

Early Learning and Childcare Shetland



A registration guide for parents and carers

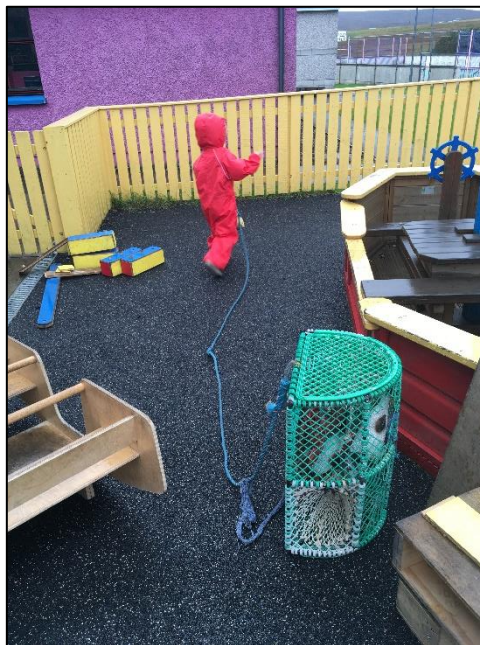
Information on the entitlement of free early learning and childcare for all three and four year olds and some two year olds and how to register for a place.

January 2019



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?

Every three and four year old, and some two year olds, are entitled to 600 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.

But the entitlement is changing. The Scottish Government has asked all local authorities to increase funded early learning and childcare to 1140 hours per year by August 2020. This means that you, as parents and carers, will have more funded hours, more choice over where the entitlement is used and more flexibility over the pattern of attendance. This a big change for everyone.

Some providers in Shetland have been offering 1140 hours since 2017. Between then and August 2020, all providers will move to the new model in order to ensure that everyone will receive the entitlement on time. This year almost half our settings will be able to offer 1140 hours of funded entitlement.

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. We appreciate that during this transition period arrangements may appear to be quite complex. Please do not hesitate to contact your local early learning and childcare provider, 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 2016 and 28 February 2017 are eligible for up to 600 hours of free early learning and childcare.

If the child's birthday falls between 1 March and 20 August they will be eligible from 21 August 2019.

If the child's birthday falls between 21 August and 28 February, they will be eligible from the day after their third birthday.

Two-Year Olds

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

If the child's birthday falls between 1 March and 20 August, they will be eligible from 21 August 2019.

If the child's birthday falls between 21 August and 28 February, they will be eligible from the day after their second birthday.

What is the qualifying criteria for two-year olds?

To qualify for a two-year-old place you need to evidence that you receive one or more of these benefits:

- Income support
- Income based Jobseekers Allowance
- Incapacity Benefit or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit but not Working Tax Credit with an annual household income below £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit with annual household income below £6,420
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit* with monthly household earned income of £610 per month or below (based on equivalent of £7,320 per year)

Or if your child is:

- Looked after
- Under a kinship care order
- Living with a parent-appointed guardian.

When you complete the registration form you may be asked to provide evidence of your eligibility.

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 meet your needs. You can choose one provider for your entitlement or you can select more than one. Your **core** provider is where your child receives the majority of their hours.

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.

How much funded ELC can my child receive?

Every three and four year old, and some two year olds, are **entitled** to 600 hours per year of free early learning and childcare. This entitlement will change to 1140 hours in August 2020.

Some of our providers are still delivering the 600 hour, term-time model and some providers are now offering the 1140 hour model. The amount of funded provision that your child can receive will depend on the **core** provider that you choose. Your core provider is the provider that your child receives the majority of their hours from. All hours are pro rata, depending on your child's birthday.

All eligible two years olds can receive up to 1140 hours.

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 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 Disability Shetland and will be able to offer children access to their holiday club **as part** of their funded provision. Disability 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 for further information.

Are snacks and meals provided?

Children who are in a setting over lunchtime will be offered a lunch. This will be at a cost of £1.80 per meal. Children who qualify for free school meals will get their lunch for free. Parents / Carers can apply for this using the link below:

<http://www.shetland.gov.uk/education/documents/CGFSMAApplication-FINAL.pdf>

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.

Snack will be provided and parents / carers will be asked to make a small payment towards the cost of this.

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 1 February 2019 and will close on Friday 8 February 2019. During this time you need to complete the **online** registration form and ensure that it is submitted by **5pm on 8 February 2019** to be included in the initial placing allocations.

Online registration forms can be accepted out with this time, but it may reduce your chances of getting the provision you would like if you apply after the above date.

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 2019 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 the link below:

<http://www.shetland.gov.uk/education/documents/AdmissionsPolicyFINAL.pdf>

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

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

If your three or four year old has accessed their funded entitlement the previous year, you do not need to register them again. However, your setting will be in touch to ask you to confirm your weekly pattern from August 2019. If you would like to change your provider, you will need to register again.

What are the term-time dates?

