



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

Dear Colleague,

### **EXTENSION TO THE ICT PACKAGE**

As part of the ICT package from the Birth to Five Service in 2009 you received a laptop computer. The Birth to Five Service will now be providing you with the capability to use this laptop to access the internet and email from multiple locations wirelessly. Please see enclosed sheet for further explanation of this technology.

The Birth to Five Service will provide you with a wireless 'pay as you go' dongle to ensure your laptop can connect to the internet. You will also be given two months/2GB worth of pre-paid credit with Vodafone.

As you may be aware, from January 2010 it will become a requirement that your census and headcounts for EYEE funding are completed online. Any returns not made online from January 2010 will result in funding not being paid.

Birth to Five will be running sessions for you to pick up this additional equipment as shown below. During these sessions you will also receive refresher training on the online census returns and be trained on using your new wireless equipment. The end result of this training will also ensure that you have a valid, secure email address for your setting.

**Please use the attached form to indicate which session you will be attending. The sessions have limited capacity and will be on a first come first served basis. Places are limited to one representative per setting. Please ensure your form reaches us by Thursday 1<sup>st</sup> October.**

There will be no mop up sessions held on this occasion so please make every effort to attend one of the meetings below.

You can fax the attached form back to 01522 587598, post to the address on the top of this letter, or email your choice to [birthtofive@lincolnshire.gov.uk](mailto:birthtofive@lincolnshire.gov.uk).

**You will need to bring your laptop to the session. Please ensure your laptop is fully charged as there will be limited sockets available for power.**

If you have any queries please contact Zoe Menday on 01522 587584 or Rick Everson on 01522 587573.

Yours sincerely,

*Stephanie Douglas.*

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



Managed Service on behalf of



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 Post; Birth to Five, The Old School, Lamb Gardens, St Giles, Lincoln, LN2 4EG  
 Email; [birthtofive@lincolnshire.gov.uk](mailto:birthtofive@lincolnshire.gov.uk) .

Setting Name.....

Address.....

Attendee name.....

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Please tick</b>
Monday 12 <sup>th</sup> October	9.30-11am	Skegness Childrens Centre	
Wednesday 14 <sup>th</sup> October	9.30-11am	Hemswell Children's Centre	
Thursday 15 <sup>th</sup> October	2.30pm-4pm	Grantham Childrens Centre	
Monday 19 <sup>th</sup> October	9.30-11am	Sleaford New Life Centre	
Tuesday 20 <sup>th</sup> October	9.30-11am	St Giles Nursery, Lincoln	
Wednesday 21 <sup>st</sup> October	9.30-11am	Lincolnshire Montessori, Caistor	
Monday 9 <sup>th</sup> November	9.30-11am	Boston College	
Wednesday 11 <sup>th</sup> November	1.30pm-3pm	Louth Childrens Centre	
Friday 13 <sup>th</sup> November	9.30-11am	Sleaford New Life Centre	
Monday 16 <sup>th</sup> November	9.30-11am	Sutton Bridge Childrens Centre	
Wednesday 18 <sup>th</sup> November	9.30-11am	Boston College	
Friday 20 <sup>th</sup> November	9.30-11am	Stamford Bluecoat School	
Tuesday 8 <sup>th</sup> December	9.30-11am	Mary Knox Centre, Lincoln	
Thursday 10 <sup>th</sup> December	9.30-11am	Holbeach Children's Centre	