



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 - AUTUMN TERM 2009**

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: Single Funding Formula, Extension to the Free Flexible Entitlement, 2 Year Old Pilot, Census and Wireless Internet Access.

**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.**

<b>Date</b>	<b>Venue</b>	<b>Location</b>	<b>Morning session</b>	<b>Afternoon session</b>
Weds 23 <sup>rd</sup> Sept	The Bentley Hotel	Lincoln	9.30am 12.00pm	1.00pm 3.30pm
Thurs 24th Sept	EM Direct	Grantham	9.30am 12.00pm	1.00pm 3.30pm
Tues 29th Sept	Springfields Exhibition Centre	Spalding	9.30am 12.00pm	1.00pm 3.30pm
Weds 30th Sept	Boston Conference & Management Centre	Boston	9.30am 12.00pm	1.00pm 3.30pm
Thurs 1st Oct	The Kenwick Park Hotel	Louth	9.30am 12.00pm	1.00pm 3.30pm
Fri 2nd Oct	The Golf Hotel	Woodhall Spa	9.30am 12.00pm	1.00pm 3.30pm

Please confirm your attendance by faxing the following form to the Birth to Five Service on 01522 587598 or by phoning Jessica Sinclair on 01522 587570 by **18<sup>th</sup> September 2009**.

Yours sincerely,

*Stephanie Douglas.*

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



Managed Service on behalf of



## Briefing for Managers/Supervisors/Owners

Please confirm your attendance by faxing this reply slip to the Birth to Five Service on 01522 587598 or by phoning Jessica Sinclair on 01522 587570 by **18<sup>th</sup> September 2009**.

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.**

Date	Venue	Morning session	✓	Afternoon session	✓
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