

## Early Learning & Childcare (ELC) (3 and 4 year old) Provision Admission – Guidance Notes

This document contains information about ELC (3 and 4 year old) provision establishments that are run by or are in partnership with West Lothian Council. **Details are for Session 2019/20. For 2018/19, please contact the establishment.**

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<p style="text-align: center;"><b>هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.</b>  <b>الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000</b></p> <hr/> <p>এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: <b>01506 280000</b></p> <hr/> <p>這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：<b>01506 280000</b></p> <hr/> <p>ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਫ਼ਿਲਮ ਕਰਵੇ ਇੰਟਰਪ੍ਰਿਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : <b>01506 280000</b></p> <hr/> <p>یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی مطاعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔ براہ مہربانی انٹرنیشنل ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر <b>01506 280000</b> پر رابطہ قائم کریں۔</p>	<p>Information is available in Braille, tape, large print and community languages. Please contact the interpretation and translation service on <b>01506 280000</b>.</p> <p>Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is <b>01506 591652</b>.</p> <p>A loop system is also available in all offices. Published by West Lothian Council.</p>
<p>Informacje te mogą być przekazane na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych. Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem <b>01506 280000</b></p>	

**ELC (3 and 4 year olds) provision – Eligibility Dates**

Pre-school Year (4 year olds) refers to the academic year before your child is eligible to start in primary 1.

Ante Pre-school year (3 year olds) refers to the academic year your child becomes eligible to start in early learning & childcare for 3 and 4 year olds.

**Academic Year August 2018 to June 2019**

<b>If your child's date of birth is on or between</b>	<b>They will be eligible for an ELC (3 and 4 year old) place from</b>
01 March 2014 – 28 February 2015	Pre-school Year from August 2018 (Autumn Term)
01 March 2015 – 31 August 2015	Ante Pre-school Year from August 2018 (Autumn Term)
01 September 2015 – 31 December 2015	Ante Pre-school Year from January 2019 (Spring Term) Or from your child's 3 <sup>rd</sup> birthday where places are available
01 January 2016 – 29 February 2016	Ante Pre-school from April 2019 (the Summer term)

**Academic Year August 2019 to June 2020**

<b>If your child's date of birth is on or between</b>	<b>They will be eligible for an ELC (3 and 4 year old) place from</b>
01 March 2015 – 29 February 2016	Pre-school Year from August 2019 (Autumn Term)
01 March 2016 – 31 August 2016	Ante Pre-school Year from August 2019 (Autumn Term)
01 September 2016 – 31 December 2016	Ante Pre-school Year from January 2020 (Spring Term) Or from your child's 3 <sup>rd</sup> birthday where places are available
01 January 2017 – 28 February 2017	Ante Pre-school from April 2020 (the Summer term)

**Academic Year August 2020 to June 2021**

<b>If your child's date of birth is on or between</b>	<b>They will be eligible for an ELC (3 and 4 year old) place from</b>
01 March 2016 – 28 February 2017	Pre-school Year from August 2020 (Autumn Term)
01 March 2017 – 31 August 2017	Ante Pre-school Year from August 2020 (Autumn Term)
01 September 2017 – 31 December 2017	Ante Pre-school Year from January 2021 (Spring Term) Or from your child's 3 <sup>rd</sup> birthday where places are available
01 January 2018 – 28 February 2018	Ante Pre-school from April 2021 (the Summer term)

**ELC (3 and 4 year olds) provision – Transport**

Transport to early learning & childcare establishments is not provided, with the exception of a limited escorted service provided from Breich to Parkhead Primary School Nursery Class for the afternoon session only.

### ELC (3 and 4 year olds) provision – Flexibility & Choice

ELC (3 and 4 year olds) provision operates within establishments that are either nursery schools, early years centres or in a class within a primary school. The type of establishment is reflected after the establishment name with the initials NS, EYC or PS respectively, or if NC after the name then the building name will follow in (). The initials RC indicate that the Primary School is denominational (Roman Catholic), however all ELC provision is non-denominational, even if housed in a denominational building.

