

CIRCLE TIME

Following tidy up we have a Bible story, music time and celebrate birthdays. **Each child should be accompanied by an adult in the circle.** We end each session with a short prayer.



SPECIAL ACTIVITIES



We have access to a toddler outdoor play area, which we try to have open whenever the weather permits and the adjacent craft room offers crafts linked to the Bible story each week.



You **must** accompany your child at both of these activities.

WAITING LIST

To have your child added to our waiting list or check your progress up the list please contact us. We will take your child's name, your contact details and which day(s) you require. When you reach the top of the list and a place is available you will be contacted. If you are listed as requiring both session days, it is likely that only one day becomes available first. You will be offered this place, and left in your current place on the list until the other session becomes available. Priority will be given to siblings of toddlers already placed, members of the Bedlington Corps of The Salvation Army and anyone referred with specific needs.



FIRE PROCEDURE



Please sign your child in on the fire register as soon as you enter the room. This is the list of children present that we will use in the event of a fire or as part of a drill.

On hearing the alarm please pick-up your toddler and leave the building immediately. **DO NOT** stop to collect coats, bags etc. Use the nearest exit and meet at the Assembly Point which is at the entrance to the car park. Your toddler must remain in your arms until everyone has been accounted for. If you are unable to carry your toddler or bring more than one child please ask one of our volunteers for help.

If you leave the session early please ensure you sign your child out.

We hope you enjoy your time at Little Lambs and that you and your child feel welcome and part of our Toddlers family. If you have any questions or concerns, please do not hesitate to contact us.



Bedlington Salvation Army



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**Members are encouraged to join our CLOSED group
Little Lambs**



**"If we do not teach our
children to follow Christ, the
world will teach them not to"
Corrie Ten Boom**

Registered Charity No. 214779 and in Sco SC009359

Whenever you start somewhere new, you are always bombarded with information that you will probably forget five minutes later! So, here are a few points and rules that we have at Little Lambs, which keep us ticking over nicely together!

INFORMATION AND PHOTOGRAPH PERMISSION FORMS

We ask that you fill in a form with your details, contact information and a few details about your child and sign a form giving consent for any photographs to be taken too. The Gift Aid declaration is of great benefit to us if you are a tax payer. It means that at no extra cost to you we can claim an extra 50p from HMRC every time you donate £2



DAYS AND TIMES

Toddlers will be open every Wednesday and Friday from 9:15 to 11:15am during school term time. There are strictly limited places for each day.



DONATIONS

At your first session when you fill in your forms you will be asked for a donation of £7 (the extra £5 is a one off donation that allows us to buy each child a birthday present and they will receive a Christmas gift at each Christmas party they are registered to attend).

After that the expected minimum donation is £2; whether or not your child attends their session. As we cater for all children registered for each session our overheads are the same even if you and your child are not there.

It is possible to donate in advance, simply state how many weeks you wish to pay (some people find paying a 1/2 term or full term at a time easier than paying £2 every session). Please note we can only accept cash payments.

If your child does not attend for a period of four weeks without contact being made then your place will be considered vacant and given to the next person on the waiting list.

Your donations allow us to continue to offer clean, top quality toys; snacks and refreshments as well as maintain the facilities for the health and well being of all users. Without your financial support we cannot function fully as a group that is primarily intended to ready your children for a school environment. To do this we voluntarily comply to Ofsted EYFS guidelines for staff training, toys and activities as well as group craft and snack time to encourage the children to interact and share.

AGE

Each session is open to all toddlers who are registered for that day, from the age of 12 weeks to 3 years, who are accompanied by a parent, guardian or responsible adult (it is possible to stay until the child is ready to move on to nursery, but this must be by mutual consent). The responsibility for the child is that of their responsible adult AT ALL TIMES and not the staff or volunteers.

TOILETS AND NAPPIES

Baby changing and potty/toilet training facilities are available in the adjacent toilet and the accessible cubicle in the main foyer. Nappy sacks are provided. Please ensure all used nappies are double bagged and tightly tied before placing in the bin and the changing table is wiped down after use.



Hand soap and a hands free towel dispenser are installed in every bathroom. There will also be hand gel available.

BREAKFAST, SNACK AND COFFEE TIME



Toast and hot drinks are served until 9:45. This offers breakfast to those who have spent their morning running after children as well as ever-hungry little ones. Please note there is an extra 50p charge for this. Please take care when carrying hot drinks around the children and DO NOT remove the lid from your mug.

Snack time for the toddlers is 10:00 am. Healthy snacks will be offered with milk or water for each child. **Please let us know if your child has any special dietary needs or allergies.** This is followed by tea/coffee and a biscuit for the adults.

SNACK ROOM EXTRAS



We have baby food, nappies, baby toiletries etc available in the snack room. Please feel free to take anything you can use. Everything in the boxes has been donated to us to pass on to you.

This is a free service, but if you feel you must make a donation please pop in to the office.

TIDY UP TIME

Tidy up time starts at around 10:45 am and we encourage everyone, particularly the children, to get involved. It can be a little chaotic, but is another way we ready the children for nursery then school.

