

2019/20

Early Learning and Childcare 3 + 4 year olds

CHILDREN & YOUNG PEOPLE'S SERVICES

INFORMATION FOR PARENTS APPLICATION PACK



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

Enrolment week for children to start Early Learning and Childcare is 14th Jan 2019

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?

There is no charge to the parent/carer for funded ELC. The hours your child is entitled to must be provided free of charge, regardless of the setting you choose to send your child to (providing that setting is either a local authority nursery or is a setting which is on the Council's Framework of ELC providers).

You cannot be charged any sort of supplement or be required to pay for any additional hours/services unless you have chosen to purchase these.

You may however be asked for a contribution of around £2.50 per week to pay for snacks.

Funded hours are available from any provider who has 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 currently 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 in Scotland are phasing in 1140 hours. Scottish Borders Council offered 1140 hours in 15 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 2019

Parents whose home postcode is in a school catchment community listed below, will be able to access 1140 hours at the school nursery within these school catchment communities 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.



Cluster	Primary School Catchment
Berwickshire	Chirnside
	Coldstream
	Duns
	Greenlaw
Earlston	Earlston
	Lauder
	Newtown
Eyemouth	Ayton
	Coldingham
	Eyemouth
	Reston
Galashiels	Balmoral
	Burgh
	Fountainhall/ Heriot
	Glendinging
	Langlee
	St Peter's
	Tweedbank

Cluster	Primary School Catchment
Hawick	Burnfoot
	Drumlanrig
	Newcastleton
	Stirches
	Trinity
	Wilton
Kelso	Broomlands
	Edenside
	Ednam
	Morebattle
	Yetholm
Peebles	Broughton
	Kingsland
	Newlands
	Walkerburn
	St Ronan's **
Selkirk	Kirkhope
	Philiphaugh
	Knowepark
	Lilliesleaf

1140 hours is also accessible at St Margaret's RC School in Galashiels, as well as the new nursery provision in Yetholm Primary School from August 2019

** St. Ronan's Primary School Peebles, will be able to offer expanded hours from October 2019.

From August 19 you will be able to access expanded hours from other providers offering the expanded hours or by splitting hours between more than one provider which may include up to 600 hours at St Ronan's

School catchment community due to expand through school year 2019/20

- Jedburgh - new school - April 2020

Please Note – Should you move house throughout the year and your new address does not lie in an expanded school catchment community, then the hours your child can access will revert to the Scottish Government entitlement of 600 hours

When is my child eligible and when can they start?

Children born between 1st March 2015 and 28th February 2017 will be entitled to funded Early Learning and Childcare (ELC) from August 2019.

4 year olds – (ELC4)

All children born between 1st March 2015 and 29 February 2016 are entitled to ELC from **August 2019**.

3 year olds – (ELC3)

Children born between 1st March 2016 and 28th February 2017 are entitled to Scottish Government funded ELC hours from the term after their 3rd birthday. These funding dates are set by the Scottish Government.

Funding Start Date		ELC4 - 4 year olds born between	ELC3 - 3 year olds born between
50 weeks	School Term Time		
5/8/19	20/8/19	1/3/15 – 29/2/16	1/3/16 – 31/8/16
6/1/20	6/1/20		1/9/16 – 31/12/16
6/4/20	20/4/20		1/1/17 – 29/2/17

If your child was eligible for a funded 2 year old place, the funding will remain in place until your 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 able to access 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

From August 2019 there will be 50 schools delivering ELC.

- 9 schools will provide 600 hours. They offer sessions of 3 hours and 10 minutes per day. This is usually morning or afternoon places however, some can offer 2 sessions in one day and some offer wraparound childcare. Your child would receive 15 hrs 50 mins per week.
- 39 schools will provide 1140 hours
 - 35 of these will offer asymmetric places during over term time (38 weeks) the same as the primary school. With this option your child would receive up to 30 hours per week.
 - 4 of these will be a Hub. The Hub will be open from 8am to 6 pm, up to 50 weeks of the year. This means that if you want to take your ELC hours over more than 38 weeks your child will be able to take term time hours in your local school nursery, and during in-service days and school holidays they would attend the Hub. With this option your child would receive up to 23 hours per week.

Funded Providers

There are currently 23 funded providers and 10 Childminders 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 and number of weeks 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 providers can be found before the application at the end of this document

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.

In preparation for the increase, SBC is phasing in the expanded hours in some areas of the Borders. This means that if you live in a School catchment community that is being expanded, your child can access the increased hours either in that school and/or with another provider.

