

2018/19

Early Learning and Childcare 3 + 4 year olds

CHILDREN & YOUNG PEOPLE'S SERVICES

INFORMATION FOR PARENTS
APPLICATION GUIDANCE



Please complete only one application per child (unless applying for a split placement)

Enrolment week for children to start Early Learning and Childcare is 5 - 9 March 2018

What is Early Learning and Childcare?

Early Learning and Childcare (ELC) is about learning and development through play, exploring and having fun.

Your child will be encouraged to develop their learning journey with others and on their own, choosing from a wide range of experiences and activities. Evidence shows that high quality ELC makes a significant positive impact on outcomes for children.

What are funded (free) hours?

These are free hours funded by the Scottish Government for your child to attend an ELC Provider.

The hours are available from providers who have been entered onto Scottish Borders Council's Framework Agreement to provide funded Early Learning and Childcare.

How many funded hours is my child entitled to?

Currently:

All three and four year olds are entitled to up to 600 hours of funded ELC each year; this is allocated on a pro-rata basis depending on when children start throughout the year.

Depending on the ELC Provider you choose to send your child to, the hours can be taken between 38 and 50 weeks a year.

A year is defined as a school year, so begins in August

- If your child attends over a School Term Time (38 weeks per year) this equates to up to 16 hours per week
- If they attend a provider for 50 weeks per year this is equates to up to 12 hours per week

Parents can take as many or as few of the funded hours as they wish within a framework of no less than 2½ hours per day, no more than 8 hours per day (16 hours per week) and no less than 38 weeks per year

From 2020:

The Scottish Government has committed to increase the number of funded hours for all three and four year olds from 600 hours to 1140 hours by August 2020.

- School Term Time (38 weeks per year) this is equivalent of up to 30 hours a week
- Over 50 weeks per year this is equivalent of up to 23 hours a week

Parents can take up as much or as little of these funded hours as they wish within a framework of no less than 2 ½ hours per day, no more than 8 hours per day (30 hours per week) and no less than 38 weeks per year

Phasing in the 1140 hours – What you need to know

As we move towards 2020 all local authorities are phasing in 1140 hours in some areas. Scottish Borders Council offered 1140 hours in seven schools in the last year and will continue to phase-in catchment areas as funding is released from the Scottish Government. All areas will be phased in from August 2020 when the legal entitlement changes. The order of phasing has been decided using the Scottish Borders Child Poverty Index.

August 2018

Parents whose address lies in the primary school catchment area listed below, will be able to access 1140 hours at the school nursery within these catchment areas or any funded provider of their choice. (Check with providers what they can offer). Parents can choose to have their child with only one provider or have split/ blended placements across providers.



Primary School Catchment areas:
Greenlaw Primary School
Chirnside Primary School
Coldstream Primary School
Coldingham Primary School
Eyemouth Primary School
Langlee Primary School
Burnfoot Community School
Trinity Primary School
Yetholm Primary School
Walkerburn Primary School
Philiphaugh Community School
Kirkhope Primary School

What these changes may mean for you?

- All 3 and 4 year olds are currently entitled to 600 hours of funded ELC each year.
- From August 2020 all 3 and 4 year olds will be entitled to 1140 hours of funded ELC each year.
- If you live in a school catchment area listed in the table above, your child will be able to access up to 1140 hours from August 2018.

When is my child eligible and when can they start?

Children born between 1st March 2014 and 29th February 2016 will be entitled to funded Early Learning and Childcare (ELC) from August 2018.

4 year olds – (ELC4)

All children born between 1 March 2014 and 28 February 2015 are entitled to ELC from **August 2018**.

3 year olds – (ELC3)

Children born between 1 March 2015 and 29 February 2016 are entitled to Scottish Government funded ELC hours from the term after their 3rd birthday. These funding dates are set by the Scottish Government. See table below.

ELC3 Birth Dates	Funding start date
1/3/15 – 31/8/15	August 2018
1/9/15 – 31/12/15	January 2019
1/1/16 – 29/2/16	April 2019

If your child was eligible for a funded 2 year old place, the funding will remain in place until the child's ELC3 funding begins even if your circumstances change.

