



Pupil Placement Section

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West Lothian Civic Centre

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Early Learning & Childcare (ELC) (3 and 4 year old) provision and Wraparound Care 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 2018/19. For 2017/18, please contact the establishment.**

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هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে
ইন্টারপ্রিটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: 01506 280000

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：01506 280000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੈਤੂਰੀਨ ਟੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ
ਹੈ। ਸੁਝਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸੇਵਾਵਾਂ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ: 01506 280000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤسر یا انٹر نیٹ پر پبلشنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 01506 280000 پر رابطہ قائم کریں۔

Informacje te mogą być przelozzone na jezyk Braille'a, dostepne na tasmie magnetofonowej
lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem 01506 280000

Information is available in Braille, tape, large print and community languages.

Please contact the interpretation and translation service on **01506 280000**.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **01506 591652**.

A loop system is also available in all offices. Published by West Lothian Council.

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

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 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 rd 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

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 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 rd 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

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 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 rd 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.

From August 2014 ELC provision was increased from 475 hours to 600 hours and from August 2015 West Lothian Council have provided these hours in two Frameworks. The first framework is called '5 morning/ 4 afternoon' provision and the second framework is called '2 full day' provision. From August 2018, there will be a 760-hour '2 full day' option in 22 establishments.

5 morning/ 4 afternoon provision (is available at most establishments) – a child will be allocated either 5 morning sessions (Monday to Friday) or 4 afternoon sessions (Monday to Thursday).

2 Full Day provision (will be available at 27 establishments from August 2018) – a child will be allocated 2 sessions on 2 days between Monday to Thursday. In 22 of these establishments, sessions will operate from 08:00-18:00, and in 5 sessions will operate from 08:00-16:00.

If due to the drop off/pick up of siblings elsewhere, the times at the establishment are unsuitable then you can drop off/pick up at core times. Core start times for a morning session are 2hrs 30mins before the establishments morning session finish time. Core end times for an afternoon session are 3hrs 07mins after the establishments afternoon session start time. A child allocated a place within an early learning & childcare establishment should attend the allocated establishment's core times or the place may be withdrawn. If you do wish your child to attend for less than the 600 hours, please discuss this with the head Teacher.

The wraparound care column shows the opening times of wraparound centres at each establishment, and the provision named above the opening times indicates which ELC provision framework this wraparound care can be used in conjunction with.

ELC (3 and 4 Year Olds) Establishment List

Name	Phone	Address	Head Teacher	5 mornings or 4 afternoons		2 full day	Wraparound Care
				AM	PM		
Addiewell PS	01501 762794	Church Street Addiewell EH55 8PG	Mrs Alison McCarney (Acting)	M - Th 08:10-11:15 F 08:45-12:13	M - Th 12:09-16:06	M - Th 08:00-18:00	-
Armadale PS	01501 730282	Academy Street Armadale EH48 3JD	Mrs Allison Phillips	M - Th 08:10-11:18 F 08:10-11:18	M - Th 12:10-16:07	M - Th 08:00-18:00	-
Bankton PS	01506 413001	Kenilworth Rise Dedridge Livingston EH54 6JL	Mrs Jaqueline Stewart	M - Th 08:10-11:20 F 08:10-11:38	M - Th 12:09-16:06	-	-
Bathgate EYC	01506 776234	Whitburn Road Bathgate EH48 2RD	Mrs Katy Leamy	M - Th 08:00-11:08 F 08:00-11:28	M - Th 12:08-16:08	-	5 AM or 4 PM M - Th 11:00-17:30 F 11:15-17:30

