

CHILDREN'S SERVICES DEPARTMENTAL PROCEDURE NO:**Charging and Concessions Policy for Children and Young People
accessing Short Break Activities**

DATE:	18 June 2018
EFFECTIVE DATE:	01/04/2019
CATEGORY:	Finance
KEYWORDS:	Parental Contributions, Charging, Hardship, Concessions
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PROCEDURES CANCELLED OR AMENDED:	
REMARKS:	This policy will be applied to all parents and carers of children and young people accessing Short Break Activities.
SIGNED:	
DESIGNATION:	

YOU SHOULD ENSURE THAT:-

- You read, understand and, where appropriate, act on this information
- All people in your workplace who need to know see this procedure
- This document is properly filed in a place to which all staff members in your workplace have access

1. Introduction

This procedure sets out the expectations regarding parental charges for Hampshire County Council Short Breaks Activities. It informs providers of the proposed market rates to charge for Short Break Activities. It also explains when to apply the concessions policy for families, when collecting parental charges toward the cost of their child accessing Short Break Activities.

2. Requirements

In order to access Short Break Activities a child must be a Gateway Card holder. Families will have to show their Gateway Card when booking and attending activities. The Short Breaks website provides details about the Gateway Card and how to apply:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/shortbreaks/gatewaycard>

Parents/carers are required to pay the standard cost for their child to attend a Short Break activity. This means that parents/carers should be charged the same amount as a child accessing a mainstream equivalent activity. As explained on the Short Breaks website above, the Gateway Card will help activity providers apply for funding to cover any additional costs that are required for a child to participate fully.

The following indicative charges are based on research of like for like-for-like mainstream/non specialist activities. Where it has not been possible to find a mainstream comparison, the data from 2018/19 Short Break Activities (SBA) grant applications have been used to provide the required information and these have been indicated below. A summary of the charges are shown in Table 1.

Feedback from the Short Break Activities Consultation has been considered alongside the market analysis and with the exception of the holiday clubs, the proposed market rates have aligned.

The following information provides the minimum and maximum parental contributions for different categories of activity which should be charged.

3. Market Rates

a) After School Club:

After School Clubs (ASC) range in duration from 2– 3 hours with the average being 2.83 hours. It is expected that ASCs would charge between **£9.00 – £12.00 per session**.

b) Activity Club (based on Short Break Activities grant):

Whilst the following shows the range which should be charged for a multi-activity event, it is expected that any off site activities where an admission entry is charged by another provider, such as Zoo, Soft Play or Theme Park – It is expected this would be paid at full market rate (unless group discount has been

received) by the parent or carer. It is not expected that any concessions would be given for the whole activity.

It is expected that Activity Clubs would charge a minimum:

- **£4.00** for a 1 hour activity,
- **£7.00** for a 2 hour activity,
- **£10.00** for a 3 hour activity,
- **£13.00** for a 4 hour activity.

c) **Holiday Club**

Holiday Clubs vary in duration from half day to full day, however the market is very consistent across the county on the parental contributions. The average club would run between 9am and 4pm with wrap around care being charged at an additional rate.

It is expected that Holidays Clubs would charge per day between:

- Half day* - £13.00 – 17.00 per session (a session between 3 – 4 hours)
- Full day* - £20.00 – £39.00 per session (a session is 7 – 9 hours)
- *Wrap around care: Breakfast drop off/club - £2.00 - £4.00 per hour
- Afternoon club (4-6pm) - £4.00 - £7.00 per hour

d) **Sports Club** (Rugby, gymnastics, athletics and martial arts)

Sports clubs parental contributions vary greatly. Many mainstream clubs would have an annual membership charge, which would include insurances and administration costs. There is, in addition to the member costs usually an additional charge for uniforms or kits, these are paid separately by parents. A weekly parental contribution is then charged on top of this annual cost.

It is expected that Sports Clubs would charge between **£4.00 - £7.00 per session**, anticipated to last between 1-2hours.

e) **Youth Club**

Youth clubs parental contributions vary significantly therefore both data from current Short Break Activity grants and mainstream providers have been used to provide the charging range below.

It is expected that all Youth Clubs would charge between £2.50 and £6.50 per session, anticipated to last between 1-2.5hours

f) **Weekend Club (Based on Short Break Activity grants)**

This type of activity is specific to short breaks service users; therefore data from the Short Break Activity grants have been used. Weekend clubs vary significantly in duration and parental contributions. Therefore the amount of parental charges have been aligned to the Activity Club and Holiday Club rates:

It is expected that all weekend clubs would charge:

- £4.00 for a 1 hour session

- £7.00 for a 2 hour session
- £10.00 for a 3 hour session
- £13.00 for a 4 hour/half day session
- Full day weekend club minimum £20.00 - £30.00 for 6-7 hours

4. How to book and how payment is made / payment methods

Families book activities directly with the provider. They will need a free Gateway Card to take part in any activities funded by the short breaks programme.

It is expected that payment will be taken by the provider at the point of booking an activity. The provider will be required to take either a deposit or full payment through one or more of the following methods:

- Cash
- Cheque
- BACs Transfer
- Electronic Payment

The provider will be required to have a clear refund policy.

Providers' contact details can be located on the Family Information Services Hub website: <https://fish.hants.gov.uk>

5. How we will update and refresh pricing

The market rates will be reviewed annually by the 1 April each year and in consultation with the panel, to ensure market rates are inline with inflation and market shifts. The policy may be reviewed sooner if there are changes to legislation.

6. Concessions

It is expected that all providers will offer a concessions policy to parents and carers of children and young people attending Short Break Activities. In order to ensure a consistent and equitable approach to concessions across the scheme it is expected that providers use the following eligibility criteria which are consistent with other parental contributions policies within Children's Services:

Parents/carers will be eligible for concessions rate if they meet the following criteria:

- In receipt of income support, any element of child tax credit other than the family element of working tax credit, income-based job seekers allowance, or income related employment support allowance;
- Low Income families earning a total household income from all sources of under £16,000.

The County Council understands that some providers already have a concessions policy in place; however it is expected that providers will offer no more than a 50% reduction in parental charges where the criteria is met.

It is the provider's responsibility to check parents and carers are eligible and obtain the appropriate evidence. Providers should also review any concession arrangements with families on an ongoing basis to ensure they are still eligible. The Contracts and Grants team will undertake spot checks to ensure the policy is being applied consistently and fairly across projects.

Table 1

Activity Type	Minimum Charge	Maximum Charge	Comments
After School Club	£9.00	£12.00	
Activity Club	£4.00 for a 1 hour activity £7.00 for a 2 hour activity £10.00 for a 3 hour activity £13.00 for a 4 hour activity		Off-site activities – entrance fees to be charged at full market rate.
Holiday Club – Half day	£13.00	£17.00	Wrap around care: Breakfast drop off/club - £2.00 - £4.00
Holiday Club – Full day	£20.00	£39.00	Afternoon club (4-6pm) - £4.00 - £7.00
Sports Club	£4.00	£7.00	Membership, insurance, kit charges would be in addition and paid by parent/carer
Youth Club	£2.50	£6.50	
Weekend Club	£4.00 for a 1 hour session £7.00 for a 2 hour session £10.00 for a 3 hour session £13.00 for a 4 hour/half day session Full day weekend club Min £20.00 - £30.00 for 6-7hrs		