

“The Ducklings News”

JANUARY 2005

Welcome to a New Year and a new beginning for the Ducklings Toddler Group.

NEW VOLUNTEER ASSISTANTS

As you were all advised before the Christmas break, Lisa and Nicole no longer run the group. Ducklings are now completely run by a voluntary committee which consists of a few mums, one of which is Lisa who stayed on as treasurer. She won't be as involved on a Monday as she was before, but will be appearing from time to time. We have also lost Nicole as she now has a job which means she can't assist in the running of the group. We wish her good luck in her new job. The committee members are:-

Tracey Wilson – Chairperson
Lisa Hiles – Treasurer
Karen Wade – Secretary
Dawn Handley – Toddler group Leader
Margaret – Arts and Craft co-ordinator
Ann Widdows

You may not know the names but the faces will be familiar as they've all been attending the group for some time.

Some mums have been arriving too early for the session. Please note the group session runs from 9.45am to 11.30am. Please do not arrive before 9.45 as we need to ensure that everything is set up properly before the children arrive to play. Thank you.

We are in the process of setting up a web site for the group. Any suggestions for things to go on the site will be welcome. We will advise once it is up and running.

FUNDRAISING IDEAS

Raffle for the Tsunami Appeal raised £55, Thank you for your support.

GENERAL

Mums are responsible for the supervision of their own children.

Thank you to all mums who assist in tidying up at the end of the session, very much appreciated.

Please note pushchairs must be put in the hallway adjacent to the main hall. Please ensure that the double doors to this area are closed to ensure children in the hall are kept safe and none are lost.

We now have anti-bacterial wipes provided to wipe the changing mat after each time it is used. Please dispose of the wipe in a nappy bag with the soiled nappy and take home for disposal.

We are introducing a suggestion box, so all you mums can help us with new ideas or improvements for the group.

DATES TO REMEMBER

Half-term 14th February – No toddler group

CHILDRENS BIRTHDAYS

Please advise us upon arrival on the Monday if it's your child's birthday that week. So we can all sing 'happy birthday' and the child will get a card.

FIRE PROCEDURE

In the unlikely event of a fire in the building the fire alarm will sound.

You will be asked by the co-ordinator to leave the building as quickly and quietly as possible through the nearest fire exit.

- Usually double doors at the rear of Hall 2
- Through the kitchen & fire door on right
- Through the main entrance, at the front of the community centre.

We will then assemble in the car park away from the building. The attendance register will be checked.

At no point should you re-enter the building until it is safe to do so.

Margaret is first aider for the group.

Tracey, Lisa, Karen, Dawn, Margaret and Ann