



# Dubbo West Public School Preschool

## Procedure: Payment of Fees

### Links to relevant legislation:

[Regulation 168\(2\)\(n\)](#)

### Links to National Quality Standard:

Standard 7.3

### Links to EYLF:

### Date to be reviewed:

February 2020

### Introduction:

Dubbo West Public School Preschool is one of 100 preschool classes that are located in government schools. These classes were established to provide a preschool education for children one year before school entry in areas of disadvantage with a particular focus on children:

- living in low socio-economic circumstances.
- who are refugees or from culturally and linguistically diverse backgrounds.
- with disabilities.
- who are Aboriginal.

### Aims:

To provide children in the local community who are unable to access other early childhood services, with quality early childhood education at low cost to families.

### Procedures:

- The preschool fee will vary across the government schools with preschool classes and will be set with reference to the relative Index of Community Socio-Educational Advantage (ICSEA) value of the school.
- Fees will be more heavily subsidised in schools with a relatively low ICSEA value in recognition of the cumulative effect of high concentrations of low socio-economic disadvantage.
- The fee for attendance at preschool classes in government schools will be adjusted annually.
- Fees will be rounded down to the nearest dollar.
- Schools with preschool classes will generate an invoice through OASIS for the billing period which will be determined locally to meet the needs of families e.g.: weekly or each term.
- The preschool classes will not have any other compulsory fees.
- The principal will be advised of the fees for the following year by the end of term 3 each year.
- The fee for children from low income families (as determined by a current Commonwealth Health Care Card) attending a preschool class in schools with an ICSEA value of 900 or more is set at 50% of the full fee unless they are eligible for exemption on either a short term or long term basis (refer 1.4).

- The fee for Aboriginal children will be set at 50% of the full fee unless they are eligible for further fee relief or fee exemption (refer 1.3.3 or 1.4).
- The fee for children from low income families (as determined by a current Commonwealth Health Care Card) attending a preschool class in schools with an ICSEA value of 700 to 899 is set at 10% of the full fee unless they are eligible for exemption on either a short term or long term basis (refer 1.4).
- All children attending preschool classes in schools with an ICSEA value of less than 699 will be fee exempt.
- In addition, in exceptional circumstances, the principal will be able to exercise his/her discretion and grant a full fee exemption where the child would not otherwise be able to attend.
- Public school preschools serving the most disadvantaged communities in NSW will not charge preschool fees.
- Families are required to pay a fee for attendance of their child at the preschool class unless they are eligible for fee relief or fee exemption as outlines above
- Parents are required to present the original current Health Care Card for verification to the school principal.
- All fees will be paid to the main school office either by cash or card.

#### Non-payment of fees:

- Where preschool fees are outstanding, the principal should make contact with the parent by telephone or letter (within 1 month) to work out a plan for fee recovery.
- In the event that a parent or carer wishes to have a decision concerning preschool fees changed, they would in the first instance approach the school principal with their concern. If the matter remains unresolved, the parent/carers may use the department's Complaints Handling Policy to have the matter reviewed.