**Early Learning and Childcare**

 **Funded Provider**

**NAMS Application Completion Advice Notes for Parents/Carers**

You have requested an application form for entry to a Funded Provider. This information is to assist you in completing the form.

**GENERAL INFORMATION**

* The completed forms should be submitted directly to the **Funded Provider.**
* You will need to send a copy of the child’s Birth Certificate with this form to the Funded Provider.
* If any changes occur to this information after you have submitted the form, please inform the Funded Provider that you submitted the form to.
* This application is for your chosen Funded Provider only.
* **Blended Placements -** Scottish Government Guidance states that in order to minimise the number of contacts and risk of COVID-19 transmission, “*attendance at multiple early learning and childcare settings should be reduced as far as possible.*All providers are following this guidance and it may mean they are unable to support blended placements at this time.

If you would like to request a blended placement, discuss this with the funded provider then email nams@eastlothian.gov.uk confirming the blended model that you would like to use.  Please refer to the blended models available on our website [www.eastlothian.gov.uk/1140-hours](http://www.eastlothian.gov.uk/1140-hours). Request for a blended model will be considered and you will be informed of the decision.  Please note that payments for funded hours can only be made once the blended placement has been agreed.

* For general information relating to 1140 hours of Early Learning and Childcare please refer to our website [www.eastlothian.gov.uk/1140-hours](http://www.eastlothian.gov.uk/1140-hours).
* **Funding Eligibility Dates of Birth**

**Eligibility Dates for 2021-22 (Pre-school and Ante pre-school)**

|  |  |  |
| --- | --- | --- |
|  | **Born between…** | **…and** |
| Eligible pre-school children | 1 March 2017 | End of February 2018 |
| Eligible ante pre-school children |  |  |
| * **Term 1 (August 2021)**
 | 1 March 2018 | 30 September 2018 |
| * **Term 2 (January 2022)**
 | 1 October 2018 | 31 December 2018 |
| * **Term 3 (April 2022)**
 | 1 January 2019 | End of February 2019 |

**Eligibility Dates for 2021-22 (Eligible 2s)**

|  |  |  |
| --- | --- | --- |
|  | **Born between…** | **…and** |
| Eligible E2 children |  |  |
| * **Term 1 (August 2021)**
 | 1 March 2019 | 30 September 2019 |
| * **Term 2 (January 2022)**
 | 1 October 2019 | 31 December 2019 |
| * **Term 3 (April 2022)**
 | 1 January 2020 | End of February 2020 |

Please note if you are completing this form for an Eligible 2 year old, you must have already applied for funding and meet the criteria. We will have sent you an email to confirm you are eligible.

**COMPLETING THE APPLICATION FORM**

**PART 1 - CHILD DETAILS**

You should provide all of the information requested about your child in this section.

**PART 2 – CONTACT DETAILS**

A parent/carer should take responsibility for completing the application and you need only complete the address if it is different from the child’s details. Additionally, an extra contact can be detailed. Please detail emergency contacts in this section.

**PART 3 – WHICH FUNDED PROVIDER DO YOU WISH YOUR CHILD TO ATTEND**

This application form is for confirmed places at a Funded Provider only.

**PART 4 – CHILD HEALTH INFORMATION**

We do not need to know about normal childhood ailments your child has had. We are interested in ongoing health problems requiring continuing treatment. If you have answered YES please give details.

**PART 5 – DOCTORS DETAILS**

Please provide details of your child’s registered doctor. If the health board of your doctor is NOT Lothian, please indicate in this section here.

**PART 6 – CONCERNS AND PART 7 – DIETARY REQUIREMENTS**

Please provide details of any concerns you may have about your child and any dietary requirements they might have.

**PART 8 – ETHNIC BACKGROUND**

We have to collect information on ethnic origin. This makes sure that no group is disadvantaged and that we meet the needs of all the children.

**PART 9 CHILD’S RELIGION, 10 NATIONAL IDENTITY AND 11 ASYLUM STATUS**

Please tick the relevant boxes.

**PART 12 – MAIN HOME LANGUAGE**

Please enter the main language spoken at the child’s home (e.g. “English”)

**PART 13 – ADDITIONAL INFORMATION**

If you feel there is additional information which might assist please complete this section.

**PART 14 – MARKETING INFORMATION**

Please tell us how you became aware of the application process. This is so we can improve the effectiveness of advertising for parents and carers.

**PART 15 – INTENDED PRIMARY**

Please indicate the school at which you currently intend to enrol the child at for P1 (Primary) when they are old enough. Please note, placement in a primary school is based on home address and pupils who attend a nursery school or class are not guaranteed a place if they do not live within the school’s catchment area.

**PART 16 – EMAIL CONSENT**

Please indicate you are happy to be contacted via email, by the Partner Nursery and East Lothian Council when necessary, by completing your email details in this section.

**PART 17 - DECLARATION**

Please sign and date your application, acknowledging your commitment to provide accurate and up to date information.

**PART 18 - OFFICE USE ONLY**

Please leave this section blank – it will be completed by the Funded Provider once they receive the form.