

# Department of Education

## Birchgrove Public School

### Preschool Fees Procedures

Birchgrove PS preschool are set by the Department of Education, according to the policy.

The rate of fee is set against our ICSEA . BPS Preschool standard fee is \$40 per day with a \$5 per day voluntary payment.

There is fee relief provided to Aboriginal children and families who hold a current Health Care Card.

This fee relief is set at a 50% reduction.

The school office determines the fee to be paid, using the above information.

Families are provided with an invoice for the term. This invoice accounts for days when the preschool may not be available such as -

public holidays

School development days

cleaning days

unusual circumstances such as teachers' strike

Invoices can be paid online, or by cash or by cheque via the school website 'make a payment' or to Melanie in the finance office. Payments should be paid in advance at the beginning of the term. Please contact Melanie if you need to pay in instalments.

Non payment is followed up by informal request, formal letter and parent meeting.

Parents are asked to notify the office if circumstances change.

The office staff contact parents if their Health Care Card expires.

Office staff use DoE Remittance procedures and fee exemption forms to comply with DoE procedures.