

Dear Parent / Carer,

We are delighted to advise that we are ready to start the application process for the funded 1140 hours from Aberdeen City Council for this year. This means that we can provide the free entitlement of 1140 hours to all those children who are aged three years and over.

We have taken the time to ensure that the funding calendar and appropriate information, is as clear as possible. PLEASE read ALL of this information very carefully. This is to help you to budget your finances and will answer all of your questions. ALL information regarding the 1140 hours funding is attached to this email.

You have been sent all Information and Application forms in this email. Please complete all relevant sections but definitely Application **Part A, sign/date Part B** and send in a copy of your **child's ID** (birth certificate, child benefit payment book or passport). This can be completed electronically or you can print at your leisure. Hard copies will not be available from Wellies Nurseries.

Please return your Application and Child's ID to **KingsWellies office or Kerryn McRae**. We can photocopy IDs in the office, if required.

This **MUST** be completed and returned to the office/kerrynmcr@kingswelliesnursery.com by **Friday 26th July 2024**.

Further information:

Split Placements: If your child is attending a split placement, you must provide us with the split placement information you will receive from the other placement. We need this information to form part of your application.

Please also find the following for your information:

- Children who have deferred for a year and are NOT going to Primary 1 this year, but are staying in nursery for another year, are also eligible for this funding and therefore must complete the new application form.
- ALL children who are entitled to this funding, MUST complete this application form for the new session, even if you have already previously received funding. You must reapply for this session.
- The funding will commence from 19th August 2024. Please see attached Funding Calendar which shows dates of funding for each term. Funding will finish on 20th June 2025.
- All Wellies Nurseries will be working on a 38-week model.
- This will translate in to 30 hours per week for 38 weeks of the year.
- This will equate to 10 hours per day (8am - 6pm) or half day sessions at 5 hours per day (8am - 1pm / 1pm - 6pm)
- **Funded sessions will be available during this 38-week period only.** Any additional sessions out with this time, will be invoiced and paid for by parents. Please see the attached Funding Calendar to help you budget your finances.

- We DO NOT accept term-time pupils only. **We only accept pupils who are booked with us for 52 weeks of the year.**
- A daily consumables charge will also be charged for ALL children during the FREE funded sessions. This will be shown on your invoice and must be paid by you. This will not be charged during the 12-week holiday period when you are paying full price, for your child to attend with us. Please see attached Fees Information for further explanation.
- All parents will still receive invoices. These invoices will show free funded sessions and any additional sessions that must be paid for by you. Invoices must be paid for in advance by the 6th of each month as per usual practice.
- **You will be able to book into our Breakfast Club. This is at an additional cost per day. Breakfast club will run during free funded timed (38 weeks) from 7.30am until 8am daily. Funded children cannot come into nursery before 8am, unless booked in for Breakfast Club.**
- Breakfast Club information and booking forms can be completed electronically alongside the funding application.
- **Funding Term Dates Calendar** - Please familiarise yourself with this document as this lays out dates you will be funded for and dates you will be charged for. **Please read this very carefully to ensure that you are aware when you will NOT receive free hours and will therefore have to pay for your child to attend with us.**
- Further information with regards to our premises, equipment, staffing, admissions, staff training, child protection, Additional Support Needs and policy documents can be found on our website www.kingswelliesnursery.com

Many thanks for your ongoing support. We appreciate that this is a lot of information to take in, but have tried our best to simplify it for you. We have also tried to give you all relevant information at the same time, in the same place. Please just contact the office to ask if you have any questions. We look forward to working with you for another successful Wellies session.



1140 Hours – Aberdeen City Council Funding Information

From Wellies Nurseries Perspective, please note the following points:

