



Guliyali Public School Preschool Procedure Payment of fees

Reviewed: 27/03/2019



Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulation 168(2)(n)</p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Preschool Class Fees in Government Schools Policy PD/2011/0423/V01 • Finance in schools handbook (FISH) • Preschool fee schedule 	<p>1) Preschool Class Fees in Government Schools PD/2011/0423/V01 https://education.nsw.gov.au/policy-library/policies/preschool-class-fees-in-government-schools</p> <p>2) Finance in schools handbook (FISH) - preschool – Schools Finance</p> <p>3) NSW DEC Preschool Fees Frequently Asked Questions- for families (attached)</p> <p>4) DEC Preschool class fees schedule (2014)</p>	<p>N/A</p>

The schedule of fees for Guliyali Preschool is based on the [Preschool Class Fees in Government Schools policy](#). The full daily fee for attendance is \$20 per child. The daily fee for holders of a current Commonwealth health care card and Aboriginal and Torres Strait Islander children is \$10 per child. Daily fees still apply and are payable in full, in cases where students are unable to attend due to sickness or are on leave approved by the principal.

Families will receive an invoice, generated through EBS4 Financial System, for each fortnightly billing period, and have the option of paying in person at the Woy Woy Public School office, making EFTPOS or credit card payments using Woy Woy Public School's secure online banking system. Should payment of preschool fees be outstanding, the principal makes contact with the parent by telephone or letter (within 1 month) to work out a plan for fee recovery.

Full fee exemptions can be provided to families in exceptional circumstances or if they would otherwise be unable to attend preschool. In the event that a parent or carer wishes to apply for an exemption or to make a change to a pre-existing, agreed-upon schedule of daily fees, 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.