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West Lothian Civic Centre  
 Howden South Road  
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 West Lothian  
 EH54 6FF

Review Date: February 2022  
 Review Due: February 2023

## 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.

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<p>هذه المعلومات متوفرة بلغة برايل وعلى شريط ويخط كبير وبلغات الجالية.  <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 ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ <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) ਨੈਤੂਰੀਨ ਟੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਡਿਊਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਹਾਇਤਾ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ: <b>01506 280000</b></p> <hr/> <p>یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔ براہ مہربانی انٹرنیشنل سروس سے ٹیلیفون نمبر <b>01506 280000</b> پر رابطہ قائم کریں۔</p> <hr/> <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>	<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>
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## ELC (3 and 4-year olds) provision – Eligibility Dates

Your child's date of birth determines when they become eligible for early learning & childcare, those children who have their 3<sup>rd</sup> birthday between:

- **01 March and the 31 August** - become eligible from the start of term in the August of the year they turn 3
- **01 September and the 31 December** - become eligible from the start of term in the January after they turn 3 (West Lothian Council allocate places for these children to start attending from their 3<sup>rd</sup> birthday)
- **01 January and the 28/29 February** – become eligible from the start of term in in the April of the year they turn 3

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.

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

Please look at the tables below for the academic year, then find your child's date of birth in the left column and the adjacent right column will show whether they are an Ante Pre-school or Pre-school child for that academic year and will state when they became/will become eligible.

### **Academic Year August 2021 to August 2022**

If your child's date of birth is on or between	They will be eligible for an ELC (3 and 4-year old) place from
01 March 2017 – 28 February 2018	Pre-school Year from August 2021 (Autumn Term)
01 March 2018 – 31 August 2018	Ante Pre-school Year from August 2021 (Autumn Term)
01 September 2018 – 31 December 2018	Ante Pre-school Year from January 2022 (Spring Term) Or from your child's 3 <sup>rd</sup> birthday where places are available
01 January 2019 – 28 February 2019	Ante Pre-school from April 2022 (the Summer term)

### **Academic Year August 2022 to August 2023**

If your child's date of birth is on or between	They will be eligible for an ELC (3 and 4 year old) place from
01 March 2018 – 28 February 2019	Pre-school Year from August 2022 (Autumn Term)
01 March 2019 – 31 August 2019	Ante Pre-school Year from August 2022 (Autumn Term)
01 September 2019 – 31 December 2019	Ante Pre-school Year from January 2023 (Spring Term) Or from your child's 3 <sup>rd</sup> birthday where places are available
01 January 2020 – 29 February 2020	Ante Pre-school from April 2023 (the Summer term)

### **Academic Year August 2023 to August 2024**

If your child's date of birth is on or between	They will be eligible for an ELC (3 and 4 year old) place from
01 March 2019 – 29 February 2020	Pre-school Year from August 2023 (Autumn Term)
01 March 2020 – 31 August 2020	Ante Pre-school Year from August 2023 (Autumn Term)
01 September 2020 – 31 December 2020	Ante Pre-school Year from January 2024 (Spring Term) Or from your child's 3 <sup>rd</sup> birthday where places are available
01 January 2021 – 28 February 2021	Ante Pre-school from April 2024 (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

West Lothian Council ELC provisions (for 3 and 4-year olds) operate from either a nursery school, early years centre, primary school or nursery class within another building. The type of establishment is reflected in the table below with the initials NS, EYC, PS or NC respectively. 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.