Early Learning & Childcare (3 and 4 Year Olds) Establishment List (Cont'd)							
Name	Phone	Address	Head Teacher	5 mornings or 4 afternoons		2 full day	Wraparound Care
				AM	PM		
Bathgate West NS	01506 652004	63 Millburn Road Bathgate EH48 2AF	Mrs Lesley Dunbar (Acting)	M – Fri 08:00-11:12	M – Th 12:03-16:00	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
Bellsquarry PS	01506 410777	52 Calder Road Bellsquarry EH54 9AD	Mrs Ruth McMaster	M – Th 08:15-11:20 F 08:15-11:43	M – Th 12:15-16:11	-	-
Blackridge PS	01501 751223	Main Street Blackridge EH48 3RJ	Mrs Julie Ross	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:18-16:15	M – Th 08:00-18:00	-
Boghall PS	01506 283222	Elizabeth Drive, Bathgate, EH48 1JB	Mrs Ann Duncan	-	-	M – Th 08:00-18:00	-
Bonnytoun NS	01506 847454	141 Springfield Road, Linlithgow EH49 7SN	Mr Mark Wells)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
Bridgend PS	01506 834204	Auldhill Road Bridgend EH49 6NZ	Mrs Clare Deas	M – Th 08:10-11:15 F 08:10-11:38	No Afternoon Session	M – Th 08:00-18:00	-
Broxburn PS	01506 852018	School Lane, Off West Main Street Broxburn EH52 5RH	Ms Lisa Davies	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:00-15:57	-	5 AM or 4 PM M – Th 15:15-17:30
Carmondean PS	01506 432492	Knightsridge Road West, Livingston EH54 8PX	Miss Gillian Millar	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Croftmalloch PS	01501 740506	Via Raeburn Crescent, Whitburn EH47 8HQ	Mrs Carene Hay	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	-
Deans PS	01506 411208	Deans South, Deans Livingston EH54 8DB	Ms Fiona Wales	M – Th 08:10-11:23 F 08:10-11:23	M – Th 12:05-16:02	-	-
Deans North Nursery (In Deans CHS)	01506 282155	Eastwood park, Livingston, EH54 8PS	Mrs Jennifer Russell	-	-	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
Dechmont Infant School	01506 811264	Main Street Dechmont, Broxburn EH52 6LJ	Mr Ian Harvey (Acting)	M – Th 08:10-11:15 F 08:10-11:38	No Afternoon Session	-	-
East Calder PS	01506 880810	9 Langton Road East Calder EH53 0BL	Mr Steven Eagleson (Acting)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:00-15:57	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
Eastertoun NS	01501 732299	Manse Avenue Armadale EH48 3HS	Mr Gerald Cowan	M – Th 08:06-11:11 F 08:06-11:34	M – Th 12:05-16:02	-	-
Eliburn NC (Livingston Family Centre)	01506 537000	Jackson Place Eliburn, Livingston EH54 6NW	Mr Iain McDermott	M – Th 08:10-11:15 F 08:10-11:30	M – Th 12:10-16:06	-	-

