

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 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 hospitalised or attending Respite, or there are other extenuating circumstances, the fees can be waived at the discretion of the Charity.

Parents will be encouraged to consider requesting a social care assessment which in some instances can result in a Service Level Agreement which covers the cost of the activity, and if required will support parents with this process. They will also be encouraged to consider a Carers Assessment.

The charity will make it clear to the parents/carers attending activities that if they are unable to meet the costs of the activity, the charity will help them find funding from outside sources, or will subsidise the cost from their own funds if that is felt to be appropriate, and will aim to maintain a budget for this.

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:

- 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 and deferred payment or installments will be offered. At this point, or possibly sooner, a member of the senior management team will make contact with the family to sensitively discuss the situation and hopefully help remedy the situation. If a family are finding it difficult to meet the costs of activities undertaken by their children, the charity can help identify independent funding, or support parents in accessing a Care Needs assessment undertaken by local social care to help cover these costs. At the discretion of the Chief Executive Officer any overdue fees can be waived, but

in such a situation a procedure will hopefully be put in place to avoid a recurrence of the situation. However at all times the paramount matter for consideration is that the child is able to access activities, and the parents are not put in an unviable financial situation.

A handwritten signature in black ink that reads "P. Jones". The signature is written in a cursive style with a large initial "P" and a clear "Jones" following.

Signed on Behalf of the Charity
20th April 2023

Name/Role.....Pam Jones, CEO.