West Lothian Council provides free, high quality ELC provision for up to 1140 hours. The days and times of each different 'ELC place' are detailed below :

- Mornings **(AM)** – Monday to Thursday 07:47-12:30 & Friday 07:47-11:54
- Afternoons **(PM)** - Monday to Thursday 12:30-18:14
- Two Full Days **(2FD)** – Any 2 days allocated between Monday to Thursday from 08:00-18:00  
[2FD allocations include a short session 3h20m in length which will be on a day not allocated full days in either a Friday AM 08:00-11:20 or Monday to Thursday PM 12:45-16:05.]
- Four Full Days **(4FD)** – Monday to Thursday (08:30-16:00 or 08:00-15:30)  
[4FD - A small number of ELC settings are term time only – see appendix 1 to see which establishments these are, they state 38 in the wks column. These establishments follow the primary school holiday calendar and are closed to ELC children on in-service days.]
- Alternatively, children may receive 'funding to attend' a Private Nursery or Childminder over a minimum of 38 weeks, with any one session not exceeding 10 hours and a maximum of 30 hours being funded in any one week.

All these formats provide up to 1140 hours if attended 50 weeks of the year from August to August.

Please refer to **Appendix 1** for individual council establishment contact details and provision type times:

<b>Appendix 1 - ELC (3 and 4 Year Olds) Establishment List</b>								
Name	Address	Phone	Wks	AM	PM	2FD – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependent on availability). Grant letter will confirm days allocated for FD and short sessions.		
						FD	& Either AM or PM below	
							Short AM	Short PM
Addiewell PS	Church Street, Addiewell, EH55 8PG	01501 762794	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Armadale PS	Academy Street, Armadale, EH48 3JD	01501 730282	50	Mo-Th 07:47- 12:30 & Fr 07:47-11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Bankton PS	Kenilworth Rise, Dedridge, Livingston, EH54 6JL	01506 413001	50	Mo-Th 07:47- 12:30 & Fr 07:47-11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Bathgate EYC	Whitburn Road, Bathgate, EH48 2RD	01506 776234	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Bathgate West NS	63 Millburn Road, Bathgate, EH48 2AF	01506 652004	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Bellsquarry PS	52 Calder Road, Bellsquarry, EH54 9AD	01506 410777	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05

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

Name	Address	Phone	Wks	AM	PM	2FD – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions.		
						FD	& Either AM or PM below	
							Short AM	Short PM
Blackridge PS	Main Street, Blackridge, EH48 3RJ	01501 751223	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Boghall PS	Elizabeth Drive, Bathgate, EH48 1JB	01506 283222	38	From 16/08/2022 - Monday to Thursday 08:00-15:30				
Bonnytoun NS	141 Springfield Road, Linlithgow, EH49 7SN	01506 847454	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Bridgend PS	Auldhill Road, Bridgend, EH49 6NZ	01506 834204	38	From 16/08/2022 - Monday to Thursday 08:30-16:00				
Broxburn PS	School Lane, Off West Main Street, Broxburn, EH52 5RH	01506 852018	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Calderwood PS	Nethershiel Road, East Calder, EH53 0GU	01506 280060	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Carmondean PS	Knightsridge Road West, Livingston, EH54 8PX	01506 432492	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Croftmalloch PS	Via Raeburn Crescent, Whitburn, EH47 8HQ	01501 740506	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Deans PS	Deans South, Deans, Livingston, EH54 8DB	01506 411208	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Deans North Nursery (In Deans CHS)	Eastwood Park, Livingston, EH54 8PS	01506 282155	38	From 16/08/2022 - Monday to Thursday 08:30-16:00				
East Calder PS	9 Langton Road, East Calder, EH53 0BL	01506 880810	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Eastertoun PS	Manse Avenue, Armadale, EH48 3HS	01501 732299	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Eliburn NC (Livingston Family Centre)	Jackson Place, Eliburn, Livingston, EH54 6NW	01506 537000	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Falla Hill PS	Harthill Road, Fauldhouse, EH47 9HS	01501 770210	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Fauldhouse NC (St John the Baptist RC PS)	Lanrigg Avenue, Fauldhouse, EH47 9JR	01501 770782	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05