Funded Early Learning and Childcare for 3 and 4 year olds will increase from 600 hours per year to 1,140 hours in August 2020. This document details the changes being implemented in August 2019 to phase in the increased entitlement in West Lothian. We have consulted with West Lothian Residents and taken account of the feedback in making these changes.

#### From August 2019 session times will be as follows unless otherwise stated in establishment table

**AM** = Morning Session = Monday to Thursday 08:00-12:45

**PM** = Afternoon Session = Monday to Thursday 13:15-18:00

**2FD** = 08:00-18:00 on any 2 days between M-Th = Monday to Thursday 08:00-18:00

The new AM/PM or 2FD sessions will be available for Term Time, or 50 Weeks (Nurseries Closed in Christmas Holidays) as we phase in the increased hours.

Some of our village nurseries with smaller numbers of children will offer four school days during term time only.

Please see **Appendix 1** to see the options available at each particular council establishment.

#### **Wraparound Care will no longer be available from August 2019.**

Full day care is available through the two full day option and with the afternoon session closing at 18:00, there is no longer any requirement for Wraparound Care for ELC children. Wraparound Care is ceasing from August 2019 and will no longer be available for P1-P3 children. The Council will be consulting parents and carers on after school care requirements.

#### **Appendix 1 - ELC (3 and 4 Year Olds) Establishment List**

Name	Phone	Address	Head Teacher	AM	PM	2FD
<b>Addiewell PS</b>	01501 762794	Church Street Addiewell EH55 8PG	Mrs Alison McCarney (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Armada PS</b>	01501 730282	Academy Street Armada EH48 3JD	Mrs Julie Ross	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Bankton PS</b>	01506 413001	Kenilworth Rise Dedridge Livingston, EH54 6JL	Mrs Jaqueline Stewart	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Bathgate EYC</b>	01506 776234	Whitburn Road Bathgate EH48 2RD	Mrs Katy Leamy	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Bathgate West NS</b>	01506 652004	63 Millburn Road Bathgate EH48 2AF	Mrs Lesley Dunbar (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Bellsquarry PS</b>	01506 410777	52 Calder Road Bellsquarry EH54 9AD	Mrs Ruth McMaster	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Blackridge PS</b>	01501 751223	Main Street Blackridge EH48 3RJ	Mr Paul Barrowman	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)

**Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd**

<b>Name</b>	<b>Phone</b>	<b>Address</b>	<b>Head Teacher</b>	<b>AM</b>	<b>PM</b>	<b>2FD</b>
<b>Boghall PS</b>	01506 283222	Elizabeth Drive, Bathgate, EH48 1JB	Mrs Ann Duncan	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Bonnytoun NS</b>	01506 847454	141 Springfield Road, Linlithgow EH49 7SN	Mr Mark Wells)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Bridgend PS</b>	01506 834204	Auldhill Road Bridgend EH49 6NZ	Mrs Clare Deas	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Broxburn PS</b>	01506 852018	School Lane, Off West Main Street Broxburn, EH52 5RH	Ms Lisa Davies	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Carmondean PS</b>	01506 432492	Knightsridge Road West, Livingston EH54 8PX	Miss Gillian Millar	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Croftmalloch PS</b>	01501 740506	Via Raeburn Crescent, Whitburn, EH47 8HQ	Mrs Carene Hay	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Deans PS</b>	01506 411208	Deans South, Deans Livingston, EH54 8DB	Ms Fiona Wales	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Deans North Nursery (In Deans CHS)</b>	01506 282155	Eastwood park, Livingston, EH54 8PS	Mrs Jennifer Russell	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Dechmont Infant School [See note 2]</b>	01506 811264	Main Street Dechmont, Broxburn EH52 6LJ	Ms Kirsty McLaren (Acting)	08:00-16:00 M-Th (Term Time)	-	-
<b>East Calder PS</b>	01506 880810	9 Langton Road East Calder EH53 0BL	Mr Steven Eagleson (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Eastertoun NS</b>	01501 732299	Manse Avenue Armadale, EH48 3HS	Mr Gerald Cowan	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Eliburn NC (Livingston Family Centre)</b>	01506 537000	Jackson Place Eliburn, Livingston EH54 6NW	Mr Iain McDermott	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Falla Hill PS</b>	01501 770210	Harthill Road Fauldhouse EH47 9HS	Mrs Anne Pettit	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Fauldhouse NC (St John the Baptist RC PS)</b>	01501 770782	Lanrigg Avenue Fauldhouse EH47 9JR	Mrs Angela Gardner (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Glenvue NS</b>	01506 412333	Dedridge East Livingston EH54 6JQ	Mrs Kathryn French	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Greenrigg PS</b>	01501 751334	Polkemmet Road Greenrigg, Harthill ML7 5RF	Mrs Kathy Gibson	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Hopefield NS</b>	01506 630944	Hopefield Road Blackburn EH47 7NZ	Ms Jane Reilly (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Howden St Andrew's RC PS</b>	01506 433114	Kingsport Avenue Howden, Livingston EH54 6BA	Mrs Lisa Moore	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Inveralmond EYC</b>	01506 537000	Willowbank Ladywell Livingston EH54 6HN	Mrs Rhona MacKinnon (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)

**Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd**

Name	Phone	Address	Head Teacher	AM	PM	2FD
<b>Kirkhill PS</b>	01506 853821	Rashierigg Broxburn EH52 6AW	Ms Kirsty McLaren (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Kirknewton PS</b>	01506 881461	21 Station Road Kirknewton EH27 8BJ	Ms Natalie Tracey	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Knightsridge EYC</b>	01506 444970	Cameron Way Knightsridge Livingston EH54 8HE	Mrs Allison Kennedy	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Ladywell NS</b>	01506 537000	Willowbank Ladywell Livingston EH54 6HN	Mrs Rhona MacKinnon (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Letham PS</b>	01506 432012	Forth Drive Craigshill Livingston EH54 5LZ	Mrs Valerie Brodie	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Linlithgow Bridge PS</b>	01506 671428	East Mill Road Linlithgow EH49 7PB	Mrs Susan Webster	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Linlithgow PS</b>	01506 842686 or 01506 845346	Preston Road Linlithgow EH49 6HB	Ms Lisa Davies (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Livingston Village PS</b>	01506 429620	Kirkton North Road Livingston Village Livingston, EH54 7EQ	Ms Jackie Mill	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Longridge PS</b>	01501 770208	School Road Longridge EH47 8AG	Miss Nicola Hamilton (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Mid Calder</b>	01506 882092	Mid Calder EH53 0RR	Mrs Mary McKenzie	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Murrayfield PS</b>	01506 653400	Catherine Terrace Blackburn EH47 7DX	Ms Catriona Macrae	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Parkhead PS</b> [See note 1]	01506 871404	Harburn Road West Calder EH55 8AH	Mrs Vicky Fish	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Polbeth NS</b>	01506 872511	10 Polbeth Road Polbeth, West Calder EH55 8SR	Mrs Siobhan Kellock	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Polkemmet PS</b>	01501 740319	The Avenue Whitburn EH47 0BX	Mrs Linda Baxter	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Pumpherstons &amp; Uphall Station CPS</b>	01506 280997	37 Drumshoreland Road Pumpherstons EH53 0LF	Mrs Sarah Burton (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Riverside PS</b>	01506 432248	Maree Walk Craigshill Livingston EH54 5EJ	Ms Fiona McPhail	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Seafield PS</b>	01506 652916	Cousland Terrace Seafield (By Bathgate), EH47 7BL	Ms Emma Ballantyne (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Simpson PS</b>	01506 656371	Leyland Road West Inch Bathgate EH48 2SG	Mrs Arlene Black	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)