Session 2019 -20 Term Dates

Term 1	Wednesday 21 August to Friday 11 October (inclusive)
October Holidays	Monday 14 October to Friday 25 October
Term 2	Wednesday 30 October to Friday 20 December (inclusive)
Christmas Holidays	Monday 23 December to Friday 3 January 2020
Term 3	Tuesday 7 January to Friday 27 March
Spring Holidays	Monday 30 March to Monday 13 April <i>(Spring Holiday Dates include Good Friday and Easter Monday)</i>
Term 4	Tuesday 14 April to Friday 3 July
Occasional Holiday Dates	Wednesday 29 January 2020 Friday 21 February 2020 Monday 24 February 2020 Monday 13 April 2020 1 Floating Day to be set by schools within their clusters, in consultation with Parent Councils.

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 during this period of change, the 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.

Entitled two year old providers

The following providers can provide places for entitled two year olds. All entitled two year olds can access up to 1140 hours either term-time only (up to 30 hours per week over 38 weeks per year) or year round provision (up to 22½ hours per week over 50 weeks per year).

To register for a place, please use the Entitled Two Year Old Registration Form which can be found online at www.shetland.gov/education

We appreciate that the number of entitled two-year-old providers is limited and therefore may not meet your needs. Please contact the Early Learning and Childcare Team to discuss this further.

Provider Name	Contact Details	Provision Ages and Times
Hame Fae Hame	01595 881146	Term-time and Year-round Times by arrangement
Isles Haven Nursery	01595 745398	Term-time and Year-round Monday- Friday 0845-1700
Mossbank	01595 807280	Term-time and Year-round Monday – Friday 0815 - 1615
Peerie Foxes	01595 692961	Term-time and Year-round Times by arrangement

Providers delivering the 600 hours model

The 600 hours model is delivered as daily sessions where your child attends a provider for 3 hours and 10 minutes each day, up to five days a week, term-time only.

The following providers deliver the 600 hours model. If you choose any of these providers as your **core** provider, i.e. the provider that your child receives the majority of their hours from, your child will be entitled to 600 hours (pro rata) of funded early learning and childcare.

The date which the provision is due to change to 1140 hours is detailed in the table. If your child is registered in the provision when it moves to the new model, your child will be able to access 1140 hours (pro rata) from that date.

Split Placements

You can choose a split placement with any other funded provider. The provider that you have the most hours with will be your core provider and will determine the number of hours you will be allocated.

To register for a place, please use the Registration Form for Three and Four Year Olds which can be found online at www.shetland.gov/education

Provider Name	Contact Details	Provision Ages and Times	Planned 1140 hours phasing date
Aith Early Years	01595 807400	3-4 years Monday-Friday 0845-1155 & 1245-1555	April 2020
Baltasound Nursery	01595 807020	3-4 years Monday-Friday 0900-1210	October 2019
Cunningsburgh Early Years	01595 807250	3-4 years Monday – Thursday 0900-1220 Friday 0900-1130	October 2019
Fair Isle Nursery	01595 760254	3-4 years Dates and times to be arranged	As required
Fetlar Nursery	01595 807072	3-4 years Dates and times to be arranged	As required
Foula	01595 745026	3-4 years Dates and times to be arranged	As required
Little Tikes – Tingwall	01595 840700	3– 4 years Monday – Friday 0850-1200	August 2020
Lunnasting Nursery	01595 745690	3-4 years Monday-Friday 0915-1225	August 2020
Mid Yell Nursery	01595 745050	3-4 years Monday-Friday 0900-1210	August 2020
Sandwick Early Years	01595 745320	3-4 years Monday-Friday 0830–1140 & 1230-1540	August 2020
Scalloway Early Years	01595 743777	3-4 years Monday-Friday 0830-1140 & 1230-1540	August 2020
Scalloway Pre-School	01595 881141	3–4 years Monday-Friday 0845-1210	August 2020

Provider Name	Contact Details	Provision Ages and Times	Planned 1140 hours phasing date
Skeld Nursery	01595 807480	3-4 years Monday-Friday 0920-1230	August 2020
Whalsay Nursery	01595 743800	3-4 years Monday-Friday 0845-1155 & 1235-1545	April 2020

Providers delivering the 1140 hours model

The 1140 hours model enables you to choose to use your hours during term-time only **or** year round.

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 maximum number of funded hours we will provide in any one day is 8 hours. The minimum number of hours your child can attend is 2.5 hours. The hours you choose should 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 22½ 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 maximum number of funded hours we will provide in any one day is 8 hours. The minimum number of hours your child can attend is 2.5 hours. The hours you choose should 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. Please be aware that the provider that you have the most hours

with will be your core provider and will determine the number of hours you will be allocated.

Blended Provision

You can choose to apply for a blended model between a funded provider and a registered childminder. Blended placements are limited but we will make every effort to try and meet your needs. If you have some of your term-time provision with a registered childminder, any unused hours, up to 1140, can be used over the holiday periods by arrangement.

Providers

The following providers deliver the 1140 hours model. If you choose any of these providers as your **core** provider (the provider that your child receives the majority of their hours from), your child will be able to access up to 1140 hours of funded early learning and childcare.

