**Date & Time Rec’d:**

**SGOIL ARAICH LACASDAIL**

**ELC 1,140 HOURS APPLICATION FORM 2021-22**

**Opening Hours: Monday to Friday, 8.30am – 5.30pm**

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| --- | --- | --- | --- |
| **CHILD’S NAME:** |  | **DATE OF BIRTH:** |  |
| **PARENT’S NAME & ADDRESS** |  | **CONTACT TEL:** |  |
| **EMAIL:** |  |

OPENING HOURS AND CORE SESSION TIMES FOR 2021-22:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8.30-9.30**  Drop off time | **9.30-11.45**  Core morning session time | **11.45-12.00**  Pick up time pre-lunch | **12.00-12.45**  Core lunch time | **12.45-1pm**  Pick up and drop off time | **1pm-3.15pm**  Core afternoon session time | **3.15-5.30pm**  Continuation of afternoon session and pick up time |

I WOULD LIKE TO USE MY CHILD’S FREE EARLY LEARNING & CHILDCARE HOURS (please tick one option):

|  |  |
| --- | --- |
| **IN TERM-TIME ONLY**  (max of 30 hours per week for 38 weeks per year) |  |

**OR**

|  |  |
| --- | --- |
| **THROUGHOUT THE FULL YEAR**  (max of 22.5 hours per week for 50 weeks per year,  plus 15 hours to use ad-hoc) |  |

I WOULD LIKE MY CHILD TO ATTEND AT THE FOLLOWING TIMES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **START TIME** |  |  |  |  |  |
| **FINISH TIME** |  |  |  |  |  |
| **TOTAL NUMBER OF HOURS** |  |  |  |  |  |

**Please see overleaf for suggested attendance options.**

|  |  |
| --- | --- |
| **REQUESTED START DATE** |  |

|  |  |
| --- | --- |
| **PLAYROOM (please circle)** | **GAELIC / ENGLISH** |

Signature …………………………………………………………………….. Date ………………………………………………………

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| **NOTES** |
| * Any hours requested over and above your funded hours will be charged at £4.00 per hour for 3-5 year olds, or £4.50 per hour for under 3’s/non-funded children (until 3rd birthday where £4.00 rate will apply). * You can choose to drop off and pick up your child at any time outside the core sessions detailed overleaf. * Children attending all day will have lunch at 12.00pm. A free lunch will be available from the school canteen for all ELC funded children, however parents can bring a packed lunch for their child if they prefer. * If your child is eligible for funding from January or April 2022 you may request an earlier start date but will be charged for these hours until your funding begins. |

**EXAMPLE TERM-TIME FUNDING OPTIONS (30 HOURS PER WEEK):**

|  |  |
| --- | --- |
| Over 5 Days | 9.00am – 3.00pm Monday to Friday |
| Over 4 Days | 9.30am – 5.00pm Monday to Thursday |

**EXAMPLE FULL-YEAR FUNDING OPTION (22.5 HOURS PER WEEK):**

|  |  |
| --- | --- |
| Over 5 Days | 8.30am – 1.00pm Monday to Friday |
| Over 3 Days | 9.00am – 4.30pm Monday to Wednesday |

**You are not restricted to these suggestions and are not obligated to use all of your funding if you do not wish. Please indicate your preferred access times over the page.**

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| **PLEASE RETURN THIS FORM TO THE SGOIL ARAICH STAFF AS SOON AS POSSIBLE**  Once your child’s place has been allocated you will receive a confirmation letter and will be asked to sign  a parent contract detailing your child’s agreed hours |

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| **Data Protection Privacy Notice**  Comhairle nan Eilean Siar (Council Offices, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW) will use the personal data on this form to the extent that it is necessary in order to provide education and associated services in compliance with its legal obligations and in carrying out its public functions in the public interest. The Comhairle will hold the data securely and will share it only with partner agencies which require the information to assist with the provision of the services, or where the Comhairle has a legal obligation to share it or where it is in the public interest to do so. Your data will be kept for the duration of the provision of the service and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy. You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle’s processing of it. You also have the right to lodge a complaint with the Information Commissioner’s Office if you feel that the Comhairle has not handled your data properly. More information on your rights, and how the Comhairle uses personal data, is available at <https://www.cne-siar.gov.uk/your-council/data-protection/>. Please contact the Comhairle’s Data Protection Officer ([dataprotection@cne-siar.gov.uk](mailto:dataprotection@cne-siar.gov.uk)) if you have any queries about the Comhairle’s use of your personal data. |