**Appendix 1 - ELC (3 and 4 Year Olds) Establishment List Cont'd**

Name	Phone	Address	Head Teacher	AM	PM	2FD
<b>Southdale PS</b>	01506 284300	Southdale Way Armadale EH48 3PRR	Mrs Geraldine Armstrong	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>St Anthony's RC PS</b>	01501 733183	87B South Street Armadale EH48 3JE	Mrs Eileen Brennan (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>St Columba's RC PS</b>	01506 653822	Philip Avenue Boghall Bathgate EH48 1NQ	Ms Fiona Smyth	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>St Joseph's RC PS</b>	01501 740452	Gateside Road Whitburn EH47 0NJ	Mrs Frances Burns	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>St Nicholas RC PS</b>	01506 858907	189B West Main Street Broxburn EH52 5LH	Mrs Karen Brown	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>St Ninian's RC PS</b>	01506 414612	Douglas Rise Dedridge Livingston EH54 6JR	Mrs LisaMarie Purdie (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>St Paul's RC PS</b>	01506 881665	Main Street East Calder EH53 0ES	Mrs Helen Torsney (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Stoneyburn NC (Our Lady's RC PS)</b>	01501 763074	79 Main Street Stoneyburn EH47 8BA	Ms Laura Caulfield (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Toronto PS</b>	01506 431461	Toronto Avenue Livingston EH54 6BN	Mrs Laura Gingell	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Torphichen PS</b> [See Note 2]	01506 652246	The Loan Torphichen EH48 4NF	Mrs Rita Angus (Acting)	08:00-16:00 M-Th (Term Time)	-	-
<b>Uphall PS</b>	01506 852516	25 Crossgreen Drive, Uphall EH52 6DS	Mrs Carol Fawkes	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Westfield PS</b> [See Note 2]	01506 634019	Lomond View Westfield Bathgate EH48 3DE	Ms Liz Wells (Acting)	08:00-16:00 M-Th (Term Time)	-	-
<b>Whitdale EYC</b>	01501 744388	55A Whitdalehead Road, Whitburn EH47 8JU	Ms Lynn Findlay (Acting)	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Williamston PS</b>	01506 415311	Bankton Lane Murieston Livingston EH54 9DQ	Mrs Fiona Hollands	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Winchburgh PS</b>	01506 890202	Glendevon Park Winchburgh EH52 6UE	Mr Ian Harvey	08:00-12:45 M-Th (50 Weeks)	13:15-18:00 M-Th (50 Weeks)	08:00-18:00 M-Th (50 Weeks)
<b>Windyknowe PS</b>	01506 652083	Windyknowe Crescent, Bathgate EH48 2BT	Mrs Rita Angus	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)
<b>Woodlands NS</b>	01506 412560	Harburn Avenue Deans Livingston EH54 8NQ	Ms Joanne McKissack (Acting)	08:00-12:45 M-Th (Term Time)	13:15-18:00 M-Th (Term Time)	08:00-18:00 M-Th (Term Time)

[Note 1: Nominated establishment (with transport) for applications from parents in Breich for PM session]

[Note 2: These establishments are only open Term Time, attendance is 08:00-16:00 Monday to Thursday]

**Appendix 2 - Partner Providers in partnership with West Lothian Council**

<b>Name</b>	<b>Phone</b>	<b>Address</b>	<b>Contact</b>	<b>Opening Times</b>
Big Bird	01501 744550	12/12a Manse Road, Whitburn, EH47 0DH	Pamela Stein	07:00 – 18:00
Bright Horizons	01506 462200	3 Bankton Square, Livingston, EH54 9EY	Karen Bell	07:30 – 18:00
First Adventures	01506 844344	53 High Street, Linlithgow, EH49 7ED	Gillian Mustard	08:00 – 18:00
Rainbow	01506 633348	16 Gideon Street, Bathgate, EH48 4HD	Susan Johnstone	07:00 – 18:00
Sheephouse	01501 770235	2-6 Sheephousehill, Fauldhouse, EH47 9DY	office@sheephousenursery.co.uk	07:00 – 18:00
Wee Gems (Broxburn)*	01506 857325	6 Dunnet Way, Broxburn, EH52 5NN	Pamela Lithgow	07:00 – 18:30
Wee Gems (Livingston)	01506 437437	2 Carmondean Centre South Road, Livingston, EH54 8PT	Diane Young	07:15 - 18:15