Early Learning & Childcare (3 and 4 Year Olds) Establishment List (Cont'd)							
Name	Phone	Address	Head Teacher	5 mornings or 4 afternoons		2 full day	Wraparound Care
				AM	PM		
Falla Hill PS	01501 770210	Harthill Road Fauldhouse EH47 9HS	Mrs Anne Pettit	M – Th 08:15-11:20 F 08:15-11:43	M – Th 12:15-16:12	M – Th 08:00-18:00	-
Fauldhouse NC (St John the Baptist RC PS)	01501 770782	Lanrigg Avenue Fauldhouse EH47 9JR	Mrs Angela Gardner (Acting)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	-
Glenvue NS	01506 412333	Dedridge East Livingston EH54 6JQ	Mrs Kathryn French	M – Th 08:15-11:20 F 08:15-11:43	M – Th 12:14-16:11	M – Th 08:00-18:00	-
Greenrigg PS	01501 751334	Polkemmet Road Greenrigg, Harthill ML7 5RF	Mrs Kathy Gibson	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Hopefield NS	01506 630944	Hopefield Road Blackburn EH47 7NZ	Miss Janet Clarkson	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	-
Howden St Andrew's RC PS	01506 433114	Kingsport Avenue Howden, Livingston EH54 6BA	Mrs Lisa Moore	M – Th 08:20-11:25 F 08:20-11:48	M – Th 12:19-16:17	M – Th 08:00-18:00	-
Inveralmond EYC	01506 537000	Willowbank Ladywell Livingston EH54 6HN	Mrs Rhona MacKinnon (Acting)	M – Th 08:10-11:15 F 08:10-11:30	M – Th 12:10-16:06	-	5 AM or 4 PM M – Th 11:15-17:30 F 11:30-17:30
Kirkhill PS	01506 853821	Rashierigg Broxburn EH52 6AW	Miss Lesley Henderson	M – Th 08:05-11:15 F 08:05-11:13	M – W 12:00-16:00 Th 12:12-16:00	M – Th 08:00-18:00	-
Kirknewton PS	01506 881461	21 Station Road Kirknewton EH27 8BJ	Mrs Eileen Brown	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-16:00	-
Knightsridge EYC	01506 444970	Cameron Way Knightsridge Livingston EH54 8HE	Mrs Allison Kennedy	M – Th 08:15-11:20 F 08:15-11:43	M – Th 12:19-16:16	M – Th 08:00-18:00	-
Ladywell NS	01506 537000	Willowbank Ladywell Livingston EH54 6HN	Mrs Rhona MacKinnon (Acting)	M – Th 08:10-11:15 F 08:10-11:30	M – Th 12:10-16:06	M – Th 08:00-18:00	-
Letham PS	01506 432012	Forth Drive Craigshill Livingston EH54 5LZ	Mrs Valerie Brodie	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:03-16:00	M – Th 08:00-18:00	-
Linlithgow Bridge PS	01506 671428	East Mill Road Linlithgow EH49 7PB	Mrs Susan Webster	M – Th 08:15-11:20 F 08:15-11:43	M – Th 12:14-16:11	-	-
Linlithgow PS	01506 842686 or 01506 845346	Preston Road Linlithgow EH49 6HB	Ms Lisa Davies (Acting)	M – Th 08:00-11:05 F 08:00-11:28	M – Th 12:09-16:06	M – Th 08:00-16:00	4 PM M – Th 15:15-18:00 2 Full Day M – Th 16:00-18:00

Early Learning & Childcare (3 and 4 Year Olds) Establishment List (Cont'd)							
Name	Phone	Address	Head Teacher	5 mornings or 4 afternoons		2 full day	Wraparound Care
				AM	PM		
Livingston Village PS	01506 429620	Kirkton North Road Livingston Village Livingston EH54 7EQ	Ms Jackie Mill	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	5 AM or 4 PM M – Th 11:15-17:30 F 11:30-17:30
Longridge PS	01501 770208	School Road Longridge EH47 8AG	Miss Nicola Hamilton (Acting)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Mid Calder	01506 882092	Mid Calder EH53 ORR	Mrs Mary McKenzie	M – Th 08:05-11:10 F 08:05-11:33	M – Th 11:55-15:52	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
Murrayfield PS	01506 653400	Catherine Terrace Blackburn EH47 7DX	Ms Catriona Macrae	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	-
Parkhead PS [See note 1]	01506 871404	Harburn Road West Calder EH55 8AH	Mrs Vicky Fish	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Polbeth NS	01506 872511	10 Polbeth Road Polbeth West Calder EH55 8SR	Mrs Siobhan Kellock	M – Th 08:15-11:24 F 08:15-11:37	M – Th 12:09-16:06	M – Th 08:00-18:00	-
Polkemmet PS	01501 740319	The Avenue Whitburn EH47 0BX	Mrs Linda Baxter (Acting)	M – Th 08:25-11:30 F 08:25-11:53	M – Th 12:10-16:07	M – Th 08:00-18:00	-
Pumpherstons & Uphall Station CPS	01506 280997	37 Drumshoreland Road Pumpherstons EH53 0LF	Mrs Sarah Burton (Acting)	M – Th 08:12-11:15 F 08:12-11:40	M – Th 12:18-16:15	-	-
Riverside PS	01506 432248	Maree Walk Craigshill Livingston EH54 5EJ	Ms Fiona McPhail	M – Th 08:10-11:16 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	-
Seafield PS	01506 652916	Cousland Terrace Seafield (By Bathgate) EH47 7BL	Mrs Marjorie Morris	M – Th 08:20-11:25 F 08:20-11:48	M & W 12:20-16:20 T & Th 12:20-16:15	-	-
Simpson PS	01506 656371	Leyland Road West Inch Bathgate EH48 2SG	Mrs Arlene Black	M – Th 08:00-11:05 F 08:00-11:28	M – Th 12:09-16:06	-	-
Southdale PS	01506 284300	Southdale Way Armada EH48 3PRR	Mrs Geraldine Armstrong	M – Fri 08:10-11:15	M – Th 12:09-16:06	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
St Anthony's RC PS	01501 733183	87B South Street Armada EH48 3JE	Mr James McCrory	M – Th 08:20-11:25 F 08:20-11:48	M – Th 12:10-16:07	-	-
St Columba's RC PS	01506 653822	Philip Avenue Boghall Bathgate EH48 1NQ	Ms Fiona Smyth	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	-
St Joseph's RC PS	01501 740452	Gateside Road Whitburn EH47 0NJ	Mrs Frances Burns	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:10-16:05	M – Th 08:00-18:00	-

