afford preschool fees, and as a result the child may not access preschool education, the Principal will exercise his discretion to grant a full or part fee exemption either short or long-term. National child care rebates and subsidies are not available to families, as department preschools do not meet the government's eligibility criteria.

Granted fee reductions or exemptions must be recorded on the preschool fee relief record, the school's office staff maintain this for the whole school. On enrolment the Schools retains records and information at the school in relation to fee relief, a copy of a child's current health care card is kept with the child's Student Record Card (SRC)

### DAILY RATE

The government has provided a range of fees for its preschools so that families who are experiencing financial hardship and/or who have a Commonwealth Health Care Card are entitled to fee relief. This means that some families will have a reduced fee and, in some circumstances, families may not have to pay a fee at all. The daily rate for our preschool has been set to \$20.00 per day.

For families with Health care cards/ Aboriginal and Torres Strait Islanders Fee per day is \$10.00

It is important that you make a time to have a confidential conversation with the Principal or Deputy Principal Preschool concerning any questions you may have about your eligibility for fee relief, so that an appropriate fee can be charged for your child's attendance at preschool.

**Note:** *-if a health care card expires during the term, the new current card must be produced before the start of the new term, otherwise the full rate will be charged for the new term.*

The application to enrol in a government preschool clearly states that preschool fees are charged. In the event that fees are unpaid and no relief or exemption was given, principals need to follow the steps outlined in the [Finance in Schools Handbook](#) (refer to 13.2.4) to recover the fees.

**Note:** - There is no requirement to reduce or refund fees in the case of absence.

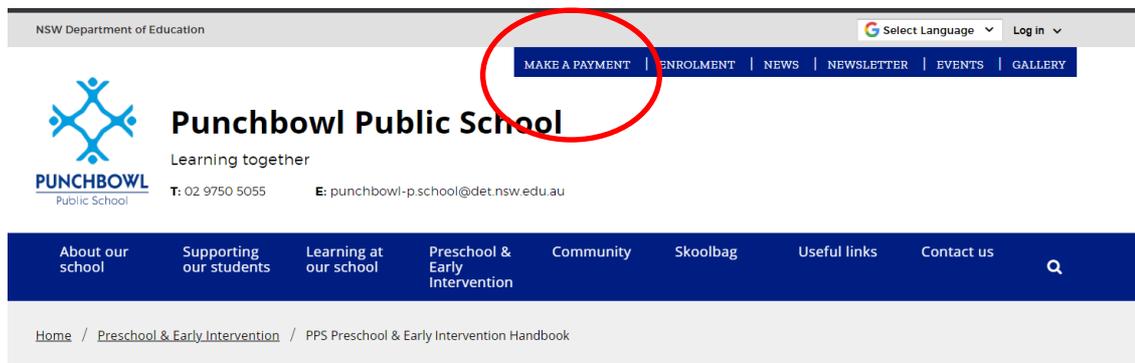
If a family taking takes an extended overseas trip or holiday requests their child's position be held by the preschool. This decision is at the principal's discretion depending on the circumstances of the family. However, it is advised the child's place may not be held if other children are on the waiting list.

If the child's position is held, the preschool will request the fees for the period are paid in advance.

## HOW TO PAY MY FEES AND CONTRIBUTIONS

Office staff generates and invoice at the beginning of each term.

All monies are to be paid into the locked box provided outside the main school office. Correct money is to be placed in an envelope with your child's name, class and amount written on the front. Alternatively, payments can also be made online at <https://punchbowl-p.schools.nsw.gov.au/> and click 'Make a Payment'.



The screenshot shows the website for Punchbowl Public School. At the top, there is a navigation bar with 'MAKE A PAYMENT' circled in red. Below the navigation bar, the school's logo and name are displayed. The main content area features a dark blue header with various menu items: 'About our school', 'Supporting our students', 'Learning at our school', 'Preschool & Early Intervention', 'Community', 'Skoolbag', 'Useful links', and 'Contact us'. A search icon is also present. At the bottom, there is a breadcrumb trail: 'Home / Preschool & Early Intervention / PPS Preschool & Early Intervention Handbook'.

Once payment is processed, the office staff will generate a receipt, This will be placed in you child's communication pocket in the preschool for you to collect.

**[Preschool Class Fees in Government Schools Policy PD/2011/0423/V01](https://policies.education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools)** outlines the principles governing the collection of fees, fee relief and/or fee exemption

<https://policies.education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools>

Recovery actions to be used by schools are detailed in Section 13 [FISH \(Finance in Schools Handbook\)](#)