- We will be providing the 1140 hours free funding.
- The funding will be split as 30 hours per week over 38 weeks.
- Your funded days will be the FIRST three days (or less) of your week.
- Parents will be expected to pay for all hours out with the 38 weeks free period.
- Parents do not have to accept and use all 30 hours. You can use less. This is entirely your choice.
- We will not be accepting term-time pupils only. We will only accept those children who wish to sign up for 52 weeks of the year with us. This has always been our policy and will not change.
- The 30 hours can be split over three full days (10 hours per day) or a mixture of whole days and half days (5 hours). We will not be accepting shorter sessions than half days. This has always been our policy and will not change.
- Nursery sessions (in our pre-school rooms) will run from 8am until 6pm. You can choose a full day session (10 hours) or a mix of half day sessions. Half day sessions will run from 8am until 1pm and 1pm until 6pm (5 hours each session). This is in our Pre-School rooms only. Our other rooms will continue to run sessions from 7.30am until 6pm.
- A Breakfast Club from 7.30am until 8am will be available in our pre-school rooms. This will be at an additional cost per day and must be paid for by the parent (on the FREE funded days). There will be unlimited places for all those who require a space. Spaces must be booked in advance and you must give a four week notice period in order to cancel your space.
- Breakfast Club - there will also be additional ad-hoc spaces available for those who may require them. It will run for 50 weeks of the year. During holiday periods, breakfast club will NOT be charged at an additional rate. It will be charged as part of your day rate - the same as we do now. It will ONLY be charged at an additional rate, during your FREE FUNDED days. You will be able to book our breakfast club through the office.
- Breakfast in our other rooms will continue as normal.
- Admissions to Wellies Nurseries will be done in the same way as always - by completing our admissions form. This will not change.
- For those parents who have already booked a place with us, don't worry, there is nothing else to do at the moment. Your place is totally guaranteed with us. When you originally applied to a Wellies Nursery you were told (in writing) how long your space was guaranteed for. Most parents have been told that they have a space with us until your child leaves to go to school. A small number of parents were told that their place with us was booked for a limited time only. If this is the case, you would have been put on the waiting list. Please check your own emails if you are concerned about this. This is always made very clear during the admission procedure.
- For those parents who have already booked three or more days or at least 6 half day sessions at a Wellies Nursery (30 hours), you will be able to receive your full funding allocation from us. Anything above the 30 hours will be paid for by you.
- For those parents who have less than three whole day sessions or 6 half day sessions (30 hours) booked with us, please contact us to discuss availability for additional sessions. You can also split your funding between us and another provider e.g. school nursery, private nursery or childminder. This is entirely your choice.
- For everyone who has already booked sessions with us, these are safe! We have NEVER said that we cannot give you your sessions or your funding. We HAVE said that we may struggle to give you additional sessions and that you will need to speak to us about this asap. Unfortunately, we cannot provide sessions where none exist. We also cannot keep sessions back on the off-chance that someone may eventually want them.
- Ad hoc sessions will still be available at an additional cost. Free Funding does not cover ad hoc days.
- All requests for additional spaces or changes to patterns must be put in writing to Kerry. This has always been the policy and has not changed.
- You are allowed to have cross-authority placements. ACC residents can enrol in Aberdeenshire nurseries and Aberdeenshire residents can enrol in ACC nurseries.
- If your child is eligible to go to school this year but you are considering deferring their start date, you must let us know in WRITING if you are planning on keeping them in nursery for another year. **We need to ensure that we have a space for your child for an additional year. This is therefore VITAL information.**
- **Funding application forms will come out from Aberdeen City Council later in the year (usually around July). As soon as we receive these, we will make you aware and you will be able to apply for your funding. We will keep you right with this. Please just ask in the office if you are unsure.**

Early Learning and Childcare (ELC) – Session 2024/25

Information for Parents applying for Council funded Early Learning and Childcare places in session 2024/2025

Aberdeen City Council works with registered Early Learning and Childcare (ELC) centres or nurseries in the private and voluntary sectors and childminders (“providers”) for the provision of funded ELC places.

Children are entitled to up to 1140 hours of funded ELC and will also receive a free meal if they attend 4 or more consecutive hours per day at a setting and attend over a mealtime.

Eligible 2's

Some 2-year olds may be entitled to up to 1140 hours of funded ELC if their family is in receipt of certain benefits or allowances. Please check our website for further information [Eligible 2's](#)

Or email eligible2@aberdeencity.gov.uk

If entitlement has been confirmed, you will be entitled to funding from the term following your child's second birthday until they are eligible for an ELC place in their ante pre-school year.

3 and 4 year olds

All 3 and 4 year olds are entitled to up to 1140 hours of funded ELC. Start dates depend on their date of birth.

Children born between 1 March 2020 and 28 February 2021 are entitled to funding for all three (term time)/ four terms. The same applies to children whose parents have chosen to defer their child starting Primary 1.

Children born between March 2020 and February 2021 are entitled to funding as follows:

Date of Birth	Entitlement to funding
1 Mar 2021 to 31 Aug 2021	Terms 1 – 4 (3 if term time) (from August 2024)
1 Sep 2021 to 31 Dec 2021	Terms 2 – 4 (3 if term time) (from January 2025)
1 Jan 2022 to 28 Feb 2022	Terms 3 – 4 (3 only if term time) (from April 2025)

5 year olds

Children who are resident in Aberdeen City who turn 5 between 19th August 2024 and the end of February 2025, will be automatically entitled to an additional year of funded ELC. No application for deferral will be necessary, however, we will gather data which may be shared with the Scottish Government.

Hours attended

Parents and carers must discuss the hours that are available with the provider and be clear how many weeks they will receive funded ELC for. If your child is attending for 38 weeks of the year the maximum weekly funded hours will be 30 hours per week. If attendance is for 46 weeks, the maximum weekly funded hours will be 24 hours 47 minutes. The weekly entitlement is 1140 divided by the number of weeks offered.

