



## Parent/Carer Standard Fee Agreement – Jan 26

Tracks is a not for profit charity that relies on fees and charitable donations to cover its day to day running costs. Prompt payments are essential to ensure that the running costs of the school can be met. Late payment is detrimental to both the school and the families involved.

- Currently our fees, gross of any governmental contribution under the 30 hours fee childcare entitlement are £6 per hour for core childcare and a voluntary charge for SEND specific additional services (see paragraph 3). Fees are reviewed annually. If fees change, you will be given at least one month's notice prior to new fees being implemented.
- Sessions vary in length but are currently:-
  - Monday:- 3 hours
  - Tuesday:- 5 hours
  - Wednesday and Thursday am – 3 hours each
  - Wednesday and Thursday pm – 3 hours each
- Voluntary charges for SEND specific services are currently £10 per hour and cover any/all of the following:-

Access to family support services (including assistance with DLA, EHCP applications etc and assistance with preparing for appeals/tribunals.

Specialist therapies:-

- a) Speech and Language
- b) Music
- c) Occupational

Educational sessions with qualified specialist teachers and teaching assistants designed around autistic/neurodiverse children.

- Parents/Carers may withdraw from voluntary services at the end of each term but are advised that, as a SEND specialist setting, priority places shall be reserved for those wishing to continue to benefit from the full services.
- Prior to admission the Principal and Centre Manager will make parents/carers fully aware of the sessional fees and our payments policy before the child is accepted on roll.
- We ask for payment by electronic transfer and accept Government childcare payments through our bank.
- We run a waiting list for those families interested in attending TRACKS.



- If you have been invited to a meeting with the Principal, a space may be offered, for one or more weekly sessions. If parents/carers accept the space, a contractual start date will be agreed.
- Invoices will then be generated monthly, up to one month in advance with 30 days to pay.
- TRACKS requires a term's notice if a family decide to leave TRACKS. Requests to change days of attendance will be sympathetically considered but cannot be guaranteed to be agreed.
- If payment is not made and reminders not responded to, the space may be withdrawn from the child or further action taken to re-coup outstanding fees.
- Please see our admissions and attendance polices on our website for further information.

Please sign and return to TRACKS autism.

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I/We agree to comply with the conditions stipulated in the Fees Agreement and are aware that I/We are entering into a contract,

Childs Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed : \_\_\_\_\_

Name: \_\_\_\_\_