

*Making Childcare Count*

# ANNUAL REPORT



2009



**BAND**

**Bristol Association for  
Neighbourhood Daycare**

# Contents

---



ABOUT US	2
BAND SERVICES	3
CHAIR'S REPORT	5
CO-ORDINATOR'S REPORT	6
BAND PUBLICATIONS	7
FUNDRAISING	8
ADMIN TEAM REPORT	9
DEVELOPMENT & SUPPORT TEAMS	10
TRAINING REPORT	14
MEMBERSHIP GROUPS	15
MONITORING REPORT	16
ACCOUNTS	17
THANKS TO FUNDERS	20
BAND SUPPORTERS	21
STAFF & COMMITTEE MEMBERS	22

# About Us

---



**Bristol Association for Neighbourhood Daycare Ltd (BAND) is a registered charity that supports and develops childcare facilities in and around the Bristol area.**

It was established in 1978 in response to the Finer Joint Action Committee Report, which recognised the need for working and training parents to have access to care for school aged children. Such facilities help families to become independent; support the local economy; offer children a safe and stimulating environment in which to learn and play.

BAND provides services to more than 220 autonomous member groups that in turn provide childcare facilities to around 10,000 families. Full members are managed by voluntary management committees that include user involvement. Affiliated, Associate and Individual members share BAND's overall aims and have an interest in the field of play and childcare. A breakdown of membership groups show that 56% of member groups come from disadvantaged areas of Bristol.

BAND has undergone massive growth over the last few years. This has resulted in an increased demand for the services that BAND offers, demonstrating that high quality, accessible childcare remains a basic need for many parents/carers, particularly lone parents and low-income families. Recent figures show that a large proportion of mothers now continue to work after childbirth, thus increasing the demand for high quality childcare.

The Government's National Childcare Strategy has stimulated growth in provision overall and has resulted in an increased demand for the services that BAND offer. We now provide support to childcare facilities and services for young people catering for the full 0-16 spectrum. BAND services aim to promote and advocate change, educate people about the importance of good childcare, knit communities together, address social needs, mobilise volunteers and most importantly, to help childcare providers achieve sustainability. BAND is a locally rooted charity that is dedicated to sharing interests and networking with other organisations.

# BAND Services

---



## **Getting Started**

A comprehensive package of practical advice and support is offered to new groups. This includes market research; forming a management group; locating premises; meeting statutory regulations; accessing government grants from funding sources and accessing funding from various trusts and grant giving bodies.

## **Delivering a Quality Service**

BAND support members through the drafting and implementation of policies and procedures on a range of topics including; equal opportunities; health and safety; child protection; and confidentiality issues. BAND continues to monitor full members to ensure that they continue to meet high quality standards.

## **Being an Employer**

BAND offers support with recruitment and selection procedures; drafting job specifications and job descriptions; staff induction programmes, support and supervision sessions; and meeting legislative requirements. BAND's Policy Guidance Pack offers over 200 model policies and procedures for childcare providers to adapt and use, ensuring their service offers the highest standards.

## **Funding Support**

BAND supports groups in making funding applications. BAND also offer fundraising advice through their newsletter, 'Funding Your Way' booklet, and through the compilation of a database of some 350 funder's, which childcare providers can access. BAND support clubs in developing fundraising action plans which in turn allow childcare providers to diversify their funding base and consequently helps ensure long term sustainability.

## **Training Programme**

BAND boasts a wide range of training opportunities. BAND's annual training programme is extremely popular and has subsequently undergone extensive growth and development, offering more courses than ever before. All the courses are certificated and some achieve national accreditation.

## **Briefing Sessions**

BAND offers regular, free briefing sessions to new and existing childcare providers on the registration and inspection process for childcare, together with updates on any relevant legislative changes.



# BAND Services

---

## **Insurance**

BAND offers a discounted rate for employer's liability, public liability and contents insurance with additional cover available on request.

## **Police Checks**

BAND offer members CRB checks on those paid and voluntary staff who cannot be checked under existing statutory regulations.

## **Resource Library**

BAND stocks a selection of books and periodicals on a wide range of subjects relevant to play, childcare and community based groups. BAND also lends out a wide choice of equipment including; musical instruments, sporting equipment, games and toys, badge and key ring makers, laminators, educational tools. These are all available on free loan to all our member groups.