To register for a place, please use the Registration Form for Three and Four Year Olds which can be found online at

www.shetland.gov/education

Provider Name	Contact Details	Provision Ages and Times
Bells Brae Primary School	01595 743720	3-4 years Term-time Monday-Friday 0830-1630

Provider Name	Contact Details	Provision Ages and Times
Brae Early Years	01595 745601	3-4 years Term-time Monday-Friday 0830-1630
Burra Playgroup	01595 859451	3-4 years Term-time Monday-Friday 0830-1500
Dunrossness	01595 745440	3-4 years Term-time Monday – Friday 0815-1615
Happyhansel	01595 807450	3-4 years Term-time Monday - Friday 0815 - 1615
Isles Haven Nursery	01595 745398	3-4 years Term-time and Year-round Monday- Friday 0845-1700
Lerwick Pre School	01595 695925	3–4 years Term-time Monday – Friday 0845-1445
Mossbank	01595 807280	3-4 years Term-time and Year-round Monday – Friday 0815 - 1615
Sound Primary School	01595 744982	3-4 years Term-time Monday-Friday 0830 - 1630
Urafirth Primary School	01595 807460	3-4 years Term-time Monday-Friday 0800 - 1600
Whiteness Primary School	01595 745 380	3-4 years Term-time Monday-Friday 0815-1615

Disability Shetland's holiday club dates and hours are outlined below.

Easter Holiday Dates	Time
Tuesday 9 th April 2019	1000-1500
Wednesday 10 th April 2019	1000-1500
Thursday 11 th April 2019	1000-1500

Summer Holiday Dates	Time
Tuesday 16 th July 2019	1000-1500
Wednesday 17 th July 2019	1000-1500
Thursday 18 th July 2019	1000-1500
Tuesday 23 rd July 2019	1000-1500
Wednesday 24 th July 2019	1000-1500
Thursday 25 th July 2019	1000-1500
Tuesday 30 th July 2019	1000-1500
Wednesday 31 st July 2019	1000-1500
Thursday 1 st August 2019	1000-1500
Tuesday 6 th August 2019	1000-1500
Wednesday 7 th August 2019	1000-1500
Thursday 8 th August 2019	1000-1500

October Holiday Dates	Time
Tuesday 22 nd October 2019	1000-1500
Wednesday 23 rd October 2019	1000-1500
Thursday 24 th October 2019	1000-1500

Examples

Example 1:

Preference – would like a place at our local nursery which is delivering the 600 hours model.

What to do – Complete the online registration form and indicate on the form the days you would like. You can have up to 5 days per week in a pattern to meet your needs. Your child will attend the full 3 hour and 10 minute session on each day you have requested.

Example 2:

Preference – I would like a place at our local nursery which is delivering the 600 hours model but I work in Lerwick two days a week so would like to split this with another setting in town.

*What to do – You need to work out the number of hours you would like in each setting. This will help you to identify your **core provider**, which is the provider that you have the most hours with.*

If this is with your local provider who is delivering the 600 hours model, then you will receive 600 hours across the split placement. On this basis, you should complete the online registration form and request a split placement.

If the number of hours with the provider in Lerwick is greater, they will be your core provider. You should therefore complete the online registration form, detailing the pattern of provision you

would like. You may be able to access up to 1140 hours of funded provision subject to availability.

Example 3:

Preference – Our local setting is delivering the 1140 hour model but we would like a blended placement with a registered childminder.

What to do – Blended places can be requested by using the online registration form. Simply indicate the weekly pattern of provision you would like and with whom.

Example 4:

Preference – I would like to use year-round provision for my entitled two year old.

What to do – All eligible two year olds can receive up to 1140 hours of funded provision. To use year-round provision, you can access up to 22½ hours per week over 50 weeks per year.

You should complete the online registration form for eligible two year olds, request year-round provision and detail the weekly pattern of provision you would like.

Link to online registration form

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

The screenshot shows the Shetland Islands Council website. At the top, there is a cookie notice and navigation links for Home, A to Z, Feedback, Help, A+, A-Follow, and @ShetlandsCIL. A search bar is also present. Below the header, there are navigation menus for ABOUT THE COUNCIL, CHILDREN'S SERVICES, COMMUNITY CARE, DEVELOPMENT SERVICES, and INFRASTRUCTURE SERVICES. The main content area features a large image of children on a beach, a 'HOW CAN WE HELP YOU?' section with a 'PLEASE CHOOSE' button, and an 'A TO Z OF COUNCIL SERVICES' section. On the left, there is a 'SCHOOLS' sidebar with links for Our Performance, Education Overview, Additional Support Needs (ASN), Policies, Guidelines and Forms, Complaints, Useful Links, and Contact Us. The main content area also includes sections for 'EARLY LEARNING & CHILDCARE (NURSERY & PRESCHOOL)' with a list of questions, 'SCHOOLS IN SHETLAND' with a list of questions, 'Instrumental Instruction 2018/19', 'New Common Timetable for Secondary Schools from 29 MAY 2018', and 'CLAIM YOUR FREE SCHOOLS MEALS AND DRINKS'.

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