

## **IMPORTANT INFORMATION:**

- To access the **\$Make a Payment** link, go to Dapto Public School website at: [www.daptops.nsw.edu.au](http://www.daptops.nsw.edu.au) and click on the **\$Make a Payment** link.
- Please make sure you select the CORRECT school for payment: 'Dapto Public School.'

Parents can ONLY use the **\$ Make a payment** link when a permission note has been issued with the relevant '**Payment Description**' listed.  
(Please use only this description for your payment).

- Payments made for an activity/excursion through the 'POP' system CANNOT be used as a student's permission note. Signed PERMISSION NOTES are still required and students cannot participate without a signed permission note.
- On the bottom of the Permission Note please tick the 'Online Payment' box and fill in your RECEIPT Number issued after making your payment.
- Payments made for multiple students in a family MUST be made separately, by using the '*Make Another Payment*' option for each student.
- If a payment is made AFTER 6pm on a Mon, Tues, Wed or Thurs, the school will not see this payment until the second business day after the payment, NOT the following day.
- If a payment is made AFTER 6pm on Fridays or any time over the weekend, the school will not be able to see this payment until the following Tuesday morning.

To avoid missing a payment due date using the POP system, please pay at least **TWO** days **BEFORE** the final date for payment listed on the Excursion/Activity Permission Note. (*Your child will miss out on participating if you do not do this*).

- If you are unable to make payments through the POP system, you are still able to make payments using: CASH, CHEQUE or EFTPoS.
- Some activities CANNOT be paid through the POP system. These are the activities which have limited places available and participation is accepted on a '*first in*' basis. (*Eg. Tennis : we can only allow the first 30 people who pay to participate.*) For these activities we will notify you in BOLD writing on the permission note, and the regular details for POP Payments will NOT be included on the bottom of the note. Payment for these particular activities can still be made using EFTPoS, cash or cheque. Any payments made through the POP system for these activities in error, will not be accepted.

Please contact School Administration Staff if you have any difficulties with the new POP System and require assistance. We are here to help you.