Where and how can I take these hours?

Scottish Borders Council currently delivers Early Learning and Childcare (ELC) through school and funded partner providers. Where possible all eligible children will be allocated a place with their preferred Provider, however we cannot guarantee this will be the case. Therefore it is important to complete the 'other choice' in section 1 of the application form.

ELC hours can be taken in a variety of ways depending on the Provider.

School nurseries

There are currently 48 schools who deliver ELC.

- 37 schools provide 600 hours. They offer sessions of 3 hours and 10 minutes per day. This is usually a morning or afternoon space however, some can offer 2 sessions in one day and some offer wraparound childcare.
- 12 schools provide 1140 hours. They offer asymmetric places which are open the same time as the primary school. Parents can opt to take some or all of these hours.

Funded Providers

There are currently 36 funded providers who deliver ELC. (This may change as providers join or leave the Framework).

Funded providers are a mix of private nursery settings, voluntary nursery / playgroup settings and childminders. They may be able to offer more flexible options such as longer days (up to 8 hours per day) or more than 38 weeks



Please state the specific days and hours you would like your child to attend.

This should be done once you have spoken to your preferred provider to find out the options of hours available.

Section 7 of the application form

a) 600 hours:

Guidance states funding is available between 2 ½ hrs and 8 hrs per day with no more than 16 funded hours a week during term time.

b) 1140 hours

Most schools offering the extended hours will follow the asymmetric week, the same as the school and will finish at lunchtime on a Friday.

Schools offering hours over 50 weeks, will offer long morning or afternoons (up to 5 ½ hrs per day), on the application please indicate your preference of days and sessions

If you are applying to a Funded Provider please indicate your preferred start and end time, based on the hours the individual provider can offer.

A list of all Providers can be found on page 8

Parents can take as many or as few of the funded hours as they wish within a framework of no less than 2½ hours per day, no more than 8 hours per day and no less than 38 weeks per year

Please note: As there are more Tuesday, Wednesday and Thursday's through the year, if you choose to take the majority of your funded hours on these days the hours will be used up before the end of the year and you may be liable for payment of any hours above the statutory entitlement.

Split / Blended placements

Scottish Borders Council recognises that families have a variety of needs and preferences for accessing ELC. Parents, therefore, can apply for a place in more than one setting through a split or blended placement. Parents specify how they wish the hours to be split between the settings. However, the allocation of these places will be dependent on all the settings being able to offer the hours requested.

If you intend to do this, please submit an application to each setting clearly stating (on each application form) where and how you would like the hours split e.g. Mon. Tues am in a school setting Wed – Fri pm with a Funded Provider (school, nursery, playgroup or childminder)

If your child is in an expanded school catchment area, you will be able to use the 1140 hours across all funded providers that are offering the extended hours.

600 hrs and 1140 hours

600 hours - Parents can apply to any provider and receive 600 hours ELC.

1140 hours - Children who live in the phased school catchment area can apply to phasing school nurseries or any funded provider of their choice. If you chose a school nursery which is not phasing a split placement will be required to access up to 1140 hours as non-phasing schools can only offer 600hrs. Split placements can be accessed with any providers.

4 year old children who attended a phased school nursery (as a 3 year old) in August 2017 will continue to access 1140 hours in August 2018. They can take these hours at the school nursery or any funded provider of their choice.

Please Note: Attending an ELC place at a Primary School outside your child's catchment area will not give priority or guarantee a place in that school in Primary 1

Wraparound Childcare

These are hours over and above a child's funded ELC hours, where available, and parents will be charged a fee. Wraparound is available in a number of our funded providers and in some of our school settings.

Free School Meals

Free lunches will be available to eligible families in schools and funded providers when a child attends a funded ELC place over the mid-day period. This is dependent on parents being in receipt of an eligible benefit. Application forms will be issued in due course as required.

www.scotborders.gov.uk/freeschoolmeals

Children attending an 1140 hours provider will automatically receive a free lunch.

