**Winter Planning Checklist Hounslow HAF 2023**

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| 16.10.23 | Decisions are communicated |  |
| 20.10.23 | Signed formal Agreements are due to be returned |  |
| 27.10.23 | Compliance documents are due to be provided:   * Safeguarding policy * Parents Privacy notice * Insurance certificate * Risk Assessments (if these are not available they will be accepted later but MUST be provided before delivery) * Winter delivery timetable |  |
| 10.11.23 | Network and information session at Holiday inn Brentford from 09:30- 4pm (ensure you have booked your place by emailing [Christine.hicks@hounslow.gov.uk](mailto:Christine.hicks@hounslow.gov.uk) ) |  |
| 17.11.23 | Events need to be uploaded to holiday activities [Holiday Activities](https://app.holidayactivities.com/login?email=&signup=false) |  |
| 24.11.23 | Website event needs to be checked by providers [Hounslow Family Service Directory.](https://fsd.hounslow.gov.uk/SynergyWeb/Family_Service_Directory/HAF_Programme.aspx) |  |
| 04.12.23 | Vouchers go live to parents |  |
| 13.12.23 10am-2pm & 14.12.23 5pm-7pm | Resource collection- further details will be provided |  |
| 22.12.23 10am-2pm | Winter HAF readiness drop in session- Just in case you have any last minute worries. Drop in and speak to the HAF coordinator.  **Join on your computer, mobile app or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2Y2ZWRkNjAtMWFlZC00M2VhLTkxN2EtMTIzZmM5NjYzYmM4%40thread.v2/0?context=%7b%22Tid%22%3a%225b626666-6246-4c9b-acc7-716a5a94bd03%22%2c%22Oid%22%3a%22c3b2119f-36ad-41a0-b81c-11b131f1616a%22%7d) |  |
| 25.12.23 - 01.01.24 | Council shut down |  |
| 02.01.24 | Delivery begins (HAF coordinator available) |  |
| 02.01.24 - 05.01.24 | Be prepared for a monitoring visit over winter! |  |
| 05.01.24 | Delivery ends |  |
| 08.01.24 -15.01.24 | Post delivery meetings |  |
| 15.01.24 | Evaluations are due back to storage |  |
| 15.01.24 | Provider feedback due |  |
| 26.01.24 | Provider debrief |  |