

Early Learning and Childcare Shetland



A registration guide for parents and carers

Information on the entitlement of free early learning and childcare for all three and four year olds and some two year olds and how to register for a place.

January 2022



Our Vision:

‘To provide the highest quality Early Learning and Childcare service for Shetland, which meets the needs of our children, their parents/carers and their communities, helping Shetland to be the best place for children to grow up.’



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What is free early learning and childcare?

From August 2020 every three and four year old, and some two year olds in Shetland have been entitled to 1140 hours per year of free early learning and childcare (ELC). Being part of a high quality ELC setting will help children to learn and develop the skills and confidence to succeed in all areas of their lives.

This guide intends to provide all the information needed to make choices about the right early learning and childcare to meet your family's needs. Please do not hesitate to contact any ELC provider detailed in this guide, or one of the Early Learning and Childcare Team at Children's Services, who will be happy to help you.

Is my child eligible?

Three and Four Year Olds

All children born between 1 March 2019 and the end of February 2020 are eligible for up to 1140 hours of free early learning and childcare.

If the child's birthday falls between 1 March and 16 August they will be eligible from 17 August 2022.

If the child's birthday falls between 17 August and end of February, they will be eligible from the day after their third birthday.

Two-Year Olds

A two year old may be eligible to a funded place if you meet one or more of the criteria on the following page.

All eligible two year olds will be able to start the day after their second birthday (once the placement has been confirmed).

What is the qualifying criteria for two-year olds?

Children aged 2 years old could be eligible for funded early learning and childcare if they live in a household where a parent or carer is:

- in receipt of certain benefits (listed below); or
- care experienced

Eligible benefits are:

- Income support
- Jobseeker's Allowance (income-based)
- Employment Support Allowance (income-based)
- Incapacity Benefit or Severe Disablement Allowance
- Pension Credit
- Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £16,480
- Both Maximum CTC and maximum Working Tax Credit and your income is under £7,500
- Support under Part VI of the immigration and Asylum Act 1999
- Universal Credit with household take-home pay is £625 a month or less

Please note: Income thresholds for Child Tax Credit and Working Tax Credit can vary annually.

Care experienced parents and children

Two year olds are also eligible for funded hours if they are, or have been at any point since their 2nd birthday:

- Looked after
- Under a Kinship Care Order
- Under a Guardianship Order

From August 2021, care experienced parents are now eligible to apply for funded early learning and childcare for their 2 year old child. 'Care experience' includes individuals who have previously lived in:

- Foster Care
- Kinship Care
- Residential Care
- Those who have been subject to a Compulsory Supervision Order through the Children's Hearing (looked after at home/away from home)

Where can my child receive funded ELC?

There is a list of all providers within this guide. There are no catchment areas for early learning and childcare so you can select any provider that you feel will best meet your needs. You can choose one provider for your entitlement or you can select more than one.

Not all providers are registered for two-year olds. The list of providers will detail the age group they cater for. If there is not a provider on the list that meets your needs, please contact the Early Learning and Childcare Team on 01595 744000 to discuss this further.

We would recommend that you contact your preferred provider to discuss any aspect of their provision prior to completing the registration form. It is often helpful to visit a setting before making a decision on your preferred provider. All settings providing funded ELC have to meet the National Standard to ensure provision is of high quality.

How much funded ELC can my child receive?

Every three and four year old, and some two year olds, are entitled to 1140 hours per year of free early learning and childcare. This equates to up to 30 hours per week term-time only or 22¾ hours per week over 50 weeks per year.

What if my child has an additional support need?

We are committed to Getting it Right for Every Child and appropriate support will be put in place to meet the individual needs of every child. It is important that information on any additional needs your child may have is highlighted on your registration form. It is also very useful to speak to your chosen provider as soon as your place has been confirmed.

We are delighted to be working in partnership with Ability Shetland and will be able to offer children access to their holiday club **as part** of their funded provision. Ability Shetland's Holiday Club is for children and young people with a disability or additional support needs. If you choose to use the club during the holiday period, you will be able to use some of your allocated hours towards this. This will mean that you do not pay to access the club. Please contact the Early Learning and Childcare Team on 01595 744000 or Ability Shetland on 01595 743922 for further information.

Are snacks and meals provided?

Children who are in a setting over lunchtime will be offered a free lunch. A copy of a sample menu can be viewed upon request to the setting of your choice.

Parents / Carers can also opt to provide their child with a packed lunch. There are no facilities to warm lunches and there may be restrictions on what food types can be brought in.

Snacks will be provided for your child free of charge.

Can I get transport to the provider?

Parents / Carers are responsible for taking children to their provider. If parents / carers are having difficulties in doing this, please talk to the one of the Early Learning and Childcare Team at Children's Services on 01595 744000.

How do I access a place?