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

Name	Address	Phone	Wks	AM	PM	2FD – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions.		
						FD	& Either AM or PM below	
							Short AM	Short PM
Glenvue NS	Dedridge East, Livingston, EH54 6JQ	01506 412333	38	From 16/08/2022 - Monday to Thursday 08:00-15:30				
Greenrigg PS	Polkemmet Road, Greenrigg, Harthill, ML7 5RF	01501 751334	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Holy Family RC PS	Expected opening Autumn Term in 2022/2023	TBC	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Hopefield NS	Hopefield Road, Blackburn, EH47 7NZ	01506 630944	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Howden St Andrew's RC PS	Kingsport Ave, Howden, Livingston, EH54 6BA	01506 433114	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Inveralmond EYC	Willowbank, Ladywell, Livingston, EH54 6HN	01506 537000	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Kirkhill NS	Rashierigg, Broxburn, EH52 6AW	01506 853821	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Kirknewton PS	21 Station Road, Kirknewton, EH27 8BJ	01506 881461	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Knightsridge EYC	Cameron Way, Knightsridge, Livingston, EH54 8HE	01506 444970	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Ladywell NS	Willowbank, Ladywell, Livingston, EH54 6HN	01506 537000	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Letham PS	Forth Drive, Craigshill, Livingston, EH54 5LZ	01506 432012	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Linlithgow Bridge PS	East Mill Road, Linlithgow, EH49 7PB	01506 671428	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Linlithgow PS	Preston Road, Linlithgow, EH49 6HB	01506 8426868 45346	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Livingston Village PS	Kirkton Road North, Livingston Village, EH54 7EQ	01506 429620	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05

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						FD	& Either AM or PM below	
							Short AM	Short AM
Livingston Village PS	Kirkton Road North, Livingston Village, EH54 7EQ	01506 429620	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Longridge PS	School Road, Longridge, EH47 8AG	01501 770208	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Mid Calder PS	Mid Calder, EH53 ORR	01506 882092	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Murrayfield PS	Catherine Terrace, Blackburn, EH47 7DX	01506 653400	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Parkhead PS [See note 1]	Harburn Road, West Calder, EH55 8AH	01506 871404	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Polbeth NS	10 Polbeth Road, Polbeth, West Calder, EH55 8AH	01506 872511	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Polkemmet PS	The Avenue, Whitburn, EH47 0BX	01501 740319	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Pumpherstons & Uphall Station CPS	37 Drumshoreland Road, Pumpherston, EH53 0LF	01506 280997	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Riverside PS	Maree Walk, Craigshill, Livingston, EH54 5EJ	01506 432248	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Seafield PS	Cousland Terrace, Seafield (By Bathgate), EH47 7BL	01506 652916	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Simpson PS	Leyland Road, Wester Inch, Bathgate, EH48 2SG	01506 656371	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Southdale PS	Southdale Way, Armadale, EH48 3PR	01506 284300	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
St Anthony's RC PS	87B South Street, Armadale, EH48 3JE	01501 733183	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
St Columba's RC PS	Philip Avenue, Boghall, Bathgate, EH48 1NQ	01506 653822	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05

