



Birth to Five Service  
Children's Services  
The Old School  
Lamb Gardens  
St Giles, Lincoln LN2 4EG  
Tel: (01522) 587570

Dear Manager/Supervisor/Owner

## BRIEFINGS FOR MANAGERS/SUPERVISORS/OWNERS – SPRING TERM 2010

As part of our continuing support for early years providers in Lincolnshire the Birth to Five Service are organising a series of half day briefing sessions for managers, supervisors and owners.

The briefings aim is to provide managers/supervisors/owners with information regarding national and local developments in early years. These autumn term briefings will include information relating to:

- CAF
- Single Funding Formula update
- Extension of the EYEE to 15 hours
- Early Years Capital/Welfare Audit
- CWDC Audit
- EYPS

**The Birth to Five Service is committed to supporting quality provision for children in Lincolnshire. It is important, and also a requirement of the Early Years Education Entitlement (EYEE) funding allocation, that you attend one of the briefings.**

Date	Venue	Location	Morning session	Afternoon session
Weds 10 <sup>th</sup> February	White Hart Hotel	Boston	9.30am 12.00pm	1.00pm 3.30pm
Thurs 11 <sup>th</sup> February	The Kenwick Park Hotel	Louth	9.30am 12.00pm	1.00pm 3.30pm
Fri 12 <sup>th</sup> February	Springfields Exhibition Centre	Spalding	9.30am 12.00pm	1.00pm 3.30pm
Weds 3 <sup>rd</sup> March	EM Direct	Grantham	9.30am 12.00pm	1.00pm 3.30pm
Thurs 4 <sup>th</sup> March	Woodhall Spa Hotel	Woodhall Spa	9.30am 12.00pm	1.00pm 3.30pm
Fri 5 <sup>th</sup> March	The Bentley Hotel	Lincoln	9.30am 12.00pm	1.00pm 3.30pm

Please confirm your attendance by emailing the attached form to [birthtofive@lincolnshire.gov.uk](mailto:birthtofive@lincolnshire.gov.uk)

Alternatively you can book your place by faxing the following form to the Birth to Five Service on 01522 587598 or by phoning Jessica Sinclair on 01522 587580 by **Wednesday 3<sup>rd</sup> February**.

Yours sincerely,

*Stephanie Douglas*

**Stephanie Douglas**  
Head of Service  
Birth to Five



Managed Service on behalf of



## Briefing for Managers/Supervisors/Owners

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Name of Early Years Provider.....

Setting Address.....

.....

Name of Manager/Supervisor/Owner attending the briefing.....

Contact telephone number.....

**Please tick the box for the session you wish to attend.**

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