## **Mediation and Crisis Support**

Even with 'the best laid plans' things can still wrong. Should this happen BAND are able to support and advise members, through personal visits or over the telephone.

## **Networking**

BAND aims to have a pivotal role to monitor, feedback and network information to / from our member groups and relevant agencies at a local, regional, national and international level. BAND publishes a bi-monthly newsletter and mail regular information to members. The BAND website contains details of the services we offer including the Training Programme, forthcoming events & other relevant information.

## **Telephone Helpline**

This service offers a helpline for group childcare providers for out of school schemes for children aged 0–16 to help them achieve sustainability through advice, copies of good practice guidance, draft policies and referrals.

## **BAND Website**

The website has details of all the services offered by BAND and is regularly updated with news and information to support providers in developing their childcare services. It also lists current playwork and childcare vacancies plus news of forthcoming events. The training pages give up to date information on courses on offer and the availability of places, together with a downloadable form and links to other training agencies.

A breakdown of training participants shows that 30% were aged between 16-24, 38% were aged between 25-40, 19% were between 41-49, 13% were aged over 50+

# Chair's Report

---



**This year saw BAND celebrate 30 years since we were formally constituted in 1978.**

More than 100 friends and colleagues from the past three decades gathered for our AGM and birthday party, which provided a great opportunity to catch up, look at BAND's current work and see how far we've come since those early days.

The BAND Management Committee has worked hard during the year and has overseen the review of a number of policies and job descriptions. We said goodbye to Amanda Rundle after 6 years of loyal service and hard work as a member of Committee, we wish her well in her new life in Cornwall.

We've also said goodbye to several staff during the year and but were pleased to welcome some new faces. In addition two staff went on maternity leave leading to the arrival of 'BAND babies' Oscar and Sophia in the Autumn.

We've had 20 new members join us during the year and 4 groups have achieved full membership status. Thirty years since we began, the demands for BAND's services is as high as ever and we look forward to continuing our work with a huge range of play and childcare providers in the year ahead.

Catrin Richards - Chairperson BAND



# Co-ordinator's Report

---

**It's been a busy year at the BAND Office with a continuing growth in the range of work undertaken.**

Our successful joint tender to Bristol City Council with the Play Early Years Training Unit saw us secure funding for a joint programme of play and childcare courses and has led to much greater collaboration between the two agencies. Joint publicity and website links have made it easier for those seeking training to find and book the courses they're looking for.

The success of the training programme during the year has been reflected in the local authority's decision to extend funding to cover the whole of the year 2009-10. We will build on the PEYTU/BAND joint working arrangements in the year ahead to make even more improvements to our training programme and service delivery.

We worked closely with the City's three Area Prevention Managers to arrange and deliver three Common Assessment Framework awareness raising sessions, all of which proved very popular, we hope to schedule more of these sessions in the year ahead.

After lengthy negotiations with the local authority a major funding agreement for our childcare development and support work was secured. This has allowed us to continue our work with voluntary, private and independent providers and has increasingly seen us work more closely with the maintained sector. Many schools have worked towards setting up childcare provision or taken on the running of existing schemes and BAND's work with the Extended Schools team has allowed us to offer help and advice to these settings.

The year has highlighted the evolving nature of childcare delivery and underlined the breadth of agencies who are keen to access BAND's services, to support them in driving standards higher.

# BAND Publications

---



**The free loaning Resource Library is an integral part of the services BAND offer; ensuring groups have access to a wide selection of books, toys and equipment. Such facilities allow groups the opportunity to enhance their activities and to develop playworker and management committee skills.**

BAND stocks a range of equipment and operates a library containing books for both playworkers and children, which are available for loan. Our equipment includes: arts and craft materials; musical instruments; a selection of outdoor games; as well as a good range of sports equipment. More information on these can be found at the BAND website: [www.bandltd.org.uk/resources.html](http://www.bandltd.org.uk/resources.html)

BAND now boasts over 800 books in its extensive library and these are as a brilliant resource for anyone working within childcare settings or working towards a playwork qualification. The BAND Library contains a wide range of books on all areas relating to children and their well being. For example, we have lots of books on children's emotions, child development, child protection and law. We also stock a selection of books focusing on play and cultural activities, as well as books on fundraising, management and equal opportunities.

Close monitoring of the Library has demonstrated its effectiveness and usefulness to childcare groups in the area. Below are a few comments we have received relating to the Resource Library.