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

Name	Address	Phone	Wks	AM	PM	2FD – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions.		
						FD	& Either AM or PM below	
							Short AM	Short AM
St Joseph's Whitburn RC PS	Gateside Road, Whitburn, EH47 0NJ	01501 740451	38	From 16/08/2022 - Monday to Thursday 08:30-16:00				
St Mary's Bathgate RC PS	Whitburn Road, Bathgate, EH48 2RD	01506 652511	38	Monday to Thursday 08:30-16:00				
St Nicholas' RC PS	189B West Main Street, Broxburn, EH52 5LH	01506 858907	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
St Ninian's RC PS	Douglas Rise, Dedridge, Livingston, EH54 6JR	01506 414612	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
St Paul's RC PS	Main Street, East Calder, EH53 0ES	01506 881665	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Our Lady's RC PS (Previously Stoneyburn NC)	79 Main Street, Stoneyburn, EH47 8BA	01501 763074	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Stoneyburn PS	2 Main Street, Stoneyburn, EH47 8BA	TBC	38	Monday to Thursday 08:00-15:30				
Toronto PS	Toronto Avenue, Howden, Livingston, EH54 6BN	01506 431461	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Torphichen PS	The Loan, Torphichen, EH48 4NF	01506 652246	38	Monday to Thursday 08:30-16:00				
Uphall PS	25 Crossgreen Drive, Uphall, EH52 6DS	01506 852516	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Westfield PS	Lomond View, Westfield, Bathgate, EH48 3DE	01506 634019	38	Monday to Thursday 08:30-16:00				
Whitdale EYC	55a Whitdalehead Road, Whitburn, EH47 8JU	01501 744388	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Williamston PS	Bankton Lane, Murieston, Livingston, EH54 9DQ	01506 415311	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Winchburgh PS	Glendevon Park, Winchburgh, EH52 6UE	01506 890202	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05
Windyknowe PS	Windyknowe Crescent, Bathgate, EH48 2BT	01506 652083	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05

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

Name	Address	Phone	Wks	AM	PM	2FD – Any 2 days between Mo-Th & a short session on a day not allocated FD in either the Fr AM or Mo-Th PM (dependant on availability). Grant letter will confirm days allocated for FD and short sessions.		
						FD	& Either AM or PM below	
							Short AM	Short AM
Woodlands NS	Harburn Avenue, Deans, Livingston, EH54 8NQ	01506 412560	50	Mo-Th 07:47- 12:30 & Fr 07:47 -11.54	Mo-Th 12:30-18:14	08:00-18:00	08:00 – 11.20	12:45-16:05

