**Ashcroft Public School Preschool Procedure**

**Payment of fees**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(n)](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html) | 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 Policy PD/2011/0423/V01
* Finance in schools handbook (FISH)
* Preschool fee schedule
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| **Procedures:** |
| * As stipulated in the department policy, our daily fee is $15 a day. This fee is reduced to $5 a day for holders of a Commonwealth Health Care Card or for Torres Strait Islander or Aboriginal children.
* If a child is covered by a current health care card on the first day of a term, they will be invoiced the whole term at the health care card rate, irrespective of the expiry date. The family will be asked to provide a copy of the new card before the start of the next term.
* Invoices are issued in hardcopy and available in the preschool at the start of each term. Each invoice is for the current term, based on the number of days the child is enrolled for.
* Our preschool handbook outlines that a family can pay their fees in cash (preschool foyer), Eftpos (school office) or via our Parent Online Payment system.
* Our preschool does not charge voluntary fees.
* There are provisions for temporary or ongoing fee relief and fee exemptions, at the principal’s discretion.
* If a child is sick, and unable to attend preschool, they are still liable for the fees for those day/s.
* No cash fees are collected on preschool premises.

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