*"This book has a good variety of activities with cheap and easy to find materials and equipment."*(Nature Crafts for Kids, by Diehn & Krautwurst)

*"This book is brilliant and teaches children about themselves and being responsible about their behaviour."* (Stick Up for Yourself, by Kaufman)

*"It's a fab book and the children loved it. Worth having a flick through."* (The Anti Colouring Book, by Susan Striker & Edward Kimmel)

*"I would recommend this book, because it's very diverse and multicultural."* (Festival Decorations, by Civardi & King)

*"This book is very good for self confidence, self awareness and self esteem."* (Ring Of Confidence, by Vine & Todd)

# Fundraising



**Over the 08-09 financial period, BAND has received mixed success in sourcing and renewing funding from government sources, charitable trusts and foundations, and corporate funding streams.**

As well as maintaining current grants, particularly from B.C.C. and the EYCS, funding strategy has focused strongly on expanding BAND's current funding base and on securing income from new trusts, foundations, local corporations, and through the Big Lottery funding streams.

In total BAND has received 13 smaller grants from Trusts and Foundations over the past year to support our grass roots work. 31% of these were new funders and 69% are renewed grants from previous supporters, amounting to just under £7,000. Closer examination of these figures demonstrate that 62% of this funding was given to support the BAND training programme including funding for courses, equipment and books. The remaining funds were secured and used for the printing and production costs of the BAND newsletter, the production of our D.D.A leaflets, the printing of the annual report, and funding for major I.T. improvements in the BAND office. This diversification of funding is essential if BAND is to continue growing and developing the services that it offers.

BAND continues to work closely with childcare providers to ensure their long term sustainability and continues to provide advice and support to groups by identifying possible sources of funding and helping them to complete the application procedures.

One aspect of this work is demonstrated through the many fundraising articles published in the BAND newsletter and the funding information provided on the BAND website. BAND have also produced and distributed a leaflet called 'Funding Your Way', which offers fundraising ideas, contacts, advice and support. In conjunction with this BAND have also developed and maintained a database of potential funders which is available for clubs to access, either in the office or to take away on a disk.

Funding over the next financial year will again focus on expanding current funding streams, renewing current grants, and attracting support from local businesses and corporations through sponsorship, donations and in kind support.

# Admin Team Report

---



**Throughout the year BAND has continued to work towards electronically based systems and a paperless office in compliance with our own Environmental Policy and the overall ethos of the Proving House.**

The installation of a larger capacity server has enabled new systems to be rolled out including an electronic diary, annual leave cards and a new email system.

Improvements to BAND's database have allowed us to capture and track more information concerning our member groups and to refine and develop our mailing lists and emailing lists. It also has made it much easier for us to collate data concerning our training courses, allowing to analyse trends and be easily compliant with all our funders monitoring requirements.

BAND's website has been re-designed and expanded and now includes useful information about our Development & Support team and the services they offer. It also now offers easy to follow information and links for our training programme and up to the minute news on the availability of course places. As a result the number of visitors to the website has increased.

Our bi-monthly newsletter BAND News is sent to over 700 addresses including childcare providers, community centres, libraries and schools in Bristol. It continues to give a variety of information from Ofsted updates to activity ideas in play settings, as well as free advertising for jobs for our members. During the year we also updated and re-designed our 'Funding Your Way' booklet and Disability Discrimination leaflet.

During the year the job descriptions of all three Administration posts were reviewed, resulting in changes of job titles and a changed emphasis on roles to reflect the level of work being carried out. The Admin team has maintained and developed services to meet the ever changing needs of our staff team and membership.



# Development & Support Team

## **The Development and Support Team continues to work successfully across the Private, Voluntary, Independent and Maintained Sectors.**

We have had a lot of change within the team, we have seen two members go off on maternity leave and two other members leave for pastures new, this has enabled us to increase the skills base across the team.

We have continued to administer the application and monitoring process for new childcare funding on behalf of the Early Years and Childcare Service. In addition we liaise closely with the National Lottery over funding awarded to providers in recent years and the ongoing staged payments.

During the year we have supported childcare providers in accessing nearly £50,000 to develop new places, and £30,000 in sustainability funding provided by the Early Years and Childcare Service.

