



Payment of fees – preschool procedure table

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	The preschool supervisor supports the principal in their role and is responsible for

supervisor	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 the preschool 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

Fees	• Equitable access to quality preschool education is important and actively promoted by NSW Department of Education. • The NSW Department of Education has ceased fees for NSW public preschools until further notice.
Voluntary Contribution	• Parents/carers have the opportunity to make voluntary contributions to the preschool program. • These voluntary contributions enhance educational programs and aid in the purchase of resource materials such as art and craft materials, games and

	other important resources to directly support and enrich the students' preschool education. There is no set amount or date for collection of voluntary contributions. • Parents/carers can contribute an amount they feel they are able to afford and can be made either weekly, monthly, each term or as a one-off contribution. • A secure payment box is available for any contributions at the preschool entry door. • Electronic cashless contributions may also be made at the Sefton Infants School office via EFTPOS or online via the School Bytes application.
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Record of procedure's review

Date of review	11 April 2025
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and reason why	Nil
Record of communication of significant changes to relevant stakeholders	Principal: 11 April 2025 Staff: 28 April 2025 – Weekly staff meeting Parents: 30 April 2025 – website and community procedure folder updated – message sent via Kinderloop 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.