If you move out of an expanded School catchment community, then your child will no longer be able to access the extended hours but will still be able to access their 600 hour entitlement

Please Note: Attending an ELC place at a Primary School outside your child's school catchment community 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

The Scottish Government is providing funding so that children accessing expanded ELC hours or are eligible for free school meals will receive a free meal if they access their funded place over the lunch time period (12 noon -1pm)

In school settings, these will be provided through the Council's catering service. The menus are based on the Primary School menu and have been developed to meet the Scottish Government's nutrition standards and provide a balanced yet nutritious meal.

Many other settings in the private and voluntary sectors, including childminders, are also able to provide nutritious and healthy lunches and you should speak to them directly to see what they are able to offer.

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 **18th January 2019**.
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 form, 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 setting 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 (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

Please note that the information provided on this form will be held on computer and in manual files for the purpose of registration and statistical analysis. This information may be passed to your own local authority if you do not reside within Scottish Borders Council boundaries. This information will be passed to relevant employees of Scottish Borders Council, and may be passed to NHS Borders for the purpose of arranging medical examinations.

To comply with legislation, Scottish Borders Council's Children & Young People's Services are trying to ensure that all parents or carers who are entitled to receive school information are given the opportunity to do so. To this end, where the child's parents are not residing together, it would be helpful if the parent or carer whom the child resides could provide the names and addresses of any other parties such as a natural parent who may be entitled to receive school 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.



NHS Borders
Oral Health Promotion Department
Rushbank
Newstead
TD6 9DA
Tel: 01896 824512

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

Office Use only (please tick)	600 hours	1140 hours	Funding start date	Aug 19	Jan 20	Apr 20
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Scottish Borders Council

EARLY LEARNING & CHILDCARE (ELC) APPLICATION FORM SESSION 2019/20

Please complete only one application per child (unless applying for a split placement - see section 7)

Please take this form to your first choice ELC provider along with the child's birth certificate. Proof of address (Council Tax Bill, Child Benefit letter, Bank Statement, Utility Bill or a Driving Licence) is also required.

1- Which Early Learning & Childcare provider do you wish your child to attend?

It is important that you give 2 choices of ELC you would like your child to attend. We are not able to guarantee a place at your first choice Provider but this allows us to take your other choice into account when offering an alternative place.

1)	
2) Please state other choice	

2- Child Details

Please note we are unable to enrol your child under any other name than the one on their birth certificate.

Forename(s)	Known As	
Surname		
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth
Child's Home Address This must be the address where the child resides		
Postcode	Home Telephone Number	

Office Use - Birth Certificate information

Scottish Certificate	District	Year	Entry
Other – please state country	Country	Number	

3- Family Details

Main Contact

Title	Full Name		
Email			
Address (if different from child's address)			
Postcode	Home number		
Work Number	Mobile number		
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Can collect from ELC	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to child		Emergency contact	Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact 2

Please provide alternative contact details of any other adult who can be contacted in an emergency.

Title	Full Name		
Email			
Address (if different from child's address)			
Postcode	Home number		
Work Number	Mobile number		
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Can collect from ELC	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to child		Emergency contact	Yes <input type="checkbox"/> No <input type="checkbox"/>

4- Health Visitor			
Name of Health Visitor		Telephone number	
GP practice or Health Centre			
5- Current Placement			
Please state which ELC Provider your child currently attends			
6- Is your child in receipt of a funded 2 year old place?			
Does your child currently receive a funded 2 year old place?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please state which ELC2 provider your child attends	



Please discuss with your preferred provider the days and times they have available before completing section 7

