

ROTA DUTY LIST FOR LITTLE ACORNS 2010

Team 1	Sandra Barrow, Clare Waldron, Christie Burnett, Karen Wilson
Team 2	Jackie Smith, Amanda Palmer, Kirsty Crowe, Jo Stokes
Team 3	Louise Chivers, Alyson Garland, Audra Pickering, JS assistant (tbc)
Team 4	Lucy House, Jackie Ryan, Jacqui Wenban

The rota will be a rolling rota, so will go as follows:

DATE	TEAM	DATE	TEAM	DATE	TEAM
Jan 15 th	1	May 21 st	2	Sept 24 th	3
Jan 22 th	2	May 28 th	3	Oct 1 st	4
Feb 5 th	3	June 11 th	4	Oct 8 th	1
Feb 12 th	4	June 18 th	1	Oct 15 th	2
Feb 26 th	1	June 25 th	2	Oct 22 nd	3
Mar 5 th	2	June 26 th	3	Nov 5 th	4
Mar 12 th	3	July 2 nd	4	Nov 12 th	1
Mar 19 th	4	July 9 th	1	Nov 19 th	2
Mar 26 th	1	July 16 th	2	Nov 26 th	3
Apr 23 rd	2	July 23 rd	3	Dec 3 rd	4
Apr 30 th	3	Sept 3 rd	4	Dec 10th	1
May 7 th	4	Sept 10 th	1	Dec 17th	everyone
May 14 th	1	Sept 17 th	2		

Please note the following:

- As a member of Little Acorns, I acknowledge that I must pay my membership/group subs in advance per term/monthly.
- That to remain a member of Little Acorns you must do your rota duty.
- If you fail to either pay or turn up for your rota duty you will not be able to attend group any more.

Duty activities when on rota:

- Turn up by 9:15/ 9:30
- Set up toys
- Run the activity (of own choice, you can use Little Acorns stuff or get reimbursed with a receipt)
- Make refreshments and wash up
- Clear away toys put back into the storage areas
- Sweep the floor
- Check lights are off and toilets flushed
- Everyone left by 11:30ish.

Cakes for adults will be sold at 50p per slice and children will be able to have a biscuit for 10p per child to help raise funds at the moment. If your child is not able to have a biscuit or it is your/parents wishes that they do not partake in a biscuit then please feel free to bring along an acceptable snack for your child/children.

Everyone is expected to help with the tidying up each week even when not on duty, if we all muck in, its done in a jiffy.

If you are unable to attend on your rota day, **it is your responsibility to arrange to swap with another childminder.**

If on the day you are unable to attend (due to illness, running late etc.), **it is your responsibility to try and contact someone else as soon as possible to swap.**

If you are unable to find someone to swap then you must contact one of the committee members **AND turn up for duty the following week.** It is expected that at some point we will all have children with us that will need extra attention which can put pressure on us especially when it's our rota duty. If it is not possible for you to do setting up and clearing away, please try to arrange with a friend to share the duty (i.e. one sets up and one clears away).