

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 7.1	Leading and operating department preschool guidelines	
Responsibilities		
School principal	The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. The principal is responsible for ensuring: - the preschool is compliant with legislative standards related to this procedure at all times - all staff involved in the preschool are familiar with and implement this procedure - all procedures are current and reviewed as part of a continuous cycle of self-assessment. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.	
Preschool supervisor	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include: - analysing complaints, incidents or issues and the implications for updates to this procedure - reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities - planning and discussing ways to engage with families and communities, including how changes are communicated - developing strategies to induct all staff when procedures are updated to ensure practice is embedded.	
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: - all staff in the preschool and daily practices comply with this procedure - this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers - they are actively involved in the review of this procedure, as required, or at least annually - details of this procedure’s review are documented.	
Procedure		
	Until further notice, no fees will be charged in department preschools.	

Payment of Fees



Record of procedure's review	
Date of review	August 30, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff consultation, discussed at staff meeting and email. Whole School Preschool induction and email Parents: via noticeboard in entrance, school newsletter and seesaw app Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.	
Date of review	13 August 2025
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	No changes made.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff consultation, discussed at staff meeting and email. Whole School Preschool induction and email Parents: via noticeboard in entrance, school newsletter and seesaw app Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.
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