Chailey Heritage Foundation
pursuing potential

5th November 2019

Dear Parents/Carers

CHRISTMAS HOLIDAY ACTIVITY CLUB

We are pleased to announce that we shall be running the Holiday Activity Club for two days over the Christmas break; the dates are listed on the enclosed booking form. We will need to limit the places to 18 children/young people in order that we can provide the care for those young people who attend, so an early reply is recommended. Places are subject to staff skills who are willing to work during this time and their knowledge of individuals. The deadline to apply for the Holiday Club is **2nd December 2019**.

The activities will again take place in the Seymour Department of the school and will be led by a designated person. The activities provided will be fun for the young people and we will ensure they have a good time in a safe and caring environment with staff they are familiar with. We hope to be able to offer swimming during this holiday club, so please can everyone bring their swimming kits.

There will be a member of the nursing team supporting on the day and a meds assessed carer, who will draw up and administer or hand over the medications. The staff/young people ratio will be 2 members of staff to 3 young people; however if your child requires 1:1 support, there will be an additional cost. Please contact Susan Duke, Placement Manager on 01825 724444 ext. 308 or sduke@chf.org.uk for costing for 1:1 support.

The cost per day (10am-3.30pm) is £38 (this does not include 1:1 support), which will contribute towards covering our staff costs and resources. These activity days are a non-profit making venture.

Arrival at 10:00am – please park in the rear car park and make your way to the Main Reception. From there, please follow the signposts to the Seymour Living Skills Reception Area. Staff will be there to meet and greet the young people and sign them in, and will be able to take any handover information from you.

Lunch arrangements – please bring in your child's lunch from home. Drinks and light snacks will be provided as appropriate. Any necessary equipment for each young person will be provided by the holiday Club.

Hygiene – Please bring in personal incontinence items as required for the day for your child.

Departure at 3:30pm – please can parents arrive promptly at 3.30pm as nursing cover ends at 3:30pm. If there are any issues on the day, please contact the Social Care Admin on 01825 724444 ext. 300 who will be able to pass on messages appropriately.

If you are interested in your child attending, please complete the reply slip enclosed. On receipt of the reply slip we will send you a letter confirming your place and requesting payment. If you have any further questions, then please do not hesitate to contact sduke@chf.org.uk.

Yours sincerely

Susan Duke
Social Care Placement Manager

HOLIDAY ACTIVITY CLUB – REPLY SLIP	
NAME OF YOUNG PERSON:	

I am interested in my child attending the Holiday Club programme.

Please tick which days you would like below:

- ☐ **Friday 20th December**
- ☐ **Monday 23rd December**

Once your booking has been confirmed, we will write to you and request payment.

Please note: in the eventuality that it is necessary to cancel a place on the activity days, we will require 3 weeks' notice as by that time, staffing will be in place.

I have read and agree to the arrangements for the activity days.

MY CONTACT PHONE NUMBER IS:	
MY EMAIL ADDRESS IS:	
MY ADDRESS IS:	
PARENT'S SIGNATURE:	

Please return this slip to:

Jill Bates, Social Care Administrator
Chailey Heritage Foundation
Residential Department
Haywards Heath Road
North Chailey
East Sussex
BN8 4EF