

## LEEDS WEEKEND CARE ASSOCIATION

### CHARGING POLICY – Weekenders Club & Teen Scene

The fees set for the 2024/2025 period for the Weekenders Club/Teen Scene are currently £12.00 per half day session.

**Families will need to pay in advance four times per year.** This equates to £36.00 per quarter. Payment dates are as follows:-

- Q1 - 1<sup>st</sup> April
- Q2 - 1<sup>st</sup> July
- Q3 - 1<sup>st</sup> October
- Q4 - 1<sup>st</sup> January

Families will receive invoices quarterly via QuickBooks and reminders will be sent when payments are overdue. Payment is due on receipt of the invoice.

Families can pay by BACS/standing order or cheque using the same quarterly payments schedule as above.

Families can request a standing order mandate from the office by emailing [office@lwca.co.uk](mailto:office@lwca.co.uk)

Bank Details for BACS/standing orders:-

Account Name:	Leeds Weekend Care Association
Bank:	Virgin Money
Account Number:	10093104
Sort Code:	05-00-40
Reference	Please use your child's name so we can allocate the payment to the correct account.

**PAYMENTS CANNOT BEEN TAKEN ON THE DAY BY THE STAFF**

All payments must be made in advance on receipt of the invoice.

**Please note that we will charge for all sessions that your child has been scheduled to attend and we will not be able to refund any missed sessions.**

#### **DIFFICULTY PAYING THE FEES**

Where families are receiving means tested benefits, and would be unable to afford for their child/young person to attend Weekenders Club, they can contact the service manager of the Leeds Weekend Care Association on 07506 722 495 to discuss a discounted fee rate which includes 50% discount.

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

Documentary evidence of current benefits (listed below) would be required to be seen.

Means tested benefits are:-

- Income Support
- Employment & Support Allowance
- Jobseeker's Allowance
- Pension Credit
- Universal Credit

This fee structure, along with discounts will be reviewed every March.

### **SIBLINGS DISCOUNT**

There are a number of families who use Weekenders Club Play scheme for more than one of their children. In recognition of this, we have enhanced our charging policy to include a Siblings Discount Scheme.

Sibling definition. Sibling Discount may be granted to a family who have more than one child registered at Weekenders Club. 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 quarterly fee will be reduced from £72.00 to £54. Each three-hour session will therefore cost £9 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 scheme 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.

### **ATTENDANCE**

It is expected that children will attend all their allocated sessions, and this is stated in the LWCA/Parent-Carer Contract and LWCA's Attendance Policy. It is recognised, however, that there are events and circumstances which may prevent them from coming.

All sessions are chargeable whether the young person attends or not.

Replacement sessions will no longer be given unless there are exceptional circumstances, and only at management discretion.

Registered Charity Number: 1077162

Company Limited by Guarantee, number 3827833

### Extra Sessions

Any extra sessions offered will need to be paid for on or before the day of the session, preferably by Bacs transfer.

### **SUMMARY OF CHARGING POLICY**

- We require all fees to be paid per session in advance.
- All scheduled sessions are to be paid for in advance, whether your child attends or not
- Extra sessions are to be paid for on or before the session.
- Where people cannot pay the full fees per session, we will ask them to pay 50%  
(Proof of benefits required – document needs to be dated to cover the current financial year)
- Trustees will look at situations in which families cannot pay at all.

### ***Policy version information***

<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>