



FEES POLICY

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Fees Policy

Fees for LEAPS Suffolk activities including Saturday Club, Holiday Club and Out, Not In! are reviewed each January with the new fees taking place for the start of each April. Any queries regarding fees should be raised with the Manager (Karen Double).

For Saturday Club an invoice will be sent to the parent/carer a month before the next fees are due and will be for a three-month period. Holiday Club and Out, Not In! invoices will generally be sent 6 weeks before the session/activity takes place. For some Out, Not In! activities such as the pantomime, where a ticket needs to be booked in advance, a deposit is required. This is non-refundable, as is any other costs paid if the person does not attend on the day. Confirmation emails to parents/carers, indicate the date invoices will be sent.

Payment should be made within 10 days of receiving the invoice. LEAPS Suffolk would not like to exclude an attendee due to non-payment, so if you are having difficulty making any payment, it is the parent/carers responsibility to contact the manager as soon as possible. If there has been no contact to advise of a late payment then LEAPS Suffolk will contact the parent/carer if payment is not received by the date due, as a 1st reminder that payment is overdue. **There is a £10 late payment fee, which is added to the invoice.**

It is the parent/carers responsibility to respond to this 1st reminder within 7 days, by either writing to, texting or emailing the manager. Failure to respond to this 1st reminder will result in us sending a 2nd reminder. Again another £10 late payment fee is added. If no contact is made with the manager within 7 days of this 2nd reminder, then it will be assumed the attendee's place is no longer required and the place offered to someone else. A final letter will be sent requesting payment if any monies are due. If payment is not received within 10 days of this letter, then legal proceedings will begin

We require at least two weeks written notice that the registered individual will no longer be attending the Saturday Club. If an attendee is no longer able to attend the Holiday Club session, he/she is booked in for, we require at least 10 days written notice or payment will still be required.

We will take further action if any fees owing are not paid.

Tiering system

LEAPS Suffolk operates a tier system based on each attendee's needs. These needs are assessed and discussed with the main contact before the person starts the Club, and this will inform the level of support and tier the person will be in. LEAPS Suffolk recognise that a person's needs can change overtime, and staff will be alert for this. Parents will be informed if it is felt that an attendee should move up or down a tier.

The cost per session is on the next page.

These costs also come into effect

Initial Registration Fee – £20.00 Late collection Fee - £5 per 15 minutes

Late Payment Fee - when 1st reminder sent; this will be added to the invoice - £10.00

Late Payment Fee – when 2nd reminder sent; this will be added to the invoice - £10.00

Fees are charged and must be paid for all allocated Saturday Club sessions, whether the registered person attends or does not attend.

Fees for Saturday Club, Holiday Club and Out, Not In! are as follows:

Tier 1	Tier 2	Tier 3
Can be in a group 1:5 ratio, our younger group is 1:4 max.	Requires some 1:1 support away from the group, needs support within the group at times and/or has personal care needs	Has a 1:1 assigned member of the team for the entire session. The person is aware of some personal safety, but needs support with understanding their emotions and their responses to situations. Able to be with the group for a majority of the time with their 1:1 support. We do not support at this level away from the group for extended periods of time
Saturday: £18.50	Saturday: £24.00	Saturday: not supporting
Holiday: £40.00	Holiday: £52.00	Holiday: £88.00 for 4.5 hours
ONI: £5.00ph	ONI: £6.00ph	ONI: not supporting

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