

EARLY LEARNING AND CHILDCARE (ELC) GUIDANCE NOTES

The Scottish Government are committed to support the expansion of Early Learning and Childcare by August 2020. This expansion will deliver 1140 hours per year to all children aged 3 and 4 as well as children aged 2 in receipt of certain benefits/criteria. During the next 3 years East Dunbartonshire Council will develop a phased approach to expansion across localities; ensuring quality remains at the heart of delivery.

You can apply for an ELC place for your child in any local authority establishment in East Dunbartonshire. We also work in partnership with private and voluntary providers to ensure that they have a sufficient number of places and a range of provisions available to meet the needs and preferences of you and your child. Placement at centres attached to a school does not guarantee a place in the primary school. All ELC provisions are non-denominational.

Children under 3

We provide a number of places for children under three years within our local authority centres. These places are allocated to children referred by Social Services, Health or Psychological Services. Places will also be offered to **eligible** 2 year-old children including those who are looked after or under a kinship care order and children whose parents/carers/guardians are in receipt of certain benefits (see links below for further information). Eligible children can use their funding in the term following their 2nd birthday. You can also purchase hours at selected centres - this will need to be discussed with your chosen centre.

More information on eligible 2 year olds can be found at:

<http://www.gov.scot/Topics/People/Young-People/early-years/parenting-early-learning/childcare> or www.earlylearningandchildcare.scot

Children aged 3 and 4

Currently all 3 and 4 year old children living in East Dunbartonshire are entitled to a maximum of 600 hours per year which equates to a maximum of 16 hours a week over 38 weeks term time.

This can be organised in the following ways:

- Five funded sessions at a local authority ELC centre: Each session being 3 hours 10 minutes; five days per week – morning or afternoon. Term time (38 weeks per year excluding five in-service days). All local authority ELC centres offer funded sessions;
- At an extended day term time ELC centre in the local authority. These centres offer a full day of learning and childcare during term time – you can purchase additional hours at a cost of £4.33 per hour.
- At an extended day and year ELC centre in the local authority. These centres offer a full day of learning and childcare up to 50 weeks per year – you can purchase additional hours at a cost of £4.16 per hour.

- At a partner centre – funded sessions or extended day and year. Partner centres must meet certain conditions of contract as outlined in the Council’s Admission Policy, e.g. high quality ELC, implementing child protection and health and safety policies. Partner centres benefit from training provided by East Dunbartonshire Council and they are inspected by the Care Inspectorate. In addition they are inspected by Education Scotland to ensure the correct curriculum is being offered. **Partner centres have their own admission and charging policies and you must secure a place directly with them before completing our registration form for funding.**

Please see appendices for more information.

Appendix 1 – Local authority centres providing places for 2 year olds.

Appendix 2 – Local authority centres providing places for 3 and 4 year olds.

Appendix 3 – Local authority centres providing holiday cover.

Appendix 4 – East Dunbartonshire primary school catchments and the ELC centres.

Appendix 5 – Partner centre information.

When will my child become eligible for early learning and childcare?

- All 4 year old children are entitled to a funded place.
- All 3 year old children are entitled to a funded place in the **term following** their 3rd birthday:
 - Children born between 1 March 2015 and 31 August 2015 can start in August 2018
 - Children born between 1 September 2015 and 31 December 2015 can start in January 2019.
 - Children born between 1 January 2016 and 29 February 2016 can start in April 2019.

How do I register my child and apply for a place?

You can apply using one of our online application forms using these guidance notes. If you are unable to complete the online application form you can request a paper copy by emailing earlyyears@eastdunbarton.gov.uk.

- If you have a 2 year old child please complete an [early learning and childcare registration form children aged 2, 3 & 4](#). **Applications for 2 year old places can be submitted throughout the year.**
- If you have a 3 or 4 year old child please complete an [early learning and childcare registration form children aged 2, 3 & 4](#). **The closing date for this is the 28th February.**
- If you have a 4 year old child returning to the same local authority centre please complete a [4 year old continuation form](#) (hyperlink). **The closing date for this is the 28th February.**
- If you have a 4 year old child returning to a partnership centre please complete an [early learning and childcare registration form children aged 2, 3 & 4](#) (hyperlink). **The closing date for this is the 28th February.**

If you have applied for an East Dunbartonshire Council (EDC) centre after the closing date, we cannot guarantee there will be a place available. If you have applied for a Partnership Centre after the closing date, approval of all late applications will be subject to available budget.

Please note: Proof of residency is required (if living within East Dunbartonshire). We require a copy of your Council tax bill **and** recent utility bill (within last 3 months). You will also be required to provide a copy of your child's birth certificate and, if applicable, proof of 2 year old eligibility and/or proof of guardianship. You can attach the evidence (this can be a photo taken on your smart phone) to the online application form or alternatively take it to your local **HUB** (hyperlink opens new page) quoting your application reference number.

How are places allocated?

The [Early Years Admission Policy](#) is available on the website and provides the details on how we allocate places. If there are insufficient places to meet the demand for an ELC centre, a ballot will be conducted to ensure fair allocation. It is not always possible to place all children in the centre of choice.

Holiday provision will be available within each locality in Extended Year Centres. Places will be allocated in line with the [Early Years Admission Policy](#). You should apply separately if you wish to use this provision. Please see appendix 3 for session times available at your preferred centre.

Further advice is available from Shared Services Education on 0300 123 4510 or by email earlyyears@eastdunbarton.gov.uk

Information required to complete the online form

Declaration

Please read the declaration carefully and complete the name field.

If you move home or your circumstances change after completing your application, you must inform us via earlyyears@eastdunbarton.gov.uk

Parent/carer/guardian details

You will need to provide your name and address. The person applying on behalf of the child should be the person with parental responsibility for them. Your contact details are vital: please ensure you include an up-to-date telephone number and email address.

Child details

You will need to provide your child's full name and address (this must be the address where your child normally lives. If you have shared custody, the principal address will be considered) date of birth, birth certificate number and sex. Please provide the name of any sibling(s) attending the centre at the point your child would be due to start. Advise us if the child is a twin, triplet etc. this will help us to allocate siblings to the same centre.

If applying for an eligible 2 year old

If you are eligible for a funded place please select all that apply from the list provided. You will need to print a verification form from our website or you can collect one at any of our Hubs (hyperlink) or at our ELC centres.

If you are in receipt of benefits you need to have the verification form stamped at Jobcentre Plus and return it by email it to earlyyears@eastdunbarton.gov.uk (this can be a photo taken on your smart phone), post it to Early Years, East Dunbartonshire Council Shared Services, Southbank Marina, Suite F4, 6 Strathkelvin Place, Kirkintilloch, G66 1XT or return it to any of our Hubs(hyperlink new window)

If you are in receipt of credits you will need to have the verification form stamped at any of our Hubs (hyperlink) and they will forward this information to us.

If you wish to split your funding between 2 centres for a child aged 3 or 4

Select the first and second centres and the days and the times you require from the dropdown list. If you chose to send your child to a centre that is in East Dunbartonshire, but is not in partnership with the Council then please provide the centre name. **Please note** that there is no funding available for this option.

If you chose to split your funding with a non EDC centre then please provide the name of the centre and how many of your funded hours you will be using.

Choice of centre

Select the first centre and centres and the days and the times you require from the dropdown list. You can select a second choice of centre if you wish.

Additional information

You may state a reason for your preference if you wish.

Appendix 1 - Children aged 2

Each centre has various opening hours please speak to your chosen centre for further information

Early Learning & Childcare Centre	Eligible Age 2 Term Time		Age 2 paid places - Extended Day Term Time								Age 2 paid places - Extended Day Extended Year														
	AM	PM	8 to 12	8 to 1	8 to 5	8 to 6	12 to 5	1 to 5	12 to 6	1 to 6	8 to 12	8 to 1	8 to 5	8 to 6	12 to 5	1 to 5	12 to 6	1 to 6							
			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Auchinairn Nursery *	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓															
Baljaffray Nursery																									
Castlehill Nursery Centre	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cleddens Learning & Childcare Centre	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clober Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Colquhoun Park Primary School Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Craighead Primary School Nursery																									
Gartconner Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Hillhead Nursery Centre	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Holy Family Primary School Nursery											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Killermont Primary School Nursery											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lennoxton Nursery *	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓							
Lenzie Meadow Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Meadowburn Gaelic Nursery											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Meadowburn Nursery											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Milngavie Nursery											✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Torrance Primary School Nursery																									
Twechar Primary School Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* 1140 hours pilot – please speak to the centre for more information

Appendix 2 – Children aged 3 and 4

Each centre has various opening hours please speak to your chosen centre for further information

Early Learning & Childcare Centre	Age 3 and 4 Funded Sessions		AGE 3 AND 4 Extended Day Term Time								AGE 3 AND 4 Extended Day Extended Year							
	AM	PM	8 to 12	8 to 1	8 to 5	8 to 6	12 to 5	1 to 5	12 to 6	1 to 6	8 to 12	8 to 1	8 to 5	8 to 6	12 to 5	1 to 5	12 to 6	1 to 6
Auchinairn Nursery *	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓
Baljaffray Nursery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Castlehill Nursery Centre	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓
Cleddens Learning & Childcare Centre	✓	✓									✓	✓	✓	✓	✓	✓	✓	
Clober Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	
Colquhoun Park Primary School Nursery	✓	✓																
Craighead Primary School Nursery	✓	✓																
Gartconner Nursery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Hillhead Nursery Centre	✓	✓									✓	✓	✓	✓	✓	✓	✓	✓
Holy Family Primary School Nursery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								
Killermont Primary School Nursery	✓	✓																
Lennoxton Nursery *	✓	✓									✓	✓	✓	✓	✓	✓	✓	
Lenzie Meadow Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	
Meadowburn Gaelic Nursery	✓																	
Meadowburn Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	
Milngavie Nursery	✓	✓									✓	✓	✓	✓	✓	✓	✓	
Torrance Primary School Nursery	✓	✓																
Twechar Primary School Nursery	✓	✓																

*1140 hours pilot – please speak to the centre for more information

Appendix 3 – Holiday Provision

NURSERY	Holiday Provision (not funded)							
	8 to 12	8 to 1	8 to 5	8 to 6	12 to 5	1 to 5	12 to 6	1 to 6
Auchinairn Nursery								
Baljaffray Nursery								
Castlehill Nursery Centre	✓	✓	✓	✓	✓	✓	✓	✓
Cleddens Learning & Childcare Centre	✓	✓	✓	✓	✓	✓	✓	✓
Clober Nursery	✓	✓	✓	✓	✓	✓	✓	✓
Colquhoun Park Primary School Nursery								
Craighead Primary School Nursery								
Gartconner Nursery								
Hillhead Nursery Centre	✓	✓	✓	✓	✓	✓	✓	✓
Holy Family Primary School Nursery								
Killermont Primary School Nursery								
Lennoxtown Nursery								
Lenzie Meadow Nursery	✓	✓	✓	✓	✓	✓	✓	✓
Meadowburn Gaelic Nursery								
Meadowburn Nursery								
Milngavie Nursery								
Torrance Primary School Nursery								
Twechar Primary School Nursery								

Appendix 4 – Local authority ELC centres offering funded sessions during term time

For the purposes of allocating funded sessions East Dunbartonshire has been split into geographical areas defined by the catchment areas of the primary schools. The table below shows which ELC centres you would be most likely to attend based on your non-denomination catchment primary school.

Catchment Primary School	Local authority ELC centre
Colquhoun Park and Westerton	Colquhoun Park
Lennoxton	Lennoxton
Craighead	Craighead
Lairdsland and Millersneuk	Holy Family
Bearsden and Killermont	Killermont
Baldernock and Torrance	Torrance
Twechar	Twechar
Baljaffray and Mosshead	Baljaffray
Castlehill	Castlehill
Thomas Muir and Wester Cleddens	Cleddens or Auchinairn depending on home address
Clober and Craigdhu	Clober
Gartconner and Oxgang	Gartconner
Harestanes and Hillhead	Hillhead
Lenzie Meadow	Lenzie Meadow
Balmuildy and Meadowburn	Meadowburn
Milngavie	Milngavie

Roman Catholic Primary School	ELC centre (dependent on home address)
Holy Trinity	Gartconner, Hillhead, Twechar or Craighead
Holy Family	Holy Family, Lenzie Meadow or Gartconner
St Helen's	Auchinairn or Cleddens
St Matthew's	Auchinairn, Cleddens or Meadowburn
St Joseph's	Milngavie, Baljaffray or Clober
St Andrew's	Baljaffray, Castlehill, Colquhoun Park or Killermont
St Machan's	Torrance, Lennoxton, Craighead or Milngavie

Any child living in East Dunbartonshire can attend Meadowburn Gaelic (open mornings only)

Appendix 5 – Partner centres

Bearsden/Milngavie/Torrance Areas		
Nursery	Address	Telephone
Baldernock Playgroup	Baldernock PS School House, Balmore, Torrance G64 4AS	0141 955 2343
The Bearsden Nursery	50a Drymen Rd, Bearsden, G61 2RH	0141 942 9499
Bearsden South Church Nursery	Bearsden South Church, 61 Drymen Rd, Bearsden, G61 2SU	07811 915 357
Buchanan Nursery	3 Grampian Way, Bearsden, G61 4SP	0141 570 0133
Canniesburn Nursery	10 Switchback Rd, Bearsden, G61 1QN	0141 942 9221
Glasgow Academy Milngavie	Mugdock Rd, Milngavie, G62 8NP	0141 956 3758
The High School of Glasgow Junior School	27 Ledcameroch Rd, Bearsden, G61 4AE	0141 942 0158
The Hillfoot Nursery	200 Milngavie Rd, Bearsden, G61 3DH	0141 942 0383
Maxholme Playgroup	Bearsden Baptist Church, 14 Roman Rd, Bearsden, G61 2SL	0141 942 3508
Mosshead Pre School & Playgroup	Bearsden Ski Club, The Mound, Stockiemuir Road, Bearsden, G61 3RS	07341 134 851
New Kilpatrick Nursery	New Kilpatrick Old Church Halls, Douglas Place, Bearsden, G61 3SH	07713 742 311
St Joseph's Nursery	North Campbell Ave, Milngavie, G62 7AA	0141 563 9700
Westerton Nursery	Westerton Community Halls, 82 Maxwell Ave, Bearsden, G61 1NZ	07804 968 939
Bishopbriggs Area		
Bishopbriggs Childcare Centre	South Crosshill Rd, Bishopbriggs, G64 2NN	0141 762 0080
Bishopbriggs Village Nursery	Cadder South Church Halls, Kirkintilloch Rd, Bishopbriggs, G64 2LS	07908 065 079
Happitots Day Nursery	28 Colston Drive, Bishopbriggs, G64 2AZ	0141 772 4708
Happy Days - Bishopbriggs	147 Balmuildy Rd, Bishopbriggs, G64 3HD	0141 772 6142
Kirkintilloch/Lenzie/Milton of Campsie/Lennoxton Areas		
Cedar Nursery	Cedar Dr, Lenzie, G66 4RD	0141 775 3967
Craighead Childcare Centre	Craighead CE Centre, Craighead Road, Milton of Campsie, G66 8DL	01360 312 276
Happy Days Nursery	4-18 Ledgate, Kirkintilloch, G66 1PZ	0141 776 3003
Kidsplay Childcare	12-15 Lower Whitegates, Lenzie Road, Kirkintilloch, G66 3BQ	0141 776 3003
Merlwood Nursery	Scout Hall, Millersneuk Court, Lenzie, G66 5JD	07808 444 186
Riverside Childcare	Unit 4, Kirkintilloch Industrial Estate, Milton Rd, Kirkintilloch, G66 1SY	0141 777 7773
St Mary's Nursery	St Mary's Parish Church, Cowgate, Kirkintilloch, G66 1JT	0141 775 1166
Tender Loving Childcare	5 Hillhead Rd, Kirkintilloch, G66 2HA	0141 578 0500