Registrations will open on Friday 4 February 2022 and will close on Friday 11 February 2022. During this time you need to complete the **online** registration form and ensure that it is submitted by **6pm on 11 February 2022** to be included in the initial placing allocations.

Online registration forms can be accepted after this deadline, but it may reduce your chances of getting the provision you would like.

As part of the online registration you will be required to submit a photograph of your child's birth certificate. This will be used to verify their date of birth.

If you are registering an eligible two year old you will also be required to submit relevant supporting documentation online.

If you have any difficulties completing the online form please contact a member of the Early Learning and Childcare Team for support.

We will write to you by 30 April 2022 to confirm your placement. Your details will be passed on to your provider(s) who will contact you about what happens next.

Will I get the place I ask for?

We will do everything we can to arrange the provision you have asked for. If it is not possible, we will contact you to discuss alternative arrangements. Allocations are made in accordance with the Shetland Island Council's Admissions Policy which can be found using this link: [admissions-policy \(shetland.gov.uk\)](https://www.shetland.gov.uk/admissions-policy)

My child is already registered. Do I need to register again?

All eligible two-year-olds **must** register as a three year old.

If your three or four year old has accessed up to 1140 of funded entitlement the previous year, you **do not** need to register them again and your previous weekly pattern will remain unless you request to change by e-mailing ELC@shetland.gov.uk or complete the change of pattern form which will be emailed to you from your setting during registration week.

What are the term-time dates?

Session 2022-23 Term Dates

Term 1

Wednesday 17 August 2022 to Friday 7 October 2022

Term 2

Wednesday 26 October 2022 to Tuesday 20 December 2022

Term 3

Thursday 5 January 2023 to Friday 31 March 2023

Term 4

Monday 17 April 2023 to Friday 30 June 2023

Occasional Holiday Dates

- Wednesday 1 February 2023
- Friday 24 February 2023
- Monday 27 February 2023
- Friday 19 May 2023

In-Service Dates

- Monday 15 August 2022
- Tuesday 16 August 2022
- Monday 24 October 2022
- Tuesday 25 October 2022
- Wednesday 04 January 2023

Please note that if you are using a term-time model, there will be no funded provision for an in-service day.

Where can I get more information and support?

We are here to help!

We recognise that the different options may appear to be complex. Please do not hesitate to contact us for help. Further information and support with any aspect of early learning and childcare is available from any of our providers or by contacting the Early Learning and Childcare Team at Children's Services on 01595 744000.

How can I use my entitlement?

There are a number of options available to help you get the most out of your funded hours.

Term-time only (up to 30 hours per week over 38 weeks per year)

If you would like term-time only you can opt for a number of hours that suit your needs up to 1140 per year. The hours you choose must be across one block of time each day. The pattern that you choose can vary from day to day but your weekly term-time pattern must remain the same.

Year round (up to 22¾ hours per week over 50 weeks per year)

There are a limited number of settings that can offer year round provision. If you require year round provision you should choose one of these providers. You can opt for a number of hours that suit your needs up to 1140 per year. The hours you choose must be across one block of time each day. The pattern that you choose can vary from day to day but your weekly term-time pattern must remain the same year round.

Split Placements

With either the term-time only option or the year round option, you can choose a split placement with any other funded provider.

Blended Provision

You can choose to apply for a blended model between a local authority setting and a registered childminder or between a funded provider and a registered childminder. Blended

placements are limited but we will make every effort to try and meet your needs.

Patterns must be set with a weekly recurring pattern. All requests to make changes to a pattern must be approved by the central team prior to commencement.

Providers

You can choose any of the following providers for 3 and 4 year olds and some settings also offer places for entitled 2 year olds.

To register for a place, please use the registration form for three and four year olds or the form for entitled two year olds, both of which can be found online at www.shetland.gov.uk/education

