Dear

A date has been allocated for your attendance at The Police Treatment Centre, Harrogate. Your stay will be from Monday 03 February 2014 departing Friday 14 February 2014. You must arrive between 8.30am and 11.30am; in order to facilitate your admission assessment and to enable early treatment. If you have any difficulties in arriving at this time you must notify the PTC - please be aware that admittance on a Sunday is not permitted unless there are exceptional circumstances and prior arrangements have been made.

Please take note of the following information:

* Any personal property that you bring with you to the centre is done so at your own risk – the centre cannot be held liable for any damages. Please note that personal pedal cycles cannot be brought into the main building; however, limited secure storage **may be** available on request.
* If you are on a prescription medication, you should bring these with you to self-administer. (Please bring sufficient to cover your stay.)
* If you are attending as a result of surgery, could you please obtain a copy of your surgeon’s protocol for rehabilitation and bring this with you.
* If you have any food allergies or specific dietary needs, please advise us prior to your arrival.
* Please note that meals and overnight accommodation cannot be provided for family members or guests unless prior arrangements have been made and the relevant forms completed; the only exception to this is if a patient’s spouse/partner is permitted to attend for the entirety of a stay as a result of a specific medical condition.
* Although all your food and drinks are provided free we suggest you bring some money for incidentals such as WI-FI access
* The PTC is a Treatment Centre with a few simple rules designed to benefit the majority of our patients and for each individual to gain the most from their stay with us. Amongst these rules you will note that we have a set time for you to be back in the Centre each night (unless you have booked out overnight by prior arrangement), which is Midnight on Monday, Tuesday and Wednesday, and 0100hrs on Thursday. We ask to respect our rules, and your acceptance of an offer of a place at the PTC is acknowledgement by you, that should you fail to comply with any of our rules including returning to the Centres at the required time without a reasonable explanation, this may lead you to be asked to leave the Centres early, and may affect any future applications for your admission to the PTC.
* Each week a Social Committee provides entertainment and organises activities which raises funds for the general running costs of the Police Treatment Centres. During your time at the PTC we will ask you for a £10 donation to the Centres for each week of your stay (not applicable to Companions or Carers). There are some officers who pay their donations for their entire career but never come to us for treatment, but their donations of course help support the PTC and indeed facilitate your own admission. It is appropriate therefore that this extra donation is paid direct by those officers who do attend for treatment, and I would ask that you do respond to this request for an additional donation positively, and arrange to pay this sum of money as early as possible after your arrival at the Centre, to the Patient Social Committee or a member of the Nursing Team. You may also wish to bring any small gift items with you for use in the Patients Raffle as prizes.
* Please ensure that your room is vacated by 10.30am on the day of your departure.

Directions for travel and a full description of our facilities are available to view on our website at www.thepolicetreatmentcentres.org

We look forward to seeing you in the near future. If you need to cancel or re-arrange your date of admission you must do so in writing to the Harrogate address above, or alternatively via email, enquiries@thepolicetreatmentcentres.org. If applicable a new date will be allocated to you within 10 working days. If you have any further queries please telephone us on the above number.

Yours sincerely,

Patrick Cairns MA, BA (Hons), CMgr FCMI

Chief Executive