We have supported groups with a whole range of issues including recruitment, policies, sustainability issues and also with the introduction of the EYFS framework which was launched in September 08. From May-September 08 we delivered 12 sessions outlining the new EYFS requirements to ensure that all existing and new providers were up to date with the new framework, highlighting issues that would effect their working practice to enable them to meet the new Ofsted requirements, these were very well received by all providers.

As always our combined goal is to ensure a good start for new and expanding providers and a sustainable future for those already up and running in these difficult financial times. We also continue to support groups to ensure that all provision is of the highest quality whilst being affordable for parents and enjoyable for children.



## Early Years

This year has seen an even further rise in the number of Early Years settings that we have worked with. We continue to develop how we support these providers offering a range of services across the voluntary, private and independent sector, as well as the maintained sector.

We have continued to develop our relationship with the Early Years Advisory Teacher Team enabling us to further understand how we each work and to jointly support Early Years providers across Bristol.

The Development and Support team have supported many Early Years providers with the implementation of the Early Years Foundation Stage and the changes that have had to be made with regard to working practice.

## Extended Schools

We have continued to strengthen our links with the Extended Schools Partnership, with team members linking directly with Extended School Managers in each of the ten localities. This has ensured a clear channel of communication and information between the sectors, it has also enabled partnership working arrangements to be set up ensuring the sharing of best practice and enabling providers in a locality to work together utilising resources and expertise.

We will continue to work with the extended schools managers, schools, private and voluntary organisations across Bristol to ensure the target of accessible childcare in, or around, all schools by 2010.

## Children Centres

Bristol now has over 20 designated Childrens Centres, the Development and Support team have been involved in the development and registration of the childcare in many of these settings.

We will continue to support the development of phase 3 settings as required, linking providers across the private, voluntary and independent settings to deliver services in partnership.



## **Maintained Sector**

We have seen a slight increase this year in the number of schools who are directly managing childcare, due to voluntary providers not being able to continue for various reasons. The Development and Support Team continue to support them in making the shift from education to play and care based provision.

We are able to provide them with support documents specifically for the maintained sector to ensure quality of care, and we are looking at producing a monitoring form should they wish us to undertake this, in the same way that we do for our other providers, this is gradually being introduced to interested providers.

## **Policy Guidance Pack**

We are continuously evaluating and updating our Policy Guidance Pack to keep it in line with current legislation.

Due to the introduction of the Early Years Foundation Stage we have re-ordered the pack to fit into the new framework and to further support settings to meet their statutory obligations.

## **Ofsted Registration and Inspection Support and Guidance**

We ran twelve sessions to introduce the Early Years Foundation Stage to both over 5 and under 5 providers. These were extremely well received and attended by in excess of 180 delegates. We had extremely positive feedback and will continue to track the changes through Ofsted and also the feedback from the Ofsted reports our groups receive.

We are continuously working with groups to enable them to receive the best grading that they can and also assisting with the new Self Evaluation document which forms a part of the Ofsted inspection process.



## **Sustainability Support**

Sustainability of groups has continued to a priority for us and the Local Authority.

Because of the recession several groups across Bristol have been hit by a fall in numbers, as parents across all employment sectors have been affected by job losses, for some groups it has also increased numbers as parents have had to alter their working patterns to meet with the changing needs of their employment.

We have used the findings from the Childcare Sufficiency Audit undertaken in 2008 to ensure that any new or expanded childcare is only provided in areas which have been identified as having a need, we have also started a programme of linking childcare providers in a locality, enabling transport links to be made if necessary to ensure maximum occupancy leading to sustainability.

We have continued to develop tools for our groups to use to increase financial awareness. These have included; marketing guides, business plans, financial training courses, as well as introducing a financial health check as part of our monitoring process, this continues to enable us to be pro-active in identifying financial problems.

We have also continued to support groups to access the Sustainability Fund from the Early Years and Childcare Service for those with specific one off needs, or in short term financial difficulties.

For the latest updates on issues effecting childcare delivery visit the Development and Support section of the BAND website at:

[www.BANDLtd.org.uk/development\\_and\\_support.html](http://www.BANDLtd.org.uk/development_and_support.html)

# Training Report

---



**This was the first year of our new contract to deliver play and childcare training for Bristol's Early Years and Childcare Service which resulted from our successful joint tender with the Play and Early Years Training Unit (PEYTU).**

Working closely with PEYTU has been a very positive experience and has meant all courses being delivered in a more co-ordinated way to the benefit of play and childcare workers across Bristol.

