

Carers Retreat Waiting list procedure

How to access the Carers Overnight Retreat waiting list.

Carers contact CCTH via the following routes to put their name on the waiting list:

- Telephone – 020 7790 1765
- Email – Enquiries@ccth.org.uk
- In person

Carers should inform staff that they want to be placed on the waiting list. Carers should do this for themselves only, **please do not try and put other people on the waiting list**. If you want to attend the retreat, then you will need to contact us directly. Staff will take your details and add them to the Carers Retreat Waiting List on our database.

Once a carer is on the waiting list they will be contacted via text or email to inform them that they are on the waiting list within 5 working days. If you do not receive a text within 5 working days please do contact us to ensure you have been placed on the list.

Waiting List

Being placed on the waiting list does not guarantee carers a space.

Carers will be contacted to be offered a space approximately 1 month before the event.

When you are contacted and offered a space you will be asked to complete a form with information such as emergency contact details, allergies etc.

These forms will be sent to Breathing Space who will send out the final confirmation letter at least 2 weeks before the event.

How Spaces are Allocated

In order to allow as many carers as possible to access this service and have a break from their caring role the following carers will be given priority access:

- Carers who have not attended the retreat before.
- Carers who have not attended the retreat in over 1 year.

Carers will be contacted in alphabetical order to be offered a space.

Spaces will not be held or reserved under any circumstances. If you need to check availability before accepting a space, we will continue to offer spaces to other carers and will allocate you space when you get back to us only if there are spaces remaining.

Cancellation

If you are unable to attend you must give us as much notice as possible to allow us to offer the space to another carer in need. If you fail to attend without notice then you will be ineligible for all future retreats.

Cancellation list

This will be compiled by the Carers Centre and provided to Breathing Space, in the event that a carer cancels Breathing Space will contact a carer on the list and will make their way down the list until the space is filled.