7- Hours Requested. Please complete either section A or B below depending on the number of hours you can access.					
600 hours available if your home address falls in the School catchment community of Ancrum , Channelkirk, Clovenfords, Cockburnspath, Denholm, Eddleston, Gordon, Melrose, Priorsford, Sprouston, Stow, St Boswells , Swinton, Westruther, West Linton, St Ronans (for placements Aug 19 to October 19)					
1140 hours available for those who live in all other school catchment communities.					
A. 600 Hours (Statutory entitlement). Available at ALL Early Learning and Childcare providers Over 38 weeks = 15 hrs 50 mins per week approx. Over 50 weeks = 12 hours per week approx. Max of 8 hours in one day. Please indicate days and preferred. NB. preferred days / times are subject to availability and cannot be guaranteed.					
	Mon	Tues	Wed	Thurs	Fri
Morning					
Lunch (providers offering wraparound)					
Afternoon					
Other – note times preferred					
Weeks per year (tick)	<input type="checkbox"/> 38 weeks (Term Time only)		<input type="checkbox"/> 50 weeks		<input type="checkbox"/> Other: _____ weeks
Please state reason for requesting these times	<input type="checkbox"/> Work commitments		<input type="checkbox"/> Training		<input type="checkbox"/> Childcare
	<input type="checkbox"/> Other – please state				
B. 1140 Hours (Statutory entitlement from August 2020) Over 38 weeks = 30 hours per week approx. Over 50 weeks = 23 hours per week approx. Max of 8 hours in one day. Please indicate days and preferences. NB. Preferred days / times are subject to availability and cannot be guaranteed.					
	Mon	Tues	Wed	Thurs	Fri
Asymmetric- hours are same as the school day, finishing at lunchtime on a Friday (38 weeks)					
Other - note times preferred					
Weeks per year (tick)	<input type="checkbox"/> 38 weeks (Term Time only)		<input type="checkbox"/> 50 weeks		<input type="checkbox"/> Other: _____ weeks
Please state reason for requesting these times	<input type="checkbox"/> Work commitments		<input type="checkbox"/> Training		<input type="checkbox"/> Childcare
	<input type="checkbox"/> Other – please state				
Example A – 38 weeks (30 hrs)		12-6pm	9-5pm	8-4pm	8-4pm
Example B – 50 weeks (23 hrs)	8-1pm	8-1pm	1-6pm	1-6pm	8-11am
Example C – 50 weeks (23 hrs)	8-4pm	8-4pm	8-3pm		

8- Split or Blended Placement					
Please Note - For Split / Blended placements you should submit an application to both providers					
Are you applying for a split placement with another Provider?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please state the name of the other ELC Provider			
	Mon	Tues	Wed	Thurs	Fri
Days and times requested at other Provider					

9- Siblings (Please give details of any siblings who already attend the ELC Provider or school)			
Name		Date of Birth	
Name		Date of Birth	

10- Child's Religion please tick any religious affiliation below										
Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Not Known <input type="checkbox"/>	None <input type="checkbox"/>	Other – please state	
If not stated above, please state religion here										

11- Ethnic Origin please tick the one category					
African – African / Scottish / British <input type="checkbox"/>	African – Other <input type="checkbox"/>	Asian – Bangladeshi / British / Scottish <input type="checkbox"/>	Asian – Chinese / British / Scottish <input type="checkbox"/>	Asian – Indian / British / Scottish <input type="checkbox"/>	Asian – Other <input type="checkbox"/>
Asian – Pakistani / British / Scottish <input type="checkbox"/>	Caribbean or Black- Other <input type="checkbox"/>	Caribbean or Black – Caribbean / British / Scottish <input type="checkbox"/>	Mixed or multiple ethnic groups <input type="checkbox"/>	White Gypsy / Traveller <input type="checkbox"/>	White – Irish <input type="checkbox"/>
White – Other British <input type="checkbox"/>	White – Scottish <input type="checkbox"/>	White-Other <input type="checkbox"/>	White - Polish – <input type="checkbox"/>	Other <input type="checkbox"/>	Other – Arab <input type="checkbox"/>
If not stated above, please state ethnic origin here:				Prefer not to say <input type="checkbox"/>	Not Known <input type="checkbox"/>

12- National Identity please tick the one category							
Scottish <input type="checkbox"/>	English <input type="checkbox"/>	Northern Irish <input type="checkbox"/>	Welsh <input type="checkbox"/>	British <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Not Known <input type="checkbox"/>	Other <input type="checkbox"/>
If not stated above, please state national identity here							

13- Asylum Status please tick if appropriate	
Asylum Status <input type="checkbox"/>	Refugee <input type="checkbox"/>

14- Main Home Language	
English as the main language	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tell us the main language spoken if not English	
Please state all Additional Languages	

