



<http://www.creativechoicescic.co.uk>

## **Creative Choices day opportunities essential information for clients and carers**

Creative Choices CIC are a not for profit Community Interest Company based in Tamworth town centre, who provide services for adults with a learning difficulty in Tamworth and its surrounding areas. We aim to support individuals to access and integrate within their local community in a variety of settings, please see our website for full details.

Our contact details are :

Creative Choices CIC, Carnegie Centre, Corporation Street, Tamworth, Staffs, B79 7DN

Telephone (TBC), Sally 07867 947759, Gary 07952 320833

email via our website or [sally@creativechoicescic.co.uk](mailto:sally@creativechoicescic.co.uk) [gary@creativechoicescic.co.uk](mailto:gary@creativechoicescic.co.uk)

To access our day opportunities you will first need to be assessed by Social care and Health, this is usually done by contacting SC&H and arranging for an assessment with a Social Worker or Independent Futures worker. If eligible for a place, you may be offered direct payments to pay for the service. Direct payments are an agreed amount of money that is usually paid by direct debit into a bank account. The bank account will be setup specifically for the person accessing our service (the client) and SC&H will pay the allocated money into this account. A direct debit will then be arranged with Creative Choices CIC and the Carer, where money is transferred on a weekly basis from the clients bank to Creative Choices CIC. It is envisaged that the majority of clients will need a carer to manage their account. If you need any further information please get in touch.

Cares will remain responsible for ensuring direct debits are paid within the agreed schedule. Clients will be refunded for bank holiday and Christmas closures if they fall on one of the days they normally attend, clients will not be refunded for sickness or any other holidays. This will ensure we can maintain the highest levels of service at all times.

Our Day Opportunities does include transport to and from your house to our base in the Carnegie Centre, Tamworth, up to a 5 mile radius. We also provide transport/assistance to all of our sessions. Our core hours are 10am to 3pm and you will need to allow extra time for collection of clients from their home address in the morning and returning clients home in the afternoon. Collection and drop off times will be arranged with you in advance.

Drinks are provided free of charge throughout the day (Tea, coffee, squash) but clients will need to bring in their own packed lunches. If clients prefer, they can bring in money and we can order a lunch for them. Some sessions will occur a payment for example cooking, Zumba, keep fit, gym, bowling, swimming. These are £3 or less, a timetable of sessions will be agreed with you in advance.

If you require any additional information at this stage please get in touch and we are more than happy to discuss things with you.

## Flow chart of process

Contact Social Care and Health and arrange an assessment



Complete the referral booklet with the help of SC&H and ourselves



If successful agree days to attend our service and a start date



Arrange direct payments with your SC&H worker, for this you will need to set up a bank account for the person you are responsible for.

We will send you a standing order form to sign (an instruction for the bank to pay us a weekly direct debit) Also there will be a terms and conditions form for you to sign as you will be entering into a legal agreement with us.



We will send you a copy of the clients timetable and pick up and drop off times, which we will agree with you in advance.



Time for the client to enjoy our new service. We will monitor and review everyone after the initial first six weeks to ensure they are happy with their new service and make any minor adjustments.