



**Maidstone Mencap Charitable Trust Ltd**

incorporating **Cobtree Playschool for Special Children**

Cobtree Hall, Willington St, Maidstone, Kent, ME15 8EB

[www.MaidstoneMencap.org](http://www.MaidstoneMencap.org)

**01622 670 464**

## Summer Club 2026

**Monday 3<sup>rd</sup> August – Thursday 27th August (10am - 3pm)**  
**Mondays to Thursdays only**

At Maidstone Mencap, our Summer Club caters for children aged between 5 and 18 years who have a special educational need, learning or physical disability from within Maidstone and its surrounding areas.

We are supported by a grant from the KCC, as commissioned provision under their local offer for short break activities, meeting the criteria to provide support for children and young people with Moderate, Severe or Profound needs,

Priority of places from applications received, take into account the eligibility criteria from the KCC-strengthening independence service for disabled children- with regard to disability categories for Mobility, Fine Motor skills, Personal care, Toileting, Physical health, Communication, Learning, Consciousness, Behaviour and Social Interactions, Visual, Hearing Impairments in addition to postcodes within the ( document attached ) (please note that children up to the age of 18 whose needs meet only the mild category are not eligible for a funded place within the Short Break Day activity.) On our application format, please ensure, before submitting a request for a place that your child's main area of need is within the given statements.

Precedence for places will also be given to children up to the age of 18, who live in the district of our delivery

We offer a range of fun activities, indoors and out, based from our Hall, within the beautiful grounds of Mote Park. We are able to provide a range of opportunities and experiences by having a wide range of equipment and resources available to suit all ages, interests, and abilities.

Through recruitment process we aim to provide a very high ratio of support, which will include an experienced management team and a team of one-to-one supporting staff, who will ensure that the individual needs and interests of the children entrusted into our care, can be provided for. Our mission is to ensure that we are providing quality social, leisure activities and opportunities for self- fulfilment within our safe and caring environment.

### **Summer Club 2026 Details....**

- Planning of daily sessions for Summer Club will take into account the age and abilities of each child and the staffing support needed, to ensure all children and young people are able to fully enjoy the opportunities, resources and social interactions we are able to provide.
- Allocation of sessions will be guided from our reflections to demand and evaluation of

previous years, with initial planning of groups- for ages 5-7, 8- 11 and 12-18 (please note that dependent on the applications received these may be subject to change)

- Due to staffing ratios and our established best practices we aim to be able to support up to a max of 16 children each day.
- The hours are 10am to 3pm.
- Our August Youth Club (16+) sessions will be offered as sessions within the summer club day
- Activities will be hall based, and a plan will be sent prior to the holiday club commencing.

### Application and Payment

- All Application and Admission Forms are available on our website; they will also be sent by email in response to enquiries. Hard copies are available to collect from the office on request.
- All completed applications must be returned by hand, post, or email to... Liane Morris at [manager@maidstonemencap.org](mailto:manager@maidstonemencap.org)
- All admission forms and applications are to be received by Liane, **by Friday 22nd May 2026** this is to support planning and recruitment for appropriate staffing ratios.

Please ensure that your Admission forms, (care plans, emergency medication plans, behaviour plans) are **completed in full for all requests** this is to ensure all your shared information is up to date ( even if attending other club provisions of Maidstone Mencap) to support our planning and training processes.

**Please note that due to demand, any applications received after this date, or any incomplete admission forms received will be placed onto our waiting list.**

- When completing your dates please can I ask that you **only tick the dates you will actually be able to attend**. The demand for sessions has been extremely high in previous years, a lot of time and thought goes into the planning and recruitment of staffing to offer sessions in a fair way; having offered spaces then being declined impacts significantly on the planning and potential offers of our valuable spaces to other families in need.
- As a guide from previous years planning and applications, we have allocated a day each week, for each age group. The actual day may not be the same each week, as we look at total demand for places and endeavour to support as many families as is possible.
- Please do not send money or cheques back with the application form as we cannot guarantee the number of days we can offer from your requests, until we have received all applications. You will be invoiced when we send your offer letter in June.
- We will notify you of the dates we are able to offer your child by **Friday 19th June 2026** along with an invoice. Priority of place will be given to those from Maidstone District first and social service referrals.
- Due to the ever-increasing everyday costs involved, and being able to provide the minimum of national increases to the living wage to our team, we have looked carefully at our fees **There will be no increase to our daily rate for our summer club this year. We continue to £50 per day**
- To be able to keep our fee structure as low as is possible, we have been supported by funding received from the KCC Disabled Commissioning Service for short breaks as part of their local offer- and have a grant fund raiser seeking funds to further sustain our provisions. Without these valuable contributions towards the costs of running our services,

we would not be able to give the high level of care, the staffing or have the facilities needed to ensure we can provide the quality of social and leisure opportunities for all those attending.

- Following the requirements of the grant received, children and young people from outside the Maidstone district may need to be charged the full cost of attending, as we are a commissioned service. Please speak to Liane for full details
- The fee is non-refundable and is payable by **Friday 3rd July 2026** in order to fully secure your child's place.
- **Any fees not received by this date will mean that your request for sessions will be cancelled and spaces offered to those on our waiting list.**

If have any questions or concerns about any issues relating to Holiday Club please do not hesitate to contact me as the Clubs Welfare Manager, Liane Morris on 01622 670464 or email [manager@maidstonemencap.org](mailto:manager@maidstonemencap.org)

Checklist to return.....

- Admission form
- Date request plan
- In addition if appropriate...
- Care plan
- Emergency medication plan
- Behaviour support plan