

### Charging and Concessions Policy

Springboard aims to ensure that our services are available to those children and families who need them and that the cost is not a deciding factor in this.

We will therefore ensure that all families wishing to use our services will be aware of our Charging and Concessions Policy and will know how to apply for concessionary rates where applicable.

The following sets out the criteria used to identify children eligible for concessionary charges. These are based on those used by Government to assess eligibility for 2-year old funding.

#### Play room sessions

- Where parents use their statutory funding (FEE) to access sessions, no charge will apply.
- Children not yet in receipt of 2-year funding can apply for will be charged the concessionary rate as stated on the Application for Concessionary Rate form as their sessions are subsidised by North Somerset Council
- Children under 2 who meet North Somerset Top up Funding criteria levels 1,2 or 3 will be offered one session/week free, providing there is a space in the designated session. This will be assessed by the setting manager.
- Where parents choose to use all their FEE funding at another setting concessionary rates will not apply
- The standard cost of a session is as stated on the Application for a Concessionary Rate form
- These rates may be changed at the discretion of the CEO / Trustees

#### Additional Charges

- Late collection of a child at the end of a session may incur a charge of £5 per fifteen minutes. Springboard's 'Parent Failing to Collect a Child' policy will also be followed.

#### Exceptions

It is Springboard's policy not to charge families for play room sessions that are missed on account of medical or hospital appointments as long as we are informed at least 2 working days in advance of the appointment.

#### Training

A scale of charges is set out for our various training activities and these will normally include a concessionary parental rate.

## Concessions :

Parents and carers in receipt of the following benefits may be eligible for the concessionary rate:

- Universal Credit
- Income Support
- Income – based Job Seekers Allowance
- Child Tax Credit – provided your annual income as assessed by HMRC does not exceed the stated limit

This is in line with 2 year old funding criteria and is not an exhaustive list.

Evidence of receipt of these benefits may be required .

Receipt of Working Tax Credit does not entitle a concessionary place.

To establish eligibility, an Application for a Concessionary Rate form must be completed.

Parents/carers wishing to claim Concessionary Rate will be helped to access any other funding e.g. 2-year funding, before eligibility for a concessionary rate is assessed. Children in receipt of 2 Year Funding or 3-4 Year Funding will not be entitled to the Concessionary rate.

Eligibility will begin on the date an application is received or at the start of term if eligibility can be proved at that point. Eligibility will be reviewed on a termly basis.

The setting Manager must be informed of any changes to benefits or support payments. Concessionary services will be agreed by the setting manager and the business manager for a maximum period of 1 year, but may be renewed for a further period subject to the conditions still being met.

The Business Manager will complete an audit of concessions annually.

## Exclusions

This policy does not apply to:

- Springboard membership fees
- Fundraising events and activities
- Stay and Play sessions

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on	
Date to be reviewed	21/11/23
Signed on behalf of the Board of Trustees	
Name of signatory	Elizabeth Manning
Role of signatory	Chair

**Springboard Opportunity Group  
Application for Concessionary Rate**

Before completing this form, please read our Concessions Policy and bring evidence of eligibility to be seen by the Centre Administrator.

Concessionary rates will be agreed for a maximum period of 1 year but may be renewed for a further period subject to the conditions still being met.

<b>Name of child</b>		
<b>Date of birth</b>		
<b>Name of parent / carer</b>		
<b>Address</b>		
<b>Please state which of the following benefits you are receiving</b>		
<ul style="list-style-type: none"> <li>• <b>Parents / carers</b> – please tick the first column as appropriate</li> <li>• <b>Springboard staff</b> – please tick the second column when evidence is seen</li> </ul>		
	<b>Parent / carer</b>	<b>Staff</b>
Income Support		
Job Seekers Allowance		
Child Tax Credit – provided your annual income as assessed by HMRC does not exceed the stated limit		
Universal Credit		
Other benefit(s) - please state		
<b>I confirm that</b>		
<ul style="list-style-type: none"> <li>• This information is correct to the best of my knowledge</li> <li>• I am not in receipt of Working Tax Credit</li> <li>• I will inform Springboard of any changes to this information</li> </ul>		
<b>Signed</b>		
<b>Date</b>		

**Current fee rates:**

Standard session rate	£10.00 per hour
Lower session rate	£5.00 per hour
Concession rate	£3 per session
Stay and Play	£1 per child over 1 year old

**For office use only:**

Decision to be approved by Setting Manager & Business Manager This will be reviewed termly when families will be asked to declare any changes to the above information.	
<b>Rate agreed</b>	
<b>Manager signature</b>	
<b>Business Manager</b>	
<b>Administrator signature</b> – information entered into children's data base	