Early Learning & Childcare (3 and 4 Year Olds) Establishment List (Cont'd)							
Name	Phone	Address	Head Teacher	5 mornings or 4 afternoons		2 full day	Wraparound Care
				AM	PM		
St Nicholas RC PS	01506 858907	189B West Main Street Broxburn EH52 5LH	Mrs Karen Brown	M – Th 08:10-11:16 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-16:00	2 Full Day M – Th 16:00-18:00
St Ninian's RC PS	01506 414612	Douglas Rise Dedridge Livingston EH54 6JR	Mrs LisaMarie Purdie (Acting)	M – Th 08:05-11:10 F 08:05-11:33	M – Th 12:00-15:57	-	-
St Paul's RC PS	01506 881665	Main Street East Calder EH53 0ES	Mrs Helen Torsney (Acting)	M – Th 08:10-11:16 F 08:10-11:36	M – Th 12:09-16:06	-	-
Stoneyburn NC (Our Lady's RC PS)	01501 763074	79 Main Street Stoneyburn EH47 8BA	Ms Laura Caulfield (Acting)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Toronto PS	01506 431461	Toronto Avenue Livingston EH54 6BN	Mrs Laura Gingell	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Torphichen PS [See Note 2]	01506 652246	The Loan Torphichen EH48 4NF	Mrs Rita Angus (Acting)	M – Th 08:00-12:00	M – Th 12:20-16:30	M – Th 08:00-16:00	
Uphall PS	01506 852516	25 Crossgreen Drive, Uphall EH52 6DS	Mrs Carol Fawkes	M – Th 08:10-11:15 F 08:10-11:39	M – Th 12:09-16:06	-	-
Westfield PS [See Note 2]	01506 634019	Lomond View Westfield Bathgate EH48 3DE	Ms Liz Wells (Acting)	M – Th 08:00-12:00	M – Th 12:20-16:30	M – Th 08:00-16:00	-
Whitdale EYC	01501 744388	55A Whitdalehead Road, Whitburn EH47 8JU	Ms Lynn Findlay (Acting)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	M – Th 08:00-18:00	
Williamston PS	01506 415311	Bankton Lane Murieston Livingston EH54 9DQ	Mrs Fiona Hollands	M – Th 08:15-11:20 F 08:15-11:43	M – Th 12:14-16:11	-	5 AM or 4 PM M – Th 11:15-17:30 F 11:30-17:30
Winchburgh PS	01506 890202	Glendevon Park Winchburgh EH52 6UE	Mrs Frances Rosevear	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-
Windyknowe PS	01506 652083	Windyknowe Crescent, Bathgate EH48 2BT	Mrs Rita Angus	M – Th 08:06-11:11 F 08:06-11:31	M – Th 12:05-16:02	-	-
Woodlands NS	01506 412560	Harburn Avenue Deans Livingston EH54 8NQ	Ms Joanne McKissack (Acting)	M – Th 08:10-11:15 F 08:10-11:38	M – Th 12:09-16:06	-	-

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

[Note 2: There will be no Friday morning session in these establishments. Monday to Thursday morning sessions will be longer.