It also enabled BAND to plan the years training well in advance so we were able to publish course details as early as possible, however as always demand for places remained high with many courses oversubscribed.

In this year our course programme continued to include our most demanded courses; first aid, child protection and food hygiene, many of which are often two or three times over subscribed. BAND ran 22 courses and had over 400 participants through our doors during the year. We also ran 4 BAND Playwork Foundation courses enabling 60 participants to be trained to level 2 in Playwork.

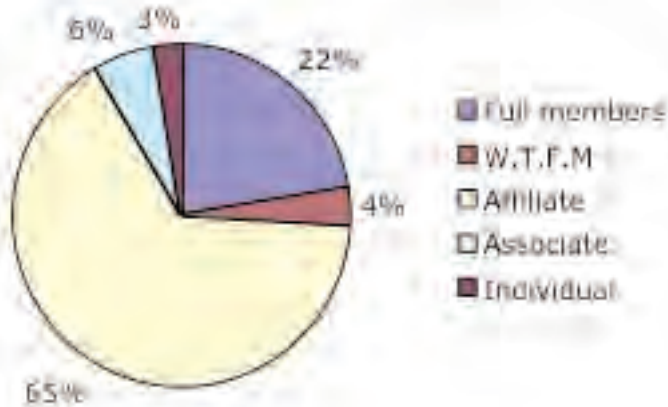
To support all our courses and playworkers throughout Bristol, playworkers are able to access our resource library, which through generous donations we are able to keep updated and well stocked.

We have kept up to date with the latest developments and initiatives in play and childcare training through our representation on the management consortium of Playwork Partnerships, the South West regional centre for playwork education. In addition, our continued membership of the endorsement committee and panel of the national sector skills council for playwork and allied professions SkillsActive, has allowed us to play a valuable role in the development of playwork education and training.

# Membership Groups



## BAND Membership Groups March 2009



BAND's membership comprises of voluntary, private and maintained sector childcare providers, development agencies, umbrella bodies and support agencies for children, young people and their families. Applications for membership are considered on a monthly basis by the BAND Management Committee. There are four categories of membership: Full Members or Working Towards Full Membership, Affiliated Members, Associate Members and Individual Members.

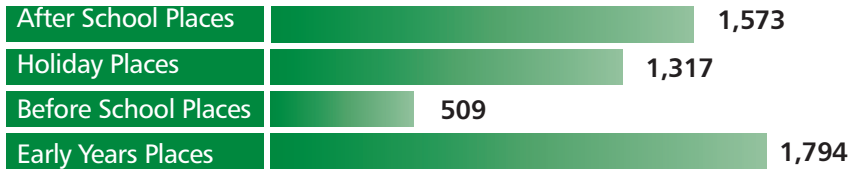
Different categories of membership can access different BAND services. Benefits of membership include access to: development and support advice, CRB checks, insurance, library and loan equipment, training and briefing sessions, mediation and crisis support, funding advice, recruitment support, monitoring visits, and the bi-monthly newsletter.



# Monitoring Report

During the year BAND has supported nearly 110 childcare settings in Bristol in delivering more than 5,000 childcare places, an increase of 26% on the number of places being supported last year.

These settings breakdown as 86 Private, Voluntary or Independent sector and 22 Maintained sector. The childcare places breakdown as follows:



Sure Start applications submitted during the year through BAND successfully secured £50,000 for new childcare places.

# Accounts



## Income and Expenditure Account for the Year ending 31st March 2009

<b>Income</b>	<b>2009 (£)</b>	<b>2008 (£)</b>
Grants Received	431,798	468,677
Insurance	8,412	7,398
Police Checks	5,985	7,475
Other Income	9,318	7,759
Interest Receivable	7,051	12,617
	<b>462,564</b>	<b>503,926</b>
<b>Expenditure</b>		
Salaries and Wages	297,370	354,412
Office Administration	99,614	99,707
Training	33,554	32,056
Volunteers and Committee Expenses	519	361
Insurance	15,304	15,154
Play Activities and Resource Equipment	407	732
Conferences	153	1,171
Publicity / Newsletter	6,568	10,087
Bank Charges	454	414
Depreciation	3,002	2,359
Audit	1,886	1,786
SOOSI Grants	23,540	23,250
Other Grants Paid	9,207	1,973
Police Checks	5,470	8,817
	<b>497,048</b>	<b>552,278</b>
Surplus for Year ( '-' = Deficit)	-34,484	-48,352
Less Net transfer from Restricted Funds Reserve	11,251	45,451
<b>Surplus for Year after transfers - Restricted Funds</b>	<b>-23,233</b>	<b>-2,902</b>
Revenue Reserves brought forward	29,613	32,515
Add Surplus (Deficit) for year	-23,233	-2,902
Revenue Reserve at 31.03.09	<b>6,380</b>	<b>29,613</b>