\* Applications being considered from August 2019.

**Appendix 2 - Partner Providers Cont'd**

Private nurseries must meet the new national standard set by the Scottish Government before they can be considered as a partner provider for a child to attend with funding provided by the Council. We are expecting to have more partner providers as they achieve the new national standard. We will publish details of our private partner nurseries on our website so please check for any updates.

The Council would consider an application to fund a place with the private partner, but the actual attendance pattern would be agreed between the parent/carer and the private partner.

**Appendix 3 - Childminders**

This option is being piloted so a child can receive funding to attend a childminder for ELC as a 3 or 4 year old instead of a council nursery or private partner nursery.

Childminders who wish to participate in the pilot should apply to The Scottish Childminding Association [www.childminding.org](http://www.childminding.org). Please contact [ruth.sherpa@childminding.org](mailto:ruth.sherpa@childminding.org) for more information.

The Council would consider an application to fund a place with the childminder, but the actual attendance pattern would be agreed between the parent/carer and the Childminder.

**Useful Contacts****Additional Learning Needs Team**

**Address:** West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.  
**Phone:** 01506 282634

**HM Revenues and Customs Tax Credit Help Line**

**Phone:** 0345 300 3900

**Parentzone**

**Phone:** 0141 282 5000, **Website:** [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)

**Pupil Placement Team**

**Address:** West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.  
**Phone:** 01506 280000, **E:mail:** [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk)

**Scottish Childcare Website**

**Website:** [www.scottishfamilies.gov.uk](http://www.scottishfamilies.gov.uk)

**The Scottish Government Education Department**

**Address:** St Andrew's House, Regent Road, Edinburgh, EH1 3DG  
**Phone:** 0300 244 4000 **Website:** [www.gov.scot](http://www.gov.scot)

**Early Years Scotland**

**Phone:** 0141 221 4148 **Website:** <https://earlyyearsscotland.org>

**West Lothian Council Internet Site**

**Website:** [www.westlothian.gov.uk](http://www.westlothian.gov.uk)



## Frequently Asked Questions (FAQ's)

### **Q1. What can I expect from a Council Nursery?**

A. In all our nurseries children have the opportunity to play and learn indoors and outdoors including visits around the local area. Children develop curiosity, creativity and inquiry as they learn through play developing a wide range of skills in a safe and nurturing environment. Experiences are planned by fully trained staff in line with national early years guidance to meet the individual needs and interests of each child. Your child will develop knowledge and skills in art, music, construction, early language, numeracy and maths, science and technology, nature, health and imaginative play. Children can build friendships and develop independence, confidence and social skills supported by skilled staff. Staff will work with you to support your child's learning and development both at nursery and at home with a range of home play and learning projects, e.g. adventure ted, activities to take home and lending libraries. You will also have opportunities throughout the year to discuss your child's progress including Stay, Play and Learn sessions where parents/carers can spend time with their children in the nursery and parent meetings.

### **The two day model**

Children can attend from 8am to 6pm on two days which will be allocated by the Pupil Placement team. Some parents prefer this option to help with childcare, and nursery staff say that a full day gives children the opportunity to explore their learning over a longer period of time throughout the day. Children are offered healthy breakfast, mid-morning snack, lunch and afternoon snack eating together with staff and children (see Q2 below). These are relaxed times where children can socialise and build relationships. Time for rest is built in to the day depending on the child's individual needs, with quiet comfortable spaces for children who need a nap.