Partner Providers in partnership with West Lothian Council				
Name	Phone	Address	Contact	Opening Times
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
Busy Bees	01506 460785	1A Quarrywood Court, Livingston Village, EH54 6AX	Sam Ramsay	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

Wraparound Care Service - Terms and Conditions - Session 2018/19

In order to provide the best possible childcare West Lothian Council seeks to work in partnership with parents. To comply with legislation and provide efficient levels of care, the following terms and conditions apply to the wraparound care service.

Admissions

- The level of demand for places at each centre will be assessed each year in determining the scale and extent of the wraparound service that will be provided. This is necessary to ensure a financially sustainable service.
- A new application must be submitted every year to pupil placement.
- Places will be granted in accordance with our admission guidelines and procedures.
- Attendance one year does not give your child priority for a place the next year.
- Once your application has been granted, you will then be issued with a contract. If you wish to accept the place allocated, then you should sign the contract and return it to the Pupil Placement Section as soon as possible. Please note, if we do not receive your signed contract within 2 weeks of issue, your child's place may be withdrawn.
- All written communication will be acknowledged within 10 working days by the Pupil Placement Section.
- Your child cannot use wraparound care until the Pupil Placement Section has received your signed contract.
- Requests to cancel or change registered sessions must be made in writing/e-mail to Pupil Placement and 4 weeks' notice will begin from the date pupil placement receive the request.
- We cannot guarantee that any applications/requests to change your registered sessions will be granted.
- If you have cancelled your child's place, you must fill in a new application form if you require to use the wraparound care service again.

Payment of fees

- An annual administration fee is charged per child with the first invoice each school year and is non-refundable.
- The session fee and administration fee are reviewed at least annually.
- We will give at least one month's notice of changes to charges. Please see the attached information sheet for the current charges.
- We charge per session for wraparound care. Bills are calculated based on the number of sessions you use, even if you use less than the full session. A minimum charge of £20 per month will be applied. Please see the enclosed information sheet for current charges.
- Your contract will give details of the sessions you have been granted and these are the sessions you will be billed for. You will be charged monthly **in advance** for these sessions.
- No refunds will be given for non-attendance (either through sickness or holidays).
- Charges will be calculated from the start date on your contract.
- Invoices must be paid within 14 days. **Failure to pay will result in withdrawal of childcare place.**
- If your account is in arrears you will not be eligible to obtain additional sessions.
- Acceptable methods of payment include direct debit, online, by telephone, cheque and childcare vouchers.

- Cancellation or changes to registered sessions must be made in writing/e-mail to Pupil Placement and 4 weeks' notice will be calculated from the date pupil placement receive the request. (Payment in lieu of notice is acceptable).
- If a change to registered sessions is granted after the invoice has been issued, then an adjustment will be made to the following month's invoice.
- If there are vacancies parents may be able to arrange additional sessions on a flexible basis.
- Any additional sessions used will be added to the next invoice.
- The person who signs the contract is the person who is responsible for ensuring invoices are paid, even if the bills are usually paid by a third party (e.g. a college or relative).

Holidays

- Wraparound care is **not available** at all establishments during school holidays (term time holidays and Summer holidays) but will be available at specific establishments (depending on demand), which will be notified 4 weeks in advance.
- No wraparound provision is available (as all wraparound care centres are closed) on the following public holidays Good Friday/Easter Monday, May Day and during the school Christmas Holidays. You will not be charged for these days.
- You must advise the Wraparound Care Team Leader (at the centre you wish to use during the term time holiday) that you wish to use wraparound care and they will inform you if they have availability.
- **Summer holiday** applications are available from the Team Leader (at the centre you wish to use during the Summer holidays) and must be completed and returned back to the Team Leader by 30th April each year. This will enable us to ascertain the level of demand for the service and staffing levels for this period.
- Any sessions used during holiday periods (term time holidays and Summer holidays) will be billed as additional sessions in the following month.

