

13<sup>th</sup> June 2018

Dear Parents/Carers

### SUMMER HOLIDAY ACTIVITY CLUB

We are pleased to announce that we shall be running a six day Holiday Activity Club over the summer break; the dates are listed on the enclosed booking form. The days will run over two weeks during summer. We will need to limit the places to 18 children/young people per day 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 **Monday 9<sup>th</sup> July 2018**.

The activities will again take place in the Seymour Department of the school and will be led by a designated holiday coordinator. 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 will 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 the three days each week and a meds assessed carer, who will draw up and administer or hand over the medications. Please be aware the staff/young people ratio will be 2 members of staff to 3 young people. 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](mailto: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 Activity 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 Social Care Admin on 01825 724444 ext. 300 who will be able to pass on messages appropriately.

If you are interested in attending any of the days, please complete the reply slip enclosed and return to Alice Hutchinson. A letter will then be sent to you confirming your place and requesting payment. If you have any further questions, then please do not hesitate to contact [sduke@chf.org.uk](mailto:sduke@chf.org.uk).

Yours sincerely

Denise Banks  
**Director of Social Care**

**Chief Executive:** Helen Hewitt  
**Headteacher:** Simon Yates  
**Director of Social Care:** Denise Banks

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## HOLIDAY ACTIVITY CLUB REPLY SLIP

<b>NAME OF YOUNG PERSON:</b>	
<p>I am interested in attending the Holiday Club programme (please tick which days below).</p> <p><input type="checkbox"/> <b>Tuesday 24<sup>th</sup> July 2018</b></p> <p><input type="checkbox"/> Wednesday 25<sup>th</sup> July 2018</p> <p><input type="checkbox"/> Thursday 26<sup>th</sup> July 2018</p> <p><input type="checkbox"/> <b>Monday 30<sup>th</sup> July 2018</b></p> <p><input type="checkbox"/> Tuesday 31<sup>st</sup> July 2018</p> <p><input type="checkbox"/> Wednesday 1<sup>st</sup> August 2018</p>	
<p>Once your booking has been confirmed, we will write to you and request payment.</p> <p><b>Please note: in the eventuality that it is necessary to cancel a place on the activity days, we will require 2 weeks' notice as by that time, staffing will be in place.</b></p> <p><b>I have read and agree to the arrangements for the activity days.</b></p>	
<b>MY CONTACT PHONE NUMBER IS:</b>	
<b>MY EMAIL ADDRESS IS:</b>	
<b>MY ADDRESS IS:</b>	
<b>PARENT'S SIGNATURE:</b>	

**Please return this slip to:**

**Alice Hutchinson, Social Care Admin Assistant  
 Chailey Heritage Foundation  
 Residential Department  
 Haywards Heath Road  
 North Chailey  
 East Sussex  
 BN8 4EF**