**Waratah Public School Preschool Procedure**



**Payment of Fees**

**Reviewed: 27/9/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
|  | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* [Preschool Class Fees in Government Schools](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools?refid=285867)
* Fee Schedule
* Finance in school’s handbook (FISH) – 13.2.4
 |  p. 96-97 | 7.1 | Parent Online Payments |
| The preschool fee schedule is based on the [Preschool Class Fees in Government Schools policy](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools?refid=285867) and outlines the daily fees that schools should charge for attendance at the preschool. Fees are set with reference to the relative Index of Community Socio-Educational Advantage (ICSEA) value of the school. For Waratah Public School, the ICSEA value is currently 952 (*Source*: [My School Website](https://www.myschool.edu.au/school/41982)).1. The daily fee for Waratah Public School Preschool is set at $20 per child, per day. For low income earners holding a current Commonwealth Health Care Card and/or Aboriginal and Torres Strait Islander children, the fee is $10 per day.
2. 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.
3. Families receive their invoice from the preschool at the beginning of each term, with follow up invoices provided in Week 5 and Week 8, as reminders.
4. Where a Health Care Card expiry falls during the term, the new card must be presented to the administration office before the start of the new term, otherwise the full fee rate will be charged for the new term.
5. A voluntary fee of $10 per term is charged to each family which is included on the invoice. This fee covers the purchase of additional resources that support the educational program and children’s interests.
6. If a family/parent/caregiver is experiencing financial hardship, they are encouraged to discuss this with their child’s teacher and complete a fee relief or exemption application. The application is considered by the school principal, where a partial or full-fee relief may be granted for a short period or the whole year, dependant on circumstances.
7. Where an exemption hasn’t been sought and/or granted and a family hasn’t paid fees, the school administration manager (SAM) refers to the NSW Department of Education Fee policy and guidelines for fee-recovery. Summary can be found below. [***Please refer to this policy for more information.***](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools)

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| **If no response received** | **Action to be taken** |
| **Within 28 days of the date of issue of the invoice** | A first reminder letter is to be sent to the Parent/Carer requesting payment of the fees. The letter is to:* remind the parent/carer of obligations for payment of fees.
* advise that the letter should be disregarded if payment has recently been made.
* ask the parent/carer to reply by return mail.
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| **Within 14 days of the date of the first reminder letter** | A second reminder letter is to be sent stating that if the fees remain unpaid within 14 days or a satisfactory reply has not been received, the account will be referred to Legal Services, Debt Recovery Officer for recovery action and for consideration of the student's continued attendance at the preschool.  The first reminder letter is to be referred to in the text of the second reminder letter. |
| **Within a further 14 days of the second reminder letter** | A third letter referring to the two previous letters is to be sent, advising that the matter will be referred to Legal Services in 14 days. |
| **Within a further 14 days of the third reminder letter** | The matter is to be submitted to the Debt Recovery Officer at Legal Services for action to recover the debt, and the student is to be withdrawn from the preschool. |
| **For a student who has left the school and fees remain unpaid** | The same sequence of letters for past students is to be undertaken before referring to Legal Services for debt recovery. |

1. Fees are still invoiced in the case of illness or leave. Families can apply for fee-relief for extended illness or leave and will be granted at the principal’s discretion.
2. A child’s placement at the preschool may be held during extended leave or illness, provided that;
* fees are up to date
* there is not a waiting list for preschool placements. If there is a waiting list, families will need to pay fees for this period to hold their place.
1. Families can make fee payments online via the school website or by cash or cheque to the administration office and payment schedules are flexible to suit the needs of the families. All payments are receipted.
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