Setting	Contact Details	Opening/Closing Time	Year Round or Term Time	Protected Lunchtime
<i>*Accepts entitled 2 year olds</i>		<i>All settings operate 5 days per week (Monday to Friday)</i>	YR / TT	<i>No pick-ups or drop-offs during these times</i>
<i>Aith Nursery</i>	<i>01595 807400</i>	<i>8.15am to 4.15pm</i>	TT	<i>11.45am to 1.15pm</i>
<i>Baltasound JHS Early Years</i>	<i>01595 807020</i>	<i>8.30am to 4.00pm</i>	TT	<i>12.15pm to 1.15pm</i>
<i>Bell's Brae Early Years</i>	<i>01595 743720</i>	<i>8.30am to 4.30pm</i>	TT	<i>11.45am to 1.15pm</i>
<i>Brae High School Nursery</i>	<i>01595 745601</i>	<i>8.30am to 4.30pm</i>	YR/TT	<i>11.45am to 1.00pm</i>
<i>Burra Early Years</i>	<i>01595 859451</i>	<i>8.30am to 3.00pm</i>	TT	<i>N/A</i>
<i>Cunningsburgh Early Years</i>	<i>01595 807250</i>	<i>8.30am to 4.30pm</i>	TT	<i>11.45am to 1.00pm</i>
<i>Dunrossness Early Years</i>	<i>01595 745440</i>	<i>8.15am to 4.15pm</i>	TT	<i>11.45am to 1.15pm</i>
<i>Fair Isle Early Years</i>	<i>01595 760254</i>	<i>By arrangement</i>	TT	<i>N/A</i>
<i>Fetlar Early Years</i>	<i>01595 807072</i>	<i>By arrangement</i>	TT	<i>N/A</i>
<i>Foula Early Years</i>	<i>01595 745026</i>	<i>By arrangement</i>	TT	<i>N/A</i>
<i>Hame fae Hame*</i>	<i>01595 881146</i>	<i>7.30am to 6.00pm</i>	YR/TT	<i>N/A</i>
<i>Happyhansel Early Years</i>	<i>01595 807458</i>	<i>8.30am to 4.00pm</i>	TT	<i>12.15pm to 1.15pm</i>
<i>Isles Haven Nursery*</i>	<i>01595 745398</i>	<i>8.45am to 5.00pm</i>	YR/TT	<i>12.00pm to 1.30pm</i>
<i>Lunnasting Early Years</i>	<i>01595 745690</i>	<i>8.45am to 3.00pm</i>	TT	<i>12.00pm to 1.00pm</i>
<i>Mid Yell JHS Early Years</i>	<i>01595 745050</i>	<i>9.00am to 3.30pm</i>	TT	<i>12.00pm to 1.00pm</i>

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Setting	Contact Details	Opening/Closing Time	Year Round or Term Time	Protected Lunchtime
<i>*Accepts entitled 2 year olds</i>		<i>All settings operate 5 days per week (Monday to Friday)</i>	YR / TT	<i>No pick-ups or drop-offs during these times</i>
<i>Mossbank Early Years*</i>	<i>01595 807280</i>	<i>8.15am to 4.15pm</i>	TT	<i>12.45pm to 1.45pm</i>
<i>Old Infants Room</i>	<i>01595 745402</i>	<i>8.45am to 2.45pm</i>	TT	<i>N/A</i>
<i>Peerie Foxes*</i>	<i>01595 696696</i>	<i>7.45am to 5.30pm</i>	YR/TT	<i>12.00pm to 12.45pm</i>
<i>Sandwick Early Years</i>	<i>01595 745320</i>	<i>8.30am to 4.30pm</i>	YR/TT	<i>11.45am to 1.15pm</i>
<i>Scalloway Nursery</i>	<i>01595 743777</i>	<i>8.15am to 4.15pm</i>	TT	<i>11.45am to 1.15pm</i>
<i>Skeld Early Years</i>	<i>01595 807480</i>	<i>9.00am to 2.00pm</i>	TT	<i>N/A</i>
<i>Sound Early Years</i>	<i>01595 744982</i>	<i>8.30am to 4.30pm</i>	TT	<i>11.45am to 1.15pm</i>
<i>Tingwall Early Years</i>	<i>01595 807224</i>	<i>8.30am to 4.30pm</i>	TT	<i>11.45am to 1.15pm</i>
<i>Urafirth Early Years</i>	<i>01595 807460</i>	<i>8.00am to 4.00pm</i>	TT	<i>11.45am to 12.45pm</i>
<i>Whalsay Early Years</i>	<i>01595 743800</i>	<i>8.15am to 4.15pm</i>	TT	<i>11.45am to 1.00pm</i>
<i>Whiteness Early Years</i>	<i>01595 745380</i>	<i>8.15am to 4.15pm</i>	TT	<i>12.15pm to 1.30pm</i>

Childminders

Please see a list of registered childminders below.

Provider Name	Contact Details	Provision Ages and Times
<i>Hazel Smith (Dunrossness)</i>	<i>01950 460541</i>	<i>Term-time and Year-round Times by arrangement</i>
<i>Sarah Munro (Dunrossness)</i>	<i>01950 460770</i>	<i>Term-time and Year-round Times by arrangement</i>
<i>Susan Clelland (Lerwick)</i>	<i>01595 696933</i>	<i>Term-time and Year-round Times by arrangement</i>

Please refer to the Shetland Islands Council's website for further information regarding settings, such as blog/website links. [Early Learning and Childcare Providers – Shetland Islands Council](#)

Please note that some of the settings operate a protected lunch time. This means that no children can be dropped off or picked up during a specified period of time.

If you would like any further information about any of the options available, please contact a member of the Early Learning and Childcare Team on 01595 74400

Link to online registration form

To register please go to www.shetland.gov.uk/education and click on Early Learning and Childcare.

If you have any questions or require further information or support please contact the Early Learning and Childcare Team on 01595 744000.