15- Doctors Details			
GP Practice Name		Phone number	
Address			

16- Child Health Information					
Is your child registered with a dentist?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Concerns / Medical Conditions					
Does your child have any of the following medical conditions? Please tick the appropriate box(es) below.					
Asthma <input type="checkbox"/>	Anaphylaxis <input type="checkbox"/>	Epilepsy <input type="checkbox"/>	Eczema <input type="checkbox"/>	Migraine <input type="checkbox"/>	
Severe Allergies <input type="checkbox"/>		Bladder Problems <input type="checkbox"/>	Dietary Requirements <input type="checkbox"/>	Diabetes <input type="checkbox"/>	
Hearing <input type="checkbox"/>	Sight <input type="checkbox"/>	Co-ordination / movement <input type="checkbox"/>	Speech / language <input type="checkbox"/>	Behaviour <input type="checkbox"/>	Toileting <input type="checkbox"/>
Please provide detail and /or details of any other medical conditions or health needs e.g. medication, type of allergy					

17- Additional Support Needs	
Does your child have any additional support needs e.g. developmental delay, learning difficulty?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have a Child's Plan or Individualised Education Programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Professionals Involved with your child	
Service	Professional's name
Has there been a professional assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you provide copies of professional assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

18- Intended Primary School – Please note, if this is not your catchment school we cannot guarantee a place	
Which primary school do you intend to send your child to?	

Marketing Information To assist us with our marketing strategies please tick one of the following boxes indicating how you were informed of the application process				
Local press <input type="checkbox"/>	National Press <input type="checkbox"/>	Local Primary School <input type="checkbox"/>	Nursery / Childminder <input type="checkbox"/>	Friends /relatives <input type="checkbox"/>
Social Media <input type="checkbox"/>	Council Website <input type="checkbox"/>	Other, Please state		

19- Additional Information to Support your Application
Please list any additional information here (e.g. request for specific session time):

20- PHOTOGRAPHS / VIDEO + MEDIA CONSENT

Photographs and videos may be taken by the ELC provider as well as other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc.

The ELC provider your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. You can check with the ELC provider direct for further information on this.

The Local Authority wishes to ensure that you are aware of and understand such possible use of your child's image and that you have consented

Please note that the permission will remain in force during your child's ELC placement unless you write to the Provider and change the decisions below. If you have answer 'No' to any of the following questions you may find it helpful to contact the Head Teacher/Manager of the ELC provision to discuss the concerns you may have

Please indicate by ticking yes or no, which of the following you consent to

1. Your child being photographed / videoed by ELC provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Your child being photographed /videoed by the media?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Your child being in a Provider whereby other parties such as parents may include them in photographs or videos?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered no to any of the above, the ELC provider may wish to discuss your concerns with you further to ensure that necessary adjustments are put in place to enable your child to participate in events etc.		
4. Your child's photograph / video or image being publicly displayed / released by Local Authority staff, or staff in the Provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Your child's name being publicly displayed /released by the Local Authority, or staff in the Provider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Your child's photograph/video or image being publicly displayed /released by the media?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Your child's name being publicly displayed /released by the media?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

21- INTERNET RESPONSIBLE USE AGREEMENT

ELC providers use Internet resources as part of the curriculum. It is Policy of all not to allow unsupervised access to the Internet.

Do you consent to your son/daughter having Internet access in a supervised situation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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22- DATA SHARING

Please note that from time to time your child's data may be shared with the following parties:

1. The Scottish Government for examination, career guidance and monitoring purposes;
2. ParentPay, EPS and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
3. Groupcall to allow the school to communicate with you;
4. The National Health Service for health monitoring;
5. Netmedia to enable the online arrangement of parents evenings;(where appropriate)
6. Internal Scottish Borders Council departments to allow the provision of catering and transport.
7. Education Scotland for the provision of access to Glow Education site and provision of a Glow email account (where appropriate)

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose.

23- DECLARATION

I confirm that only one Scottish Borders Council application for an Early Learning and Childcare place has been submitted for my child and the information on this form to be correct to the best of my knowledge.

Signed (Parent/Guardian)

Date

For Setting/Office Use Only:

Check and tick	<input type="checkbox"/> Q1 is completed	Which Proof of address has been seen?	
	<input type="checkbox"/> Date of birth is the same as the birth certificate	<input type="checkbox"/> Utility bill	<input type="checkbox"/> Bank Statement
	<input type="checkbox"/> Name on the form is the same as the birth certificate.	<input type="checkbox"/> Driving Licence	<input type="checkbox"/> Child Benefit Letter <input type="checkbox"/> Council Tax Bill
	<input type="checkbox"/> No other application has been submitted (except for split / blended placements)	<input type="checkbox"/> Address on form is the same as the proof of address	
Date application received		Date Signed	
HT/ Manager / Childminder signature			