## Balance Sheet as at 31st March 2008

<b>Fixed Assets</b>	<b>2009 (£)</b>	<b>2008 (£)</b>
Tangible Assets	<b>6,210</b>	<b>5,044</b>
<b>Current Assets</b>		
Debtors and Prepayments	8,870	7,007
Cash at Bank and in Hand	187,695	233,626
	<b>196,565</b>	<b>240,632</b>
<b>Current Liabilities</b>		
Creditors & receipts in advance	6,143	14,562
<b>Net Current Assets</b>	<b>190,421</b>	<b>226,071</b>
	<b>196,631</b>	<b>231,115</b>
<b>Reserves</b>		
Premises Reserve	8,000	8,000
Special Projects	33,000	33,000
Sickness, maternity & staff pensions	30,000	30,000
Consultancy / Professional Fees	60,000	60,000
<b>Restricted Funds (grants in Advance)</b>	<b>59,251</b>	<b>70,501</b>
	<b>190,251</b>	<b>201,501</b>
Revenue Reserve	6,380	29,613
	<b>196,631</b>	<b>231,114</b>

# Accounts



## Schedule to the Accounts

	2009(£)	2008(£)
<b>Office Administration and Overheads</b>		
Printing, Post and Stationary	9,938	12,458
Photocopier	6,082	9,589
Subscriptions	466	373
Training	1,088	2,214
Cleaning	1,150	1,385
Premises Maintenance	819	73
Rent and Rates	33,154	29,330
Heat and Light	3,065	1,503
Telephone	5,007	5,294
Accountancy	3,600	3,600
Fundraising	13,691	13,325
Advertising (staff vacancies)	6,650	1,598
Travel	3,095	3,650
Sundry Office expenses	5,430	10,198
Publications	1,971	0
Equipment	0	1,447
IT Support	4,409	3,670
	<b>99,614</b>	<b>99,707</b>

A full set of audited accounts are available on request from:  
BAND Ltd, FREEPOST 9362, Bristol, BS2 9BR

# Thanks to Funders

---



**BAND would like to extend thanks to all the organisations and agencies that have provided us with valuable funds, enabling us to continue and expand the work that we do. Special thanks goes to:**

- Bristol City Council Early Years and Childcare Service
- Bristol City Council Community Development Division
- Good Neighbours Trust
- Mr and Mrs Pye's Charitable Settlement
- Rolls Royce Fund
- Co-op Community Fund Scheme
- John James Bristol Foundation
- Leeds Building Society Charitable Trust
- Charlotte Marshall Charitable Trust
- Bristol Water
- Burges Salmon Charitable Trust
- Express Foundation (Quartet)
- Park Furnishers Charitable Foundation
- Roger Vere Foundation
- Coutts Charitable Trust

**BAND welcomes donations or sponsorship of any kind, please contact the office for further information or send a cheque to:  
BAND, Proving House, Sevier Street, St Werburghs, Bristol. BS2 9LB**

# BAND Supporters

---



## **BAND would like to thank the following individuals and organisations:**

*5 Star Cleaning Services – Pat, Sarah & Carter*

*Adrian Eggleshaw*

*Alison John - Disability consultant & trainer*

*Avon & Bristol Law Centre*

*Avon First Aid Consultancy & Training*

*Avon & Somerset Police - Child Protection Unit*

*BCAP – Bristol Community Accountancy Project*

*Bristol City Council – Extended Schools team*

*Bristol City Council - Early Years & Childcare Service*

*Bristol City Council - Early Years Advisory Teachers team*

*Bristol City Council - Child protection Training team*

*Bristol Family Information Service*

*Bristol International Airport – Fire Dept.*

*Children’s Scrapstore*

*Tutors - Jeanette Plumb, Daryl Dugdale, Doreen Baidoo, Iria Swindale, Mo Hand, Sue*

