



## CHARGING POLICY

Forest Pulse believes that disabled children and young people should have the same opportunities as their non-disabled peers to take part in out of school social, sport and recreational activities. They further believe that no person or their family should have to pay a higher cost for these activities for any additional support they may need in order to access activities of their choice to maximum potential.

Forest Pulse strives to ensure that all young people who are involved with the charity have the opportunity to take part in any activity provided by the charity, and that they should not be prohibited from doing so by the cost of these activities.

The charity also believes that it is reasonable to make a realistic charge for any activities provided, and that when a young person commits to an activity any charge will be payable irrespective of whether or not the child attends. This is in line with the majority of mainstream provision. However, if the child/young person is ill, or there are other extenuating circumstances, the fees can be waived at the discretion of the Charity.

The Trustees of the charity will make every effort to raise sufficient funding from outside sources to be able to continue to provide services which are charged for at a rate which is fair and reasonable.

All activities will be invoiced with the exception of 'drop-in' provision e.g. Youth Club, when young people bring their own money in order to allow them to develop (with support) money handling skills.

- Regular weekly/fortnightly activities will be invoiced termly (six terms a year). The invoices will be sent out at the beginning of each term, payable by stated date:-
- If more than one regular activity is involved, all activities will be included on one invoice.
- All Half Term and Summer Activity Club activities will be invoiced in advance, upon receipt of booking form.
- If at any time full payment cannot be made, payment by installment can be arranged by contacting the office.
- Any activities cancelled by Forest Pulse will be either rescheduled or refunded.

If payment for any activity is not received two reminders will be sent. The second reminder will invite parents to contact the office if there are any problems with payment, and will offer deferred payment or installments. If payment is still not received the Charity Manager will discuss the issue further with the treasurer/chair.

If any family finds it difficult to meet the costs of activities undertaken by their children, the family services manager can help identify independent funding, or support parents in accessing a CAF or social care support to help cover these costs.

**Reviewed by Trustees 10<sup>th</sup> May 2017**

**Signed on Behalf of the Charity .....**      **Name/Role.....**