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

**Appendix 2 – Funded Providers in partnership with West Lothian Council**

Name	Phone	Address	e-mail	Opening Times
ABC Private Nursery	01501 413500	1 Beveridge Square, Livingston, EH54 6QF	<a href="mailto:info@abcprivatenursery.co.uk">info@abcprivatenursery.co.uk</a>	07:15 - 18:15
ABC Tots Nursery	01501 732444	64 West Main Street, Armadale, EH48 3QA	<a href="mailto:info@abctots.co.uk">info@abctots.co.uk</a>	07:15 – 18:15
Angela Elizabeth Nursery	0131 333 1949	Bonnington Road, Wilkieston EH27 8BD	<a href="mailto:enquiries@angelaelizabethnursery.co.uk">enquiries@angelaelizabethnursery.co.uk</a>	07:30 – 18:00
Big Bird Nursery	01501 744550	12 Manse Road, Whitburn, EH47 0DH	<a href="mailto:bigbirdnursery@aol.com">bigbirdnursery@aol.com</a>	07:00 – 18:00
Bright Horizons Nursery	01506 536991	3 Bankton Square, Livingston, EH54 9EY	<a href="mailto:Livingston@brighthorizons.com">Livingston@brighthorizons.com</a>	07:30 – 18:00
Early Steps Nursery	01506 636394	Pyramids Business Park, Bathgate, EH48 2EH	<a href="mailto:info@earlystepsnursery.co.uk">info@earlystepsnursery.co.uk</a>	07:30 – 18:00
First Adventures Nursery	01506 844344	53 High Street, Linlithgow, EH49 7ED	<a href="mailto:info@firstadventures.co.uk">info@firstadventures.co.uk</a>	08:00 – 18:00
First Class Nursery	01506 411112	2 Kirk Lane, Livingston Village, EH54 7AY	<a href="mailto:firstclassnursery@hotmail.co.uk">firstclassnursery@hotmail.co.uk</a>	07:30 – 18:00
Little Flyers (Broxburn) Nursery	01506 854066	88 West Main Street, Broxburn EH52 5LQ	<a href="mailto:broxburn@littleflyerschildcare.org.uk">broxburn@littleflyerschildcare.org.uk</a>	07:30 – 18:00
Little Flyers (Livingston) Nursery	01506 432578	1 Cedric Rise, Livingston EH54 6JR	<a href="mailto:Livingston@littleflyerschildcare.org.uk">Livingston@littleflyerschildcare.org.uk</a>	07:30 – 18:00
Little Flyers (West Calder) Nursery	01506 873731	5 Glebe Road, West Calder EH55 8DF	<a href="mailto:westcalder@littleflyerschildcare.org.uk">westcalder@littleflyerschildcare.org.uk</a>	07:30 -18:00
Oakwell Children's Nursery	01506 847988	5 Pardovan Holdings, Linlithgow EH49 6QZ	<a href="mailto:info@oakwellnursery.co.uk">info@oakwellnursery.co.uk</a>	07:30 – 18:00
Rainbow Nursery	01506 633348	66 Hopetoun Street, Bathgate, EH48 4PD	<a href="mailto:info@myrainbownursery.co.uk">info@myrainbownursery.co.uk</a>	07:00 – 18:00
Riverside Cottage Nursery	01506 650583	9 Riverside Lea, Blackburn EH47 7EL	<a href="mailto:riversidecottage@icloud.com">riversidecottage@icloud.com</a>	07:30 – 18:00
Sheephouse Nursery	01501 770235	2-6 Sheephousehill, Fauldhouse, EH47 9DY	<a href="mailto:hello@sheephousenursery.co.uk">hello@sheephousenursery.co.uk</a>	07:00 – 18:00
Tiptoes Nursery Winchburgh Ltd	01506 891395	25 Millcraig Mew, Winchburgh, EH52 6WG	<a href="mailto:winchburgh@tiptoesnursery.com">winchburgh@tiptoesnursery.com</a>	07:30-18:00
The Kidz Stop Nursery	01506 239295	17-19 Main Street, Linlithgow, EH49 7PW	<a href="mailto:enquiries@thekidzstop.co.uk">enquiries@thekidzstop.co.uk</a>	08:00 – 18:00
The Nurture Nursery	07421 732552	94 Mid Street, Bathgate EH48 1QF	<a href="mailto:nurturenurserybathgate@gmail.com">nurturenurserybathgate@gmail.com</a>	07:00 – 18:00
Wee Gems (Armadale) Nursery	01501 747130	2 Southdale Avenue, Armadale, EH48 3AA	<a href="mailto:Armadale@weegems.com">Armadale@weegems.com</a>	07:00 – 18:30



**Appendix 2 – Funded Providers in partnership with West Lothian Council list Cont'd**

Name	Phone	Address	e-mail	Opening Times
Wee Gems (Broxburn) Nursery	01506 857325	6 Dunnet Way, Broxburn, EH52 5NN	<a href="mailto:broxburn@weegems.com">broxburn@weegems.com</a>	07:00 – 18:30
Wee Gems (Livingston) Nursery	01506 437437	2 Carmondean Centre South Road, Livingston, EH54 8PT	<a href="mailto:livingston@weegems.com">livingston@weegems.com</a>	07:00 – 18:15
Wonder Woods Woodland Nursery	01506 856444	Tor Whitie, Harburn, EH55 8RF	<a href="mailto:admin@simplyplay.org">admin@simplyplay.org</a>	08:00 – 18:00

**Appendix 3 – Childminders** (For childminders in partnership with West Lothian Council and your area please contact )

Sonia Watson, Childminding Development Offer – West Lothian & Falkirk (ELC)  
 Scottish Childminding Association, Argyle Court, Castle Business Park, Stirling, FK9 4YT.  
 Telephone : 01890771356 E-mail : [sonia.watson@childminding.org](mailto:sonia.watson@childminding.org)

(A childminder cannot receive funding for attendance of a child who is a relative)

**Applications for Private Nurseries and Childminders**

Private nurseries and Childminders must meet the new national standard set by the Scottish Government before they can be considered to become a funded provider for a child to attend with funding provided by the Council.