Children will not be funded for more than 10 hours in one day.

Applications for Funding

You should complete Part A of the application form (available from your Funded Provider) and return it to your provider along with a copy of your child's birth certificate, child benefit payment book or passport as evidence of your child's date of birth.

Your provider should then complete Part B. Personal information on this form will be used only for the purpose of establishing eligibility for EL&C funding and all documents used to evidence date of birth will be destroyed once your application has been processed. Once Part B is complete, you (the parent) need to sign the form to confirm that your child attends the hours stated. Part C asks for information the Scottish Government wishes to collect.

Your child will also be entitled to a free meal for every 4 hours they attend.

Curriculum and Quality Assurance

Providers must deliver the "Curriculum for Excellence". Providers must self-evaluate using the Quality Indicators "How Good is Our Early Learning and Childcare Centre" published by Education Scotland. Education Scotland is responsible for inspecting providers. Parents are entitled to see copies of inspection reports which should be displayed at the provider's premises for at least one month.

The Council provides professional advice, guidance and training to providers.

Parents will receive from the provider an end of year report, summarising their child's progress in the five key curriculum areas.

Further Information

Your provider is required to supply you with information relating to the following:

- details of its premises and equipment, number of staff (and relevant experience and/or qualifications of staff), and educational programmes and activities;
- term dates and the timetable for sessions;
- its admissions policy;
- its system for reporting children's progress to parents;
- a statement that a complaints procedure exists and information on how parents can get further information about it;
- its child protection policy;
- its policy for staff training; and details of the provision made by it for children with additional support needs

This leaflet was prepared by the Early Years Team and is for information purposes only. It does not have any legal or contractual effect. If you have any additional queries regarding EL&C funding, please contact:

Early Learning and Childcare Team

Email: EYFunding@aberdeencity.gov.uk

Telephone: 01224 764654

Early Learning and Childcare Funding Privacy Notice

Why are we asking for your information?

Aberdeen City Council collects and records information about you and your child on this application form in order to provide funding in relation to the entitlement to Early Learning and Childcare. We will keep this information for 7 financial years from the date of application.

Aberdeen City Council shares information contained in this application with your chosen Early Learning and Childcare provider for the purpose of funding your child's allocated place.

Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email

DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Aberdeen City Council, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at:

<https://www.aberdeencity.gov.uk/your-data>.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Legal Basis for Processing

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in as Article 6(1)(e) of the General Data Protection Regulation. This is because providing funding in relation to the entitlement to Early Learning and Childcare is part of our public task under the Children and Young People (Scotland) Act 2014. In carrying out this task, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation, because processing is necessary for reasons of substantial public interest.



We're changing how we collect information on funded Early Learning and Childcare in Scotland

Each year the Early Learning and Childcare (ELC) census collects information about children receiving funded ELC across Scotland. Scottish Government are currently trying to improve this data collection as we realise that the current ELC census doesn't provide the information required to manage this sector. It also places a burden on ELC funded centres and local authorities, with little benefit to them.

The **ELC Data Transformation Project** is a **new** development, which is building on the existing census to make vital information available to measure the Scottish Government's commitment to providing high quality funded ELC. The data collected will be used to inform future planning for provision and the ELC workforce, as well as to better support children and families. There will be a number of **data trials** to test changes to the process before the new census is fully established.

What data will be collected on your child?

The information that will be collected on your child has been chosen to help us understand how families are using funded ELC and to help ensure that funded ELC is accessible to all. The following will be collected:

- Gender
- Date of birth
- Home postcode
- Ethnicity
- Home language
- Stage (e.g. 3 years old)
- Disability status
- Additional support needs
- Support plans
- If Gaelic medium education
- Eligibility reason for 2 year olds
- Funded ELC provision (hours, days, weeks)

The data will be provided by the local authority (parents do not need to do anything). Information such as name or medical information will **not** be shared.

Information will be transferred from local authorities to the Scottish Government using **secure** data transfer systems, and access to data will be restricted.

Where can I get further information?

Further information regarding the project, data security, your rights and how the data is processed can be found on the [ELC Data Transformation Project webpage](http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP):
<http://www.gov.scot/Topics/Statistics/Browse/Children/ELCData/ELCDTP>

Any questions or concerns can be sent to:
ELCDataTransformation@gov.scot.



