Early Intervention and Preschool Procedure

Payment of fees and provision of a statement of fees



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| **Current** | September, 2017 |
| **Next Review** | 2018 |
| **Regulation(s)** | R.172 |
| **National Quality Standard(s)** | Standard 7.1: Governance-Governance supports the operation of a quality service.  |
| **Relevant DoE Policy and link** | [Preschool Class Fees in Government Schools PD/2011/0423/V01](https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools?refid=285776)  |
| **DoE Preschool Handbook January 2016** |  |
| **Key Resources** | [Schedule of visa subclasses and enrolment conditions](http://www.detinternational.nsw.edu.au/media-assets/trp/visa-subclasses.pdf)**DEC Preschool class fees schedule (2014)**[https://portalsrvs.det.nsw.edu.au/f5-w-68747470733a2f2f6465747777772e6465742e6e73772e6564752e6175$$/policies/administrative/financial/preschool\_fees/Preschool\_fee\_sched.pdf](https://portalsrvs.det.nsw.edu.au/f5-w-68747470733a2f2f6465747777772e6465742e6e73772e6564752e6175%24%24/policies/administrative/financial/preschool_fees/Preschool_fee_sched.pdf)**Record of fee exemption and fee relief**Individual- <https://detwww.det.nsw.edu.au/finance/schools/preschool/Preschool_fee_exemptions.pdf>Group- <https://detwww.det.nsw.edu.au/finance/schools/preschool/Preschool_fee_exemption_and_fee_relief.pdf> |

**Preschool specific procedures:**

* Our full daily fee is $40 and for Aboriginal children or holders of Commonwealth Health Care Card the rate is $20. There is also a voluntary contribution of $5 a day.
* Families receive an invoice every term for the current term by post or through the preschool at the start of the term. A reminder letter is sent out half way through the term, as well as at the end for those who have not paid.
* Fees are legally enforceable; however there are provisions for fee relief and fee exemptions. For a fee exemption, the family completes the preschool fee exemption form, provide a photocopy of their health car and have an interview with the principal. The principal is able to waive fees, on a short or long term basis.
* There is no longer a requirement to reduce fees in the case of absence due to sickness or a holiday during school term. Parents are required to notify the school in writing of leave of absence.
* 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.

**Early Intervention specific procedures:**

* A voluntary contribution of $2 a day is encouraged.





**PRESCHOOL FEE EXEMPTION**

**Child’s name:**

**Parent / Carer:**

**Address:**

**Phone number:**

**Commonwealth Health Care Card Holder:**

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**Yes No**

**Reasons for fee exemption:**

**Principal Signature Date Application**

**number**

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**PRESCHOOL FEES - FREQUENTLY ASKED QUESTIONS**

**Question:**

Why do I have to pay preschool fees in a Government (public school) preschool?

**Answer:**

The Government believes that every family should be able to access an affordable, high quality early childhood education for their child.

This new policy will bring preschools in public schools in line with the wider early childhood sector in NSW where parents pay fees for their children to access a preschool education.

However, the Minister has been very clear that no child will be excluded from preschool in a public school because of the financial circumstances of their family.

Families that can afford to pay will be asked to pay the full preschool fee.

There will be different fees in different preschools throughout NSW in recognition of our diverse communities.

**Question:**

How much will I have to pay for preschool fees?

**Answer:**

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 Heath 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.

Your school principal will have more information about the preschool fees.

It is important that you make a time to have a confidential conversation with your school principal 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.

**Question:**

What if I can’t afford to pay fees?

**Answer:**

The Minister for Education has made it very clear that he does not want any families to miss out on preschool because of financial hardship. The new fee structure that has been developed will protect low income and disadvantaged families.

Low income families who have a Commonwealth Heath Care Card will get fee relief.

In exceptional circumstances, the school principal will be able to consider a full fee exemption on either a short or long term basis. Parents can be assured that they can discuss issues relating to fees with the principal in absolute confidentiality.

**Question:**

Won’t this policy further disadvantage Aboriginal children? What about the Government’s commitment to closing the gap between outcomes for Aboriginal children and non-Aboriginal children?

The review into Aboriginal education identified financial considerations and transport as the two biggest barriers to Aboriginal children accessing an early childhood education. Doesn’t this policy work against Aboriginal children attending preschool?

**Answer:**

This Government is committed to improving outcomes for Aboriginal people in NSW. Accessing a high quality early childhood education helps to ensure the best possible start in life. That is why our new policy provides free access to public school preschool classes for Aboriginal children living in our most disadvantaged communities and why all other Aboriginal children are eligible for fee relief.

It is our intention to continue to increase the numbers of Aboriginal children accessing preschool.

**Question:**

When do I have to pay?

**Answer:**

We want to make sure that the payment of fees can be arranged to best suit the circumstances of families and so this will be worked out locally to best fit families with children attending the preschool classes. Your school will advise you about when and how to pay the preschool fees.

The fees will commence in Government school preschool classes at the start of the 2012 school year.

**Question:**

Will there be any other compulsory fees?

**Answer:**

No, the preschool classes will not have any other compulsory fees.

**Question:**

Will I be eligible for the Commonwealth Child Care Benefit or the Child Care Tax Rebate for preschool fees in government preschools?

**Answer:**

No, the Commonwealth Child Care Benefit and the Child Care Tax Rebate are only available to services that operate for extended hours (such as long day care) and the Department’s preschool classes operate during school hours and do not provide extended hours.