



FEES POLICY

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Agreed by	Board of Trustees

Fees Policy

Fees for LEAPS Suffolk activities including Saturday Club, Holiday Club and Out, Not In! are reviewed each February 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 three weeks 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 three 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.

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 please contact the manager as soon as possible. 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 late payment fee charge. It is the parent's 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 a letter (2nd reminder) being sent, again a 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 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 is 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 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 prices are as follows:

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 next invoice - £10.00

Tier 1	Tier 2	Tier 3
A person can be in a group 1:5 ratio	A person requires regular 1:1 support away from the group and/or has personal care needs	A person 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. Generally able to be with the group for some time with their 1:1 support
Saturday: £17.50	Saturday: £22.50	Saturday: £32.00
Holiday: £35.00	Holiday: £45.00	Holiday: £65.00
ONI: £4.00ph	ONI: £5.00ph	ONI £10.00ph

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