*Bailey, Tom Howard, Faith Bennett, Nicky Hutchinson, Hilary Smith*

*Computech – Bob Grainger*

*Felix Road Adventure Playground*

*Gillian Walker - database*

*Glastonbury Festivals and our team of volunteers*

*Hola Stationary Supplies – Emily & Mike James*

*Katy Noakes - newsletter designer / Nigel Seville - Badgemaker fixer*

*Kingsdown Printers - Rob Page*

*Play & Early Years Training Unit*

*Play Bristol - Lyn Casely & Claire Lainchbury*

*Playwork Partnerships - National Centre for Playwork Education (SW)*

*Poole Martin Ltd.*

*Profile Communications - Paul Norris*

*Prontaprint – Raj Bhatt*

*SARI*

*Volunteers - Michelle Snow & Cathy Ford*



# Staff & Committee Members

---

## Management Committee Members (elected Nov 08)

Catrin Richards (Chair)	Su Priest-Walker
Jill Bennett (Vice Chair)	Susan Kingdon
Pauline Allen (Treasurer)	Joe Brown
Sandra Meadows (Secretary)	Guy Dobson
Sue Russell	Helen O'Neill

## Staff Team

Paul Dielhenn	– Co-ordinator
Jenny Winfield	– Childcare Manager (maternity leave)
Julie Edwards	– Childcare Manager
Julie Bassett	– Childcare Manager (maternity cover)
Evelyn Morris	– Development & Support Worker
Michelle Smith	– Development & Support Worker (maternity leave)
Sarah Holway	– Development & Support Worker
Ellie Hookham	– Development & Support Worker (started Jan 09)
Haidi Haskins	– Development & Support Worker (started Nov 08)
Claire Lousie Symonds	– Development & Support Worker (started Oct 08)
Denise Quilty	– Development & Support Worker (Maintained Sector)
Marian Connolly	– Development & Support Worker (left May 08)
Rubina Akhtar	– Development & Support Worker (left May 08)
Elaine Hall	– Development & Support Worker (left July 08)
Annie Soffe	– Training Officer
Charlotte Lang	– Admin Manager
Jude Syed	– Administrative Assistant
Fenella Hemus	– Training Administrator (started Dec 08)
Ed Holder	– Training Administrator (left Nov 08)
Kate Williams	– Fundraising Officer



**Bristol Association for  
Neighbourhood Daycare Ltd**

Contact: The Proving House, Sevier Street, Bristol, BS2 9LB

Tel: 0117 954 2128

Fax: 0117 954 1694

Web: [www.bandltd.org.uk](http://www.bandltd.org.uk)

email: [admin@bandltd.org.uk](mailto:admin@bandltd.org.uk)

BAND are happy to provide the information in this report in other formats or languages. Please ask if you require a revised edition of the Annual Report.

**BANGLA**

ইংরেজী যদি আপনার মাতৃভাষা না হয় এবং আপনার অনুবাদের প্রয়োজন হয় তবে আমরা আপনার জন্য তার ব্যবস্থা করবো।

**CHINESE**

假如英文不是你的母語而你需要翻譯，我們可以為你安排。

**GUJARATI**

જો અંગ્રેજી તમારી માતૃભાષા નથી તો અમે તમને ગુજરાતીમાં અનુવાદ કરી આપશું .

**HINDI**

यद अंग्रेजी आपकी मातृभाषा नहीं है , और आपको अनुवाद की आवश्यकता जो हो तो हम आपके लिए इसका प्रबंध कर सकते हैं।

**PUNJABI**

ਜੇਕਰ ਅੰਗਰੇਜ਼ੀ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ (ਮਾਤ ਭਾਸ਼ਾ) ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿਚ ਟਰਾਂਸਲੇਸ਼ਨ (ਤਰਜਮਾ) ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੇ ਵਾਸਤੇ ਇਸ ਦਾ ਪਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

**SOMALI**

Haddii aanu afka ingriisigu ahayn luqadaada koowaad oo aad u baahantahay turjumaad in luguu turjumo waanu kuugu yeedhi karaa.

**URDU**

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے ہم اس کا بندوبست کر سکتے ہیں

**VIETNAMESE**

NEU TIENG ANH KHÔNG PHẢI LÀ TIENG MẸ ĐÈ CỦA BẠN VÀ BẠN CẦN BẢN DỊCH THÌ CHÚNG TÔI CÓ THỂ KIỂM CHO BẠN MỘT BẢN