The Council would consider an application to fund a place with a funded provider, but the actual attendance pattern would be agreed between the parent/carer and the funded provider. Parents therefore should contact the funded provider to check availability if they are applying for funding to attend at that funded provider.

**Useful Contacts**

**The Scottish Government** : Address - St Andrew's House, Regent Road, Edinburgh, EH1 3DG :  
 Website – [www.gov.scot](http://www.gov.scot) : E-mail [ceu@gov.scot](mailto:ceu@gov.scot) : Telephone 0300 244 4000

**Education Scotland** : Address – Denholm house, Almondvale Business Park, Almondvale Way, Livingston, EH54 6GA : Website - <https://education.gov.scot/parentzone> : E-mail - [Enquiries@educationscotland.gov.scot](mailto:Enquiries@educationscotland.gov.scot) :  
 Telephone – 0131 244 4330

**Parent Club** : Website - <http://www.parentclub.scot/> : E-Mail – [parentclub@gov.scot](mailto:parentclub@gov.scot)

**Early Years Scotland** : Website - <https://earlyyearsscotland.org/> : E-mail – [info@earlyyearsscotland.org](mailto:info@earlyyearsscotland.org)  
 Telephone – 0141 221 4148

**West Lothian Council (WLC)** : Address - West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF : Website – [www.westlothian.gov.uk](http://www.westlothian.gov.uk) : Telephone : 01506 280000 :

Education Section of website - <https://www.westlothian.gov.uk/education> has links to information and on-lines forms for :

**WLC Pupil Placement** : E-mail – [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk)  
**WLC Additional Support Needs** : E-mail – [ASNManager@westlothian.gov.uk](mailto:ASNManager@westlothian.gov.uk)  
**WLC School Transport** : E-mail – [Publictransport@westlothian.gov.uk](mailto:Publictransport@westlothian.gov.uk)

## **Privacy Notice – Early Learning & Childcare Application**

West Lothian Council collects and uses personal information about staff, pupils, parents or carers and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that West Lothian Council complies with its statutory obligations.

### **Who is collecting this information?**

The request for this information is by West Lothian Council, Education Services – Planning and Information Unit.

### **How will we use the information?**

The information collected in this form will allow us to forward plan educational provision and/or to allocate an educational place to your child in West Lothian in terms of our legal duty.

### **How will we store this information?**

The information will be stored in a secure database.

### **Who will we share it with?**

The information you provide will be used in the planning and provision of an early learning and childcare placement. Information will be shared with the relevant educational establishment at the point when a place has been allocated.

In order to carry out our legal duty under the Education (Scotland) Act 1980 to provide an appropriate education for all children and also to protect the health and welfare of young people under the Children (Scotland) Act 1995, we share pupil information with Education staff in West Lothian as well as with relevant services when required which may include: -

- The National Health Service, such as Health Visitors or School Nurses, to help support health and development programmes.
- Police Scotland, in the case of any safeguarding requirements.

### **How long will we keep it for?**

The information will be kept, under Data Protection law, while your child is in Nursery and for an additional 7 academic years.

## **Your Rights**

### **How you can see the information we hold?**

You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

### **How to make changes to your information**

It is important the information we hold is correct, if you need to make any changes, please e-mail

PupilPlacement@WestLothian.gov.uk or fill in the on-line form at

<https://www.westlothian.gov.uk/ADDINFOPUPILPLACEMENT> or phone 01506 280000 and ask for Pupil Placement.

### **Who to contact if you need to make a complaint**

If you wish to complain about the way your information is held or processed, you can do so by e-mailing

[EducationCustomer.Services@WestLothian.gov.uk](mailto:EducationCustomer.Services@WestLothian.gov.uk) or phoning 01506 280000 and asking for Education Customer Services.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF. More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office

## Frequently Asked Questions (FAQ's)

- **What is ELC?**

Early Learning & Childcare (ELC) for 3 and 4-Year olds, is the term now used for pre-school or nursery provision.

