

ASKHAM CONTACT CENTRE – COST OF SERVICES		
Private Law		
	Monday to Friday 10:00-18:00	Saturday 10:00-16:00
Initial Referral & Administration fee	£60	
Initial contact planning meetings (one for each parent) chaired by a member of the Askham Contact Service	£60 per meeting, £120 total	
Handovers – no room, no report, Child arrives with Parent/Carer and is taken through to visiting parent. They leave the building and return 10 minutes before the agreed time.	£24	£24
Supervised contact – Room, one supervisor and observational report	£72 per hr	£108 per hr
Monitored contact – Room, one supervisor <u>without</u> observational report	£48 per hr	£84 per hr
Supervised contact – Room, <u>two</u> supervisors and observational report	£120 per hr	£174 per hr
<u>Virtual</u> supervised contact - it will be the same as a Supervised contact, one supervisor and observational report	£72 per 30mins	
Review Meetings	£60	
Supported Contacts	£30 per hr	£42 per hr
Room only – professional's meetings Use of room by other LA's	£30 per hr	£42 per hr

Costs of Contact			
Family Name:			
Contact request for (type of service as per list above)	Number of hours	Cost per hour	Session total amount £ (please note there is a 1.5 hours' minimum charge)
Initial Referral & Administration Fee / Contact Agreement Meeting Fee			
One off Charge £60 for Referral / Administration Fee + £120 for x2 Agreement Meetings = Total: £180			
Invoicing details to include full address and department, with Telephone Number and relevant Email Address			
Will the invoice require a purchase order number?			Yes / No
Purchase order number/s if applicable			
Cancellation fees • More than 24 hours' notice - no charges • Less than 24 hours' notice – full cost of booked contact			
Payments are to be made in full at least 2 days before contact. Please phone 0208 7496936 to make a telephone payment.			
Note:	It is the responsibility of the parent/referrer to meet any additional costs incurred as part of a contact session held in the community for the contact supervisor/s and the child/ren e.g. cinema costs, meals, transport etc.		

Agreement signed by:.....

Print Name:

Date: