

## Applying for an Early Learning and Childcare place in East Dunbartonshire Parent/Carer Guide

East Dunbartonshire Council is committed to providing high quality, flexible early learning and childcare that is accessible and affordable for all families.

In Scotland, all children aged three and four, and eligible children aged two, have a statutory entitlement to 1140 hours of funded early learning and childcare per year. Children will receive a funded meal, milk, and snacks whilst attending their funded hours. The Scottish Government [Early Learning and Childcare Statutory Guidance](#) supports Local Authorities to exercise their functions in relation to the delivery of early learning and childcare from 1 August 2021.

The Council delivers the funded hours from local authority Early Years Centres, and works in partnership with providers of early learning and childcare in the private, voluntary and independent sectors, including Childminders.

All allocations for local authority early years centres are made in line with the EDC Early Years Admissions Policy. This Policy and the online application forms listed below are available on the EDC Early Years website: <https://www.eastdunbarton.gov.uk/residents/schools-early-years-centres-and-learning/early-years>

### When - and how - do I apply for a place for my child?

➤ **My child is two:**

**I would like to apply for a funded two-year-old place:** Two year olds can start receiving funding early under a few different circumstances, including if they are in the care of the local authority or if their household is already receiving certain benefits. The EDC Early Years webpage has the most up-to-date qualifying criteria set out under the FAQs section.

**I would like to apply for a paying two-year-old place at a local authority early years centre:** Some local authority early years centres have two-year-old spaces available for purchase. This can fluctuate each year depending on demand for funded places.

- **My child is turning three between 1<sup>st</sup> August and 31<sup>st</sup> July next year; or**
- **My child is new to the area; or**
- **My child is returning to a different early years centre for their four-year-old place; or**
- **My child attends an early years provider in a different Council area**

Apply using the online **new three or four year old place** application form on the EDC Early Years webpage. This online form covers applications for local authority and funded provider early years centres and Childminders.

Applications open around the 7<sup>th</sup> January each year and close on the 28<sup>th</sup> February. Any applications made after 28<sup>th</sup> February are considered as 'late applications' and are processed after the applications made on time.

The form will ask you to upload your child's birth certificate, your Council Tax notice and a proof of home address – so it will be good to have this to hand prior to starting the application.

**Please note:**

- You will not need to re-apply for your child's four-year-old place if you live within EDC, your child attends an early years centre/Childminder in EDC and your child is returning to the same early years centre/Childminder for their four year old place.
- If your child's 3<sup>rd</sup> birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> July, they will be entitled to more than two years funded early learning and childcare. You will be required to submit this application form for the March to July funded place, then submit another application for their full two year funding for their three and four-year-old place.
- If your child's birthday falls within a holiday period, their funded place commences from the first day of the next funding period.

➤ **My child is returning to the same local authority early years centre for their four-year-old place, and I wish to request a new pattern of attendance:**

Apply for this using the online **Early Years Alteration Request** (local authority early years centres only). Your request will be considered and your early years centre will confirm if it can be accommodated.

➤ **My child is already attending a local authority early years centre and I wish to make a change to their pattern of attendance:**

Apply for this using the online **Early Years Alteration Request** (local authority early years centres only). Only one change will be permitted per term, as per the EDC Early Years Admissions Policy. Your request will be considered and your early years centre will confirm if it can be accommodated.

➤ **How do I tell the Council about a change of details for my child?**

You can use the online **Early Years Alteration Request** (local authority early years centres only). Your early years centre will be in touch with you on receipt of your form submission.

➤ **I wish to submit information or evidence to my child's early years centre**

You can use the online **Early Years Alteration Request** (local authority early years centres only). Your early years centre will be in touch with you on receipt of your form submission.

## What hours can my child attend early learning and childcare?

### ➤ Local Authority Early Years Centres (EYC)

Almost all local authority early years centres deliver the 1140 hours entitlement over an extended day, extended year provision. Children attend five blocks of four hours and forty-five minutes per week, over 48 weeks per year. Examples of this could be five mornings or five afternoons per week, or two full days and one half day. EYCs are listed on the Council website. Craighead EYC and Meadowburn Gaelic EYC deliver the 1140 hours entitlement over 9am-3pm, term time. Allocations are made in line with the EDC Early Years Admissions Policy. Whilst the Council endeavour to accommodate your requested centre and pattern, this is not always possible. Therefore, it is important to note a second choice early years centre on your application form.

**What if I need more than the funded provision, and I wish to purchase additional sessions?** Where there is capacity, all extended day, extended year centres will offer wraparound care. Any additional hours (or part thereof) is chargeable at an hourly rate – please check the EDC website for the most up-to-date rate information (detailed under the FAQs). Parents/Carers can request additional wraparound hours when making their application; if this request can be accommodated at the early years centre:

- A contract detailing fees will be issued. Parents/Carers will be required to sign and return their contract prior to their child starting their place.
- Contracted hours will begin one week after funded hours begin, to facilitate a settling in period.

### CHARGING INFORMATION

- Provision is based on 48 weeks – this is 52 weeks minus the days the service is closed for public holidays and in-service days.
- The hourly rate is subject to annual change and the most up-to-date rates can be found under the FAQs section of the East Dunbartonshire Early Years website.
- A 15% discount is applied to the oldest child, or two oldest children, if you have two or three or more children respectively attending.
- A 10% discount is applied for any child attending a full time place (five days, 8am-5pm or 8am-6pm).
- A maximum of ten hours funding can be used per day and must be taken as per the delivery model below (half or full days). Wraparound charges apply for any hours out with the child's funded hours.

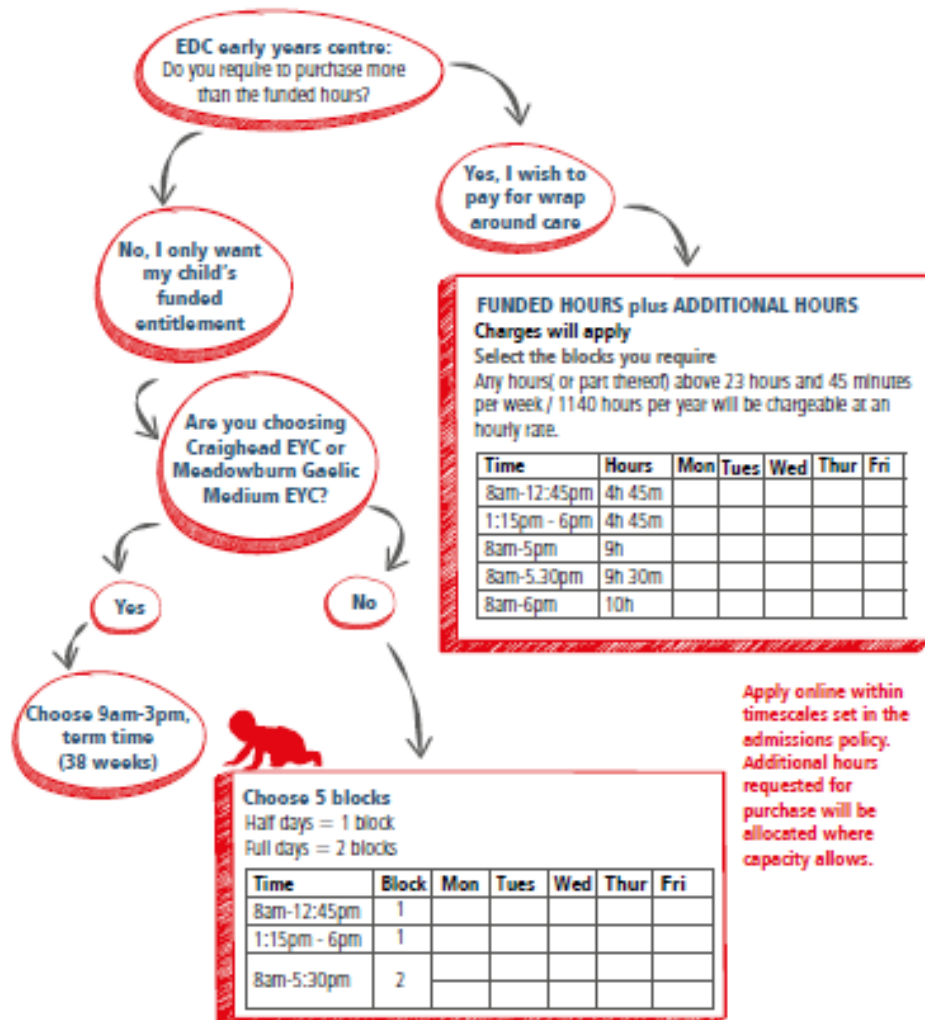
### HOW TO PAY

- Direct Debit – you can obtain a direct debit mandate from your early years centre. The completed mandate must be received at least two weeks before the first direct debit uplift date and direct debits must be set up at four weekly intervals (not monthly or fortnightly).
- Childcare Vouchers – Parents/Carers should contact their childcare voucher provider to register for voucher payments.

**What if I want to change the times/days/sessions my child is attending?** One change request to alter your child’s pattern of attendance will be permitted per term, as per the Early Years Admissions Policy.

The model below sets out the delivery model for local authority provision

**Early Years**  
 Early Learning and Childcare -  
 Local Authority Early Years Centres



## ➤ **Funded Providers in the Private, Voluntary and Third Sector – including Childminders**

Funded providers in the private, voluntary and third sector that meet the Scottish Government National Standard for Early Learning and Childcare and are based in East Dunbartonshire are able to apply to the Council to deliver the funded provision. A list of current funded providers is available on the Council website. All individual funded providers set their own delivery models – including the times of the sessions and the days that children can attend. Parents should talk directly to their chosen funded provider to ensure they are in contract with the Council and have a space available, prior to applying for their funded place.

All of the 1140 hours should be free at the point of access, meaning that no charges should apply for these hours, and parents and carers are not be obliged to pay for additional hours beyond this funded entitlement in order to access their child's funded hours.

Childminders offer a unique experience in the early years, which can often be very flexible for parents. Childminders can offer a blended approach – where children spend some of their funded entitlement with the Childminder, and some with an early years centre.