West Lothian Council provide high quality ELC provision at establishments throughout West Lothian, please see Appendix 1 Pages 3-8 for more details.

Partner Providers – This is Private Nurseries or Childminders who have applied and been approved as meeting the new national standard and are awarded a partnership contract with West Lothian Council to provide ELC, please see Appendix 2 and 3, page 8 & 9 for more details.

- **Can parents have a say in what ELC provision looks like?**

West Lothian Council carefully consider parents' feedback from consultation surveys issued every two years, whilst considering the capacity within its settings, the demand from applications and the requirement to provide reasonable flexibility and choice when working out how it will deliver ELC provision.

- **When is my child eligible?**

The Scottish Government lays out the statutory entitlement of when a child becomes eligible for ELC as a 3-year-old. There has been no change to when a child becomes eligible through the increase of hours from 600 to 1140. West Lothian Council deliver the requirements of this in their ELC provision, and if you go to page 2 of this document it goes into detail of when particular date of birth ranges becomes eligible as a 3-year-old.

- **When do I apply?**

Applications are accepted from a child's 2<sup>nd</sup> birthday, although they will not be eligible to start an allocated place until the intake (August/January/April) after their 3<sup>rd</sup> birthday, as above please see page 2. To be included in initial decisions for an intake, applications should be submitted by the 15 March for the following August and January intakes and the 15 November for the following April Intake.

- **Who considers my application?**

Applications for ELC places or funding to attend a partner provider will be considered by the School Placement Panel and the Education Customer Support team.

- **What do you mean by ELC year?**

To increase ELC hours from 600 to 1140, West Lothian Council have increased the number of weeks their Nurseries/ELC establishments are open. The ELC year now runs from the 1<sup>st</sup> day of term in August for a primary school and ends the last Friday of the summer holidays for a primary school.

Children offered a 50 week option attend on days and session times allocated within the ELC year when ELC's are open. Children offered a 38 week option attend on days and session times allocated within the ELC year when ELC's are open, but do not attend on primary school holiday dates or In-service days.

Please see Appendix 1 for days and session times for each format option at individual nurseries and go to the website <https://www.westlothian.gov.uk/article/64844/Early-Learning-and-Childcare-Terms-and-Holidays> for more detail on dates a child should attend.

- **Why do some ELC establishments open 50 weeks while others are term time?**

West Lothian Council do not have the physical space to provide enough places in all establishments if ELC places are provided as Monday to Thursday 08:30-16:00/08:00-15:30 or Monday to Friday with times equivalent to a primary school. Therefore the 38 week format is currently only available at establishments where physical space and lower demand allows this to be implemented. All other establishments offer morning, afternoon or 2DS places and are open 50 weeks so that children receive their full entitlement. If you go to <https://www.westlothian.gov.uk/article/64844/Early-Learning-and-Childcare-Terms-and-Holidays> for dates ELC establishments running the 50 week model are open.

- **What do you mean by an ELC place?**

West Lothian Council offers a full 'ELC place' to each eligible child whose parent/carer applies. Several attendance patterns are offered : 1. morning place (AM), 2. afternoon place (PM), 3. 2 Full Day place (2FD), 4. 4 Full Day place (4FD) [38 week establishments only] or 5. 'funding to attend' a private partner or childminder place [we only agree the funding - the actual attendance (days/times) are agreed between the provider and the parent/carer] . Please see page 3 for each attendance patterns days and times.

The patterns of attendance in our establishments allow children to access their full annual entitlement to ELC. Children who become eligible or start after the start of the session will also automatically have access to the correct maximum 'pro-rata hours' they should receive. The full allocated days/times will be counted towards your child's entitlement whether your child attends or not.