Absence

- You must inform the Wraparound Care staff of a child's absence due to sickness or if you decide not to use your child's place for any reason.
- If your child is absent or is sent home due to sickness or other reasons beyond the control of the wraparound care establishment, (e.g. due to bad weather etc.), no refund will be given.
- If the wraparound care establishment is suspended as a result of adverse weather, no charge will be made to customers where the closure is more than 3 days.

Collection of children

- In order for staff to child ratios to be maintained, children must be dropped off and collected at the agreed times.
- If you think you are going to be unavoidably delayed you should contact the Wraparound Care Team Leader immediately.
- If by closing time a child is still waiting for a parent who has not phoned, the Team Leader will make every effort to contact the parent or emergency contact person. Thereafter, the Team Leader will contact Social Work Services, who will arrange for emergency care.
- If you are late in picking up your child, you will be charged a late fee.
- Children must be collected by a parent or another nominated responsible adult.
- Parents must tell the Wraparound Care staff who will be picking up the child on any given day.

Modification of Terms & Conditions

West Lothian Council reserves the sole right to amend its Terms & Conditions at any time, to comply with revised fiscal, legislative or operating requirements. Such changes will be notified in writing to parents, and will supersede all preceding Terms & Conditions West Lothian Council has issued.

If you require further information please contact Pupil Placement Section on 01506 280000 or e-mail pupilplacement@westlothian.gov.uk

James Cameron
Head of Education (Learning, Policy and Resources)
January 2018

Wraparound Care Pupil Escort Service

We have a pupil escort service between some early learning & childcare (3 and 4 Year Olds) establishments/primary schools and the wraparound care centres. All escort services are free of charge.

Apart from the escort services, no other transport assistance is available for any wraparound care centres.

Escort Pupil From	Escort Pupil To
Harrismuir Primary School or Ladywell Nursery School	Inveralmond Early Years Centre
St Joseph's Primary School (Linlithgow)	Linlithgow Primary School
St Mary Primary School (Bathgate)	Bathgate Early Years Centre

Wraparound Care Session Dates and Charges

Wraparound care gives priority to early learning & childcare applications over primary 1 to 3 applications.

Session 2017/2018 dates

Wraparound Care Term Time dates	No Wraparound Care available on these Term time dates
22 August 2017 to 29 June 2018	27 December 2017 to 09 January 2018
	30 th March and 02 th April 2018
	07 May 2018

Prices

All Prices are per session and will reviewed every April (These start From April 2017, next review April 2018)	
Annual Administration Fee (Per Child, Non-Refundable)	£20
Minimum Charge Per Month	£20
Late Fee	£4.27

Term Time Session Details and Prices (charged a month in advance)	
Session 1 : AM Early Learning & Childcare Finish Time to Wraparound Centre Close Time	£26.42
Session 2 : AM Early Learning & Childcare Finish Time to Primary School Finish Time – Mon to Thurs	£17.08
AM Early Learning & Childcare Finish Time to Primary School Finish Time - Friday	£4.27
Session 3 : Primary School Finish Time To Wraparound Centre Close Time (Linlithgow Wraparound Centre, as open longer, price is different)	£9.61 (£11.74)
Session 4 : PM Early Learning & Childcare Finish Time to Wraparound Centre Close Time (Linlithgow Wraparound Centre, as open longer, price is different)	£6.41 (£8.54)
Session 5 : Primary School Finish Time To Wraparound Centre Close Time (Friday Only)	£21.35
Session 6 : 2 Full Day Provision Finish Time To Wraparound Centre Close Time	£8.54

Term time holidays and Summer Holidays - Wraparound Care is only available at some centres.

Term time holidays - Check availability with Team Leader at the centre you wish to use, are charged in arrears
Term time holidays – Sessions are a half day or a full day charged.

Summer holiday wraparound care is applied for separately (directly to the wraparound centre) and is charged in arrears.
Summer Holiday Wraparound Care - Sessions are: a half day, a full day or a full week, prices are issued each year.

Details correct at the time of issue –January 2018

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

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

Scottish Childcare Website

Website: 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

Early Years Scotland

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

West Lothian Council Internet Site

Website: www.westlothian.gov.uk