

LEEDS WEEKEND CARE ASSOCIATION CHARGING POLICY – Out & About Project

Held at various activity and entertainment venues around Leeds

Fees are £11.00 - £30.00 per session, payable in advance

Once you have confirmed your child's place on a session they are then booked onto that activity and payment must be made. In the event that your child cannot attend, payments will not be refunded.

PAYMENTS CANNOT BEEN TAKEN ON THE DAY BY THE STAFF

All payments must be made in advance.

If your child fails to turn up to an event which has been booked (but payment has not been made) this will still be chargeable. Waiving the charge for events booked and not attended is at the discretion of the manager.

Payments can be made by BACS or standing order directly into the bank or by cheque to the office.

PLEASE USE THE TRIP REFERENCE NUMBER AND YOUR CHILD'S FULL NAME OR WE CANNOT ASSIGN YOUR PAYMENT PROPERLY

Please make cheques payable to Leeds Weekend Care Association (LWCA) and write the name of your child and the dates they are attending on the back.

Bank Details for standing orders and BACS transfers:-

Account Name: Leeds Weekend Care Association
Bank: Yorkshire Bank
Account Number: 10093104
Sort Code: 05-00-40

For BACS payments, please use your child's name and the date of the trip as the reference: E.g. Joan Smith 1302

SIBLINGS DISCOUNT

There are a number of families who use the Out and About Project for more than one of their children. In recognition of this, we have enhanced our charging policy to include a Siblings Discount Scheme.

Terms & Conditions

Sibling definition. Sibling Discount may be granted to a family who have more than one child registered the Out and About Project. A sibling is classified as two or more children having one or both parents in common, i.e. a brother or a sister.

Rate of discount. You will be charged, for each child, at 75% of the full cost.
Example: if you have two children attending, the contribution will be reduced from £11 for a Mencap Night In event to £8.25 for each child.

How it is applied. If you are eligible for Sibling Discount **you will automatically have the discount applied.** If your child/children leave the project and only one child remains on the register, the fees charged will revert to the full cost.

Review. This policy will apply from 01/04/2024 – 31/03/2025 and will be reviewed in March 2025.

Note. As a registered charity, we fundraise to meet the shortfall in our Leeds City Council grant, **please let us know if you do not need the discount.** We rely on income from families' contribution for longevity of service.

Where families feel that they are unable to pay anything and are asking for the contribution waiving this would be referred to the trustees for their decision.

Policy version information

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| <i>Policy last reviewed</i> | <i>February 2024</i> |
| <i>Policy approved by Board</i> | <i>February 2024</i> |
| <i>Policy due for review</i> | <i>March 2025</i> |