The criteria for 'funding to attend' a private provider or childminder requires funded ELC provision to be delivered over a minimum of 38 weeks. Any one session cannot exceed 10 hours and a maximum of 30 hours can be funded in any one week. Any additional hours can be paid for by the parent/carer. These criteria also automatically ensures access to the correct maximum hours/pro-rata hours a child should receive even though attendance days and times are agreed between the provider and the parent/carer.

- **What options are available to apply for?**

Please see Appendix 1 (pages 3-8) for detail of which attendance patterns are available at each individual establishment.

**Short Session** – Each child allocated a 2FD place will be advised of the 2 days they have been allocated between Monday to Thursday from 08:00-18:00. They will also be allocated a short session, 3h20m in length, in either a Friday morning (08:00-11:20) or Monday to Thursday in the afternoon (12:45-16:05).

**Blended Option** - We offer a blended option for children allocated the 2FD provision which comes with one short session per week. The short session hours can instead be used towards attendance at a private partner, for a full year this equates to 140hours (pro rata if not full year). As attending 20 hours a week already at a West Lothian Council establishment these hours can only be utilised for up to 10 hours per week towards attendance at a partner provider and once reached 140hours funding will cease. Please note - the private nursery or childminder must be in partnership with WLC.

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

Yes - your child will be offered a 'place' to be in ELC, therefore they can attend for the full session times on the days allocated or you can drop off late or pick up earlier if you wish, as long as staff have been advised in advance. 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. The full allocated days/times will be counted as used whether your child attends or not.

- **What can I expect from a place in a Council nursery?**

In all Council 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.

- **What can I expect from a partner provider (over a minimum of 38 weeks)?**

West Lothian Council assess private nurseries and childminders who apply to become ELC funded providers with West Lothian Council and award partnerships to those who meet the new national standard set by the Scottish Government. Parents should contact the provider directly to confirm availability on required days and times and to determine the suitability of the provision at the funded provider for their child.

- **Will my child get a meal?**

All nursery children are entitled to a free healthy snack, milk and meal during the session they attend, meal choices will include a variety of hot and cold options following a three-week rota (similar to the provision for primary school age children).

Children attending funded providers should also be receiving a free breakfast, lunch or late afternoon meal (dependant on times of attendance) as this has been incorporated into the funding rate paid by the Council.

You should tell the nursery/funded provider about any special dietary requirements.

- **What if we go on holiday?**

As attendance at nursery is not mandatory a nursery child can have a holiday during term time. We will ask that parents inform the nursery in advance when they are going on holidays even if holidays are within a school holiday period. Please note that holiday hours are still deducted from your child's entitlement. A holiday period can match the primary school holidays, or be 'an individual day' or up to a block period of 4 weeks, staff will seek guidance from pupil placement for any request for a period longer than this.

- **Can I have part of the entitlement with one council nursery and the rest with another council nursery?**

No, to make sure that we can offer as many people as possible places in our council nurseries, we cannot accommodate 'split placements' between 2 council nurseries.

- **Can I use more hours some weeks than others at a funded provider?**

Yes, once we agree the 'funding for a placement' it is up to you to arrange the attendance times with the funded provider. Please note that one session cannot exceed 10 hours in any one day and you cannot exceed a maximum of 30 hours per week. A 'place' is pro rata for those who become eligible or are allocated mid academic year.

- **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?**

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, one meal (per session) or one daily snack.

- **What if my child has an additional support need?**

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 Additional Support for Learning website <https://www.westlothian.gov.uk/article/32412/Additional-Support-for-Learning> .

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

We can only consider applications for council nurseries or funded providers located within the West Lothian Council area. If you wish a placement in a setting in another council area you should apply to that council through their ELC admissions process (please note that this can vary) to be considered for a funded place. Non-West Lothian residents who would like to apply for an ELC place in a West Lothian setting should apply to West Lothian Council.

Further information in relation to early learning entitlement can be found on the Scottish Government's website – Parent Club - [www.parentclub.scot](http://www.parentclub.scot) .