### **Morning and afternoon placements**

Parents who prefer a shorter session and daily routine for their children may choose this option of either four mornings or four afternoons Monday to Thursday. Our new morning and afternoon sessions are however longer than before, allowing time for children to fully engage and extend their play and learning. Healthy breakfast and mid-session snacks will be provided, giving children the chance to socialise and try new foods(see Q2 below).

### **Q2. Will my child get a meal?**

A. Currently if your child is in nursery all day you will have to provide a packed lunch or purchase a lunch. If you meet the eligibility criteria for Free School Meals a meal may be provided at no cost at council nurseries as well as private partner nurseries and childminders. For more information on eligibility criteria see our website <https://www.westlothian.gov.uk/article/3787/Free-School-Meals> . All children who attend in the morning are also offered breakfast free of charge. There are also snacks at mid-morning and mid-afternoon, and parents are asked to give a contribution to the cost. For more information you can contact your local nursery. You should tell the nursery about any special dietary requirements.

### **Q3. I want to drop my child off late/ pick them up early as this suits us better, can I do this?**

A. Yes, your child is entitled to be in nursery for the full session but you can drop off late or pick up earlier if you wish. Most nurseries do have core times when activities are taking place and will ask you to avoid dropping off or picking up during those times. For more info contact your local nursery.

### **Q4. Why aren't the council nurseries available on a Friday morning?**

A. With the increased hours our staff are with children at all times Monday to Thursday, and they require non-contact time for preparation time, training, meetings and administration in line with their contractual agreements.

### **Q5. Why are some schools open 50 weeks while others are term time?**

A. We are phasing in the expansion ahead of August 2020 with some of our schools opening 50 weeks this year, and others starting next year. Some of our village schools with lower numbers of children will offer 4 school days per week during term time only.

**Q6. I don't want to send my child to nursery 50 weeks a year, what if we go on holiday?**

A. We are opening the nurseries 50 weeks per year to give your child their entitlement, but you can take them out of nursery for holidays. Holidays in nurseries do not have to be during school holidays. We will ask that parents inform the nursery in advance when they are going on holidays. The nursery will tell you about arrangements for attendance.

**Q7. Can I have part of the entitlement with one provider and the rest with another provider?**

A. No, to make sure that we can offer as many people as possible places in our council nurseries, we cannot accommodate 'split placements'. We will not consider applications for more than one provider at a time, but you can apply to change your child's placement during the year.

**Q8. Can I use more hours some weeks than others at a private partner nursery or childminder?**

A. Yes, once we agree the placement you can claim up to 1,140 funded hours from the start of term in August 2019 to end of the summer holidays in August 2020. It is up to you to arrange the attendance times with the private partner nursery or childminder. Please note that one session cannot exceed 10 hours in any one day.

**Q9. If my child goes to a private nursery or childminder for their funded Early Learning and Childcare, do I have to pay them first and get the money back?**

A. No, we will allocate the funding to the private nursery or childminder, and we will pay them directly for the hours your child is entitled to. You should not be charged for the funded hours.

**Q10. What if my child has an additional support need?**

A. For the majority of children with additional support needs, their educational needs can be met within a mainstream setting. Where a child with additional support needs requires additional planning in order to fulfil their learning potential, a Continuum of Support framework is in place within all West Lothian's schools to ensure that their needs are understood and supported effectively. Here is a link to the Continuum of Framework document that is located on the Inclusion and Wellbeing Service website <https://www.westlothian.gov.uk/article/10400/Inclusion-and-Wellbeing-Service>.

**Q11. I live in West Lothian, can I apply for a place outside of West Lothian?**

A. Currently we can only consider applications for nurseries, partner providers and childminders in West Lothian, but you can apply to other councils to be considered for places in their areas. Non-West Lothian residents who would like to apply for an ELC place in West Lothian should apply to West Lothian Council.