



Charlestonbury Community Play Scheme

Keith Woodcock
[Organiser CCPS]
45, School Hill,
Storrington,
West Sussex,
RH20 4NA
01903 741246

Dear Helper,

Thank you so much for volunteering some of your time to help at our very special Play Scheme this summer. As a next step please complete the attached 'Helpers Form' return it to us **ASAP** to ensure you are registered with us and receive information prior to the summer playscheme.

Before CCPS starts, especially if you are new to helping with CCPS, you can come along to our Pre-Play Scheme meeting at Oakgrove College, Durrington on Wednesday 18th July at 7pm, the week before the start of playscheme and this will be a chance for you to meet other helpers and your Team Leaders. At the meeting you will meet some of the CCPS Committee, myself and Chris, our Chairperson and be given a quick talk on how the Play Scheme operates on a day-to-day basis as well as have the opportunity to ask any questions. At the meeting you will also be given a '**Helpers Information Booklet**' about the children who attend the playscheme.

Feel free to either come to this meeting on your own or with your parents.

In general:-

- Each day you must be ready to attend the playscheme between 9.40am and 4.10pm.
- If you require transport to either of the 2 venues we do have a limited number of places on our minibuses. You can try for a place by calling the CCPS phone number at least 3 weeks before Play Scheme starts.
- Generally, you are asked to bring a packed lunch with you each day and your swimming kit (if you are happy to swim!).

Please return **ONLY** the attached form to the address above. If you have any questions please call me on 01903 741246.

**Keith Woodcock,
Organiser CCPS**

| <u>2012 Playscheme Dates</u> | | Please tick weeks you wish to help. | **Please Tick as a request for transport |
|--|--|-------------------------------------|---|
| Week 1 - Rydon School, Storrington | 23 rd July - 27 th July | | |
| Week 2 - Rydon School, Storrington | 30 th July - 3 rd August | | |
| Week 3 - Oak Grove College, Durrington | 6 th - 10 th August | | |
| Week 4 - Oak Grove College, Durrington | 13 th - 17 th August | | |

****PLEASE KEEP THIS PAGE FOR YOUR RECORDS****

<http://www.ccps-sussex.org.uk> or kieth.woodcock@sky.com

MEDICAL INFORMATION

| | |
|---|--|
| Do you have any medical issues we should be aware of? [Allergies etc.] | |
| Are you currently on any medication? [Brief details for Emergency Use only] | |

ANY OTHER INFORMATION YOU THINK MAY BE RELEVANT (QUALIFICATIONS/SKILLS ETC)

HAVE YOU ATTENDED CCPS PLAYScheme AS A HELPER BEFORE? YES / NO

IF YES, WHICH WAS THE LAST YEAR YOU HELPED? _____

* IF OVER 16, DO YOU HAVE A CURRENT CCPS CRB CHECK? YES / NO

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| Odd weeks and part weeks can be accommodated. Speak to and keep in contact with Keith Woodcock the CCPS Organiser who will E-Mail or Phone you advising you of the date of the Helpers Meeting in July | | | |
| Signed Parent/Guardian | | | |

***CRB Checks:-** Please note that if you are 16 years of age or over and have not got a CCPS CRB Check, we will ask you to complete a CRB Disclosure form. This is part of our safeguarding agreement and for the protection of you and the children who attend our Play Scheme.

****TRANSPORT:-** Please note that we have a very limited number of places available and therefore may not be able to satisfy any request for transport. Priority has to be for the children attending the Playscheme.

If you have any Questions please Phone or E-Mail Keith Woodcock the Organiser on :- 01903 741246 / 744375 or at kieth.woodcock@sky.com or at organiser@ccps-sussex.org.uk