Transport

There is **no entitlement** to transport to and from Early Learning and Childcare provision.

Enrolment process

1. Application packs are available from any school or funded provider setting on the attached list, or from www.scotborders.gov.uk/elc
2. Applications for ELC must be handed into your first choice setting by **9th March 2018**.
If you intend to split the hours or take up a blended placement with more than one setting an application must be submitted to each provider.
3. Along with the application, parents / carers must take along the child's birth certificate and proof of your address (Council Tax Bill, Child Benefit letter, Bank Statement, Utility Bill)
Please note we will be unable to accept your application unless all information is provided.
We are unable to enrol your child with a different name to that on their birth certificate.
4. Parents / carers will be informed of their allocated places by the end of April 2018.

Allocation of places

Where possible all eligible children will be allocated a place with their preferred Provider, however we cannot guarantee this will be the case. Therefore it is important to complete the 'other choice' in section 1 of the application form.

School settings

Places will be allocated according to the following list of criteria:

1.	Children considered in need or receipt of statutory care and protection measures Children supported by significant multi-agency involvement Children referred by educational psychologist
2.	Children continuing in the same nursery (including approved deferred entry by Scottish Borders Council)
3.	Children who were eligible from age 2 (ELC2 moving to ELC3)
4.	Children with sibling in the nursery or school (oldest first)
5.	All other eligible children who reside in Scottish Borders (oldest first)
6.	Children who reside out-with Scottish Borders Council (oldest first). Children will be offered a place in accordance with any agreement between their own local Council and Scottish Borders Council.

Funded Providers will have their own admissions policies which will be available on request.

Data Protection

To comply with legislation, Scottish Borders Council's Children & Young People's Services are trying to ensure that all parents / carers who are entitled to receive relevant information are given the opportunity to do so.

Where the child's parents are not living together, it would be helpful if you could provide the names and addresses of any other parties such as a natural parent who may be entitled to receive ELC information. Please note that parties such as divorced parents or unmarried fathers shall only be refused access to information in limited circumstances. These include circumstances where to disclose information would in the opinion of the Children & Young People's Services cause significant distress or harm to the child or another person. The existence of Court Orders preventing access to information being given will also be taken into account.



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Dear Parent or Guardian

Childsmile Toothbrushing Programme

Childsmile is a national programme designed to improve the oral health of children in Scotland. Research tells us that brushing at least twice a day with fluoride toothpaste can help prevent tooth decay. To support this, Childsmile has developed a national daily supervised toothbrushing programme to take place in the nursery or school setting, **in addition** to brushing at home.

What does the toothbrushing programme involve?

- Children are given their own toothbrush showing a symbol which matches a corresponding symbol on a storage system and wall chart.
- Every day they will be supervised brushing their teeth with their own toothbrush and fluoride toothpaste supplied by the programme.
- All nurseries and schools participating in the toothbrushing programme will follow the National Standards for Toothbrushing.
- We monitor the toothbrushing programme to ensure we provide a good level of service.

For more information about the toothbrushing programme and its standards visit

www.child-smile.org

Supervised toothbrushing

Children are supervised in the programme because young children need help with toothbrushing on a daily basis. At home, children should be encouraged to toothbrush themselves, but they will still need help and should be supervised with daily toothbrushing. This will help to ensure that they brush well and do not swallow toothpaste. Children who swallow too much toothpaste over a long period of time can develop white spots on their teeth. This is not tooth decay. The risk of developing white spots as a result of the toothbrushing programme is very small.

What do I need to do next?

Your child will be enrolled in the toothbrushing programme automatically at their nursery or school. You do not need to do anything. However, **if you do not want your child to take part** in the Childsmile toothbrushing programme please write to your child's nursery or school **within two weeks** of receiving this letter. You can of course change your mind at any time. If you have any questions please contact Alison Forsyth, Childsmile Coordinator, 01896 824512.

Yours sincerely

The Childsmile Team at NHS Borders