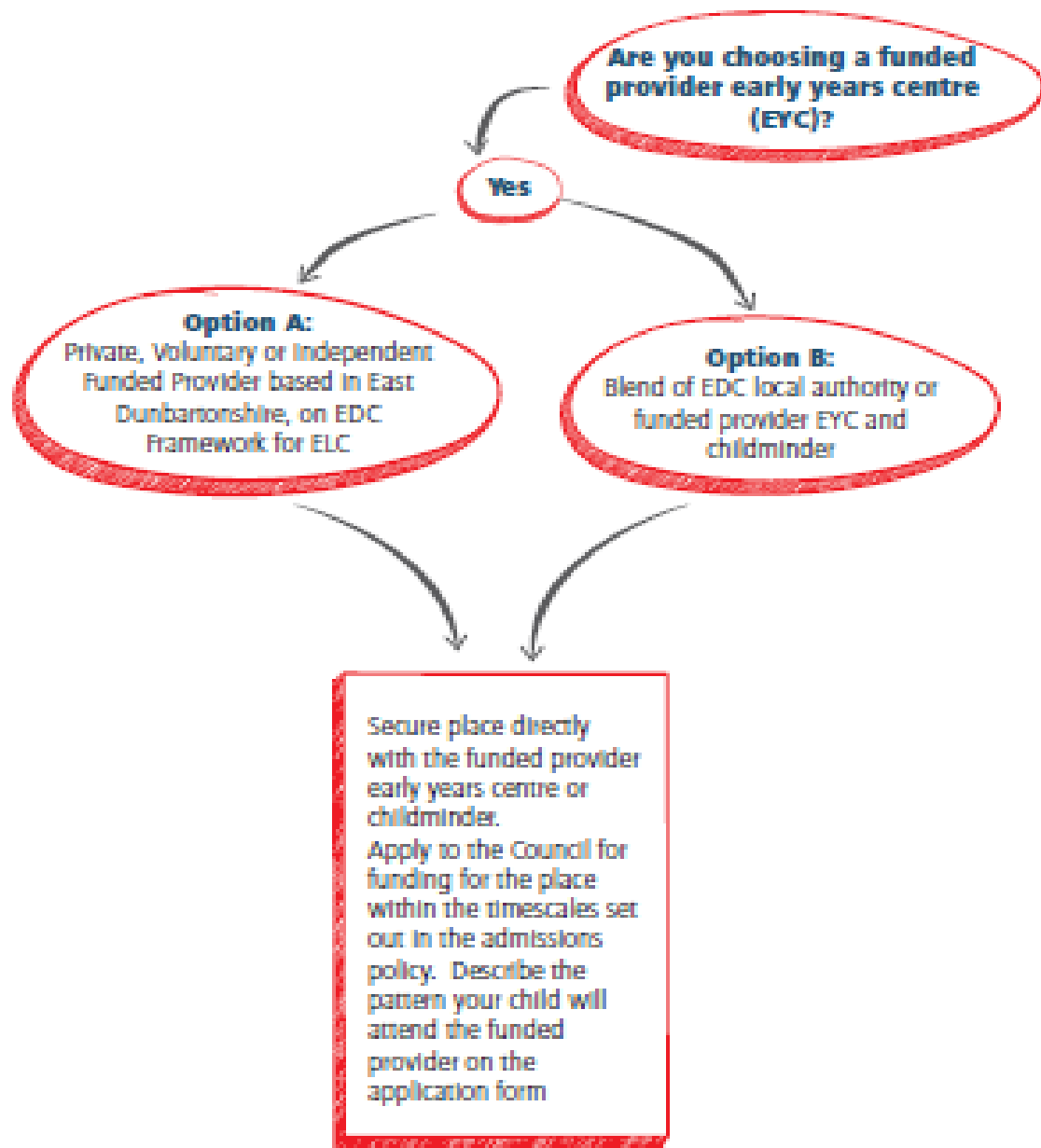
If, for any reason, a provider is no longer able to remain in contract with the Council and provide places, parents of placed children will be provided with support and advice on the options available to them.

**What if I need more than the funded provision, and I wish to purchase additional sessions?** Parents should liaise directly with their chosen funded provider to find out if they are able to purchase wrap around care.

### **How are places allocated at Funded Providers?**

Funded providers have their own admissions and charging policies, and parents and carers should secure a place directly with the setting prior to completing the application form for funding from the Council.

The model below sets out information for choosing a funded provider early years centre or Childminder



**My child attends more than one setting (e.g. a local authority early years centre and a childminder). How will the funded hours be allocated?** The new online application form asks parents/carers to choose how they wish the funded provision to be allocated. Examples of this could be: all funding to one setting - with the remaining to the other; or 50/50 split.

### **What if I want something different?**

Parents and carers can use their child's funded hours with local authority early years centres, funded providers and childminders, and can use a blend of more than one setting. Contact information and further details for early years centres and childminders is available on the Council website or you can speak to someone at your local early years centre who can give you more information.

### **Does my child need to take up all of the 1140 funded hours?**

The national entitlement to 1140 hours is an offer. Parents and carers can choose to take the amount of early learning and childcare that best suits their requirements.

### **Tax Free Childcare**

Working parents with children under 12 (or under 17 for children with additional support needs) can open a [Government online account](#) to pay for registered childcare

### **I would like to speak to someone in Early Years for more information**

Further information is available on the Council website, including frequently asked questions (FAQs) which will be kept updated in response to questions received. For any other information, please get in touch if you have any further questions on [earlyyears@eastdunbarton.gov.uk](mailto:earlyyears@eastdunbarton.gov.uk) or by telephoning and asking for Early Years on 0300 123 4510. [The Parent Club](#) website also has a wealth of up-to-date national information on early learning and childcare.

### **Other formats and translation**

This document can be provided in large print, Braille or in audio format and can be translated into other community languages. Please contact the Council's Communications and Engagement Team by telephoning on: 0300 123 4510