Wellies Nurseries - Fees Information from April 2024 Terms and Conditions

Session	Times		Food				Session Fees	
	Starts	Ends	Breakfast	Lunch	Snack (AM)	Mighty Snack (PM)	0-3 years	3-5 years
Full day	7.30am	6.00pm	Yes	Yes	Yes	Yes	£75.75	£72.45
Morning	7.30am	1.00pm	Yes	Yes	Yes	No	£52.25	£49.00
Afternoon	1.00pm	6.00pm	No	No	No	Yes	£49.00	£45.60
Additional Hourly Rates							£15.75	£15.75
Breakfast Club	7.30am	8.00am	Yes				N/A	£6.80
Consumables (Funded days only)								£4.40 (Half day) £8.80 (Full day)

Fees Include:

- Opening hours from 7.30am to 6pm
- All nappies
- Breakfast, morning snack, two course hot lunch, hot mighty snack, pureed food for babies, milk and water as appropriate
- Play and art consumables
- A wealth of additional curricular opportunities and experiences e.g. Gym Bunnies, French, Kids Rock, Chef Lisa & Moo Music

Payment Terms and Conditions

- A deposit of £100 will be required to secure a place at a Wellies Nurseries. This should be submitted by bank transfer (please see overleaf for bank details). Unfortunately deposits are non-refundable, if the child does not start at nursery. Thereafter they are refundable, if one month written notice is given. Deposits are refunded when your child leaves a Wellies Nursery.
- The £100 deposit will be refunded immediately if we are unable to provide a place on the required commencement date. The £100 deposit will be retained if you do not take up the place offered by us, or if you fail to give 4 weeks written notice to cancel the place.
- If you wish to postpone your start date, then a minimum of 4 weeks' notice must be given. If you do not provide at least 4 weeks' notice and wish to retain your place at a Wellies Nursery, an additional charge of £100 (per child) will be invoiced to you. This additional fee will be to compensate for lost income. If you do not pay this additional charge, you will lose both your nursery place and your £100 deposit.
- We can only postpone/defer your start date a maximum of twice. Each time you must provide at least 4 weeks' notice to defer your place. After that, you will either have to accept and start your place or cancel.
- In order to manage staffing requirements and to order resources, once booked, you must provide us with at least 4 weeks' notice to cancel your breakfast club space. Breakfast Club will be charged when you are on holiday, unless you provide 4 weeks' notice to cancel the space.
- Those children receiving funding (whether 1140 hours) are entitled to 10 hours per day from 8am until 6pm. If you would like your child to start from 7.30am on these funded days, you must book breakfast club. Breakfast club charges will then be applied to your invoice.
- No swapping of days/sessions is permitted. Staff have already been employed to cover the booked session.
- Payment of fees is monthly in advance, based on a 50 week year. You will be invoiced for the total number of sessions booked each month. All invoices must be settled by the 6th of each month.
- When you secure your place at a Wellies Nursery, you do so for 50 weeks of the year (excluding 2 weeks holidays during Xmas and New Year). If your child does not attend nursery due to sickness or holidays, you will still be charged for the booked sessions. Failure to pay may result in your place at a Nursery being cancelled.
- A £20 per day surcharge will be charged for late payments received after the 6th of each month. There is no exception to this surcharge.

- Wellies Nurseries will be open for fifty weeks of the year including all public and local holidays. Non-chargeable 2 weeks holiday includes the Christmas and New Year fortnight when the nurseries are closed for two weeks. You will not be charged for these holidays. Dates will be in line with Aberdeen City Council school and nursery closures.
- There is a minimum requirement of four half day sessions or two full day sessions per child per week.
- Additional nursery sessions may be booked through discussion with the Nursery Manager. We would always strive to accommodate short-notice requests but these will be subject to staffing ratios.
- Children collected late will be charged at the hourly rate.
- Additional lunches can be provided.
- An additional larger 'tea' has been added (hot mighty snack).
- Any additional fees incurred, for example any extra sessions/lunches, will be added to the following month's invoice.
- 5% discount is given for second child. This discount is applied to the eldest sibling. 10% discount is given for third child or more. Discount is applied to the eldest sibling. No discount is given to funded 1140 hours placements.
- At least one month's notification in writing is required for leaving, reducing days of attendance or amending the start date.
- At least one month's notification will be given by Wellies Nurseries on fee increases or changes to terms and conditions. Nursery fees will increase annually as at 1st April.
- Changes between the fee rates for 0-3 year old children and 3-5 year old children, will apply from the month following the child's 3rd birthday.
- You may also be able to apply for **Childcare Tax Credits** to help with your childcare costs. To find out if you are eligible, contact:
 - Tax Credit Helpline on 08453003900 or visit
 - www.taxcredits.inlandrevenue.gov.uk
- We also accept all **Employee Child Care Vouchers** which may be available from your employer towards the cost of your nursery fees. To find out more:
 - www.hmrc.gov.uk/childcare or
 - speak to your employer
- We have been accepted by Aberdeen City Council for partnership status. As an Aberdeen City Partner Provider Nursery, we are able to accept **Scottish Government Pre-School Funding Vouchers** for children who are aged 3 and over. This equates to 1140 hours per year or 30 hours per week (10 hours per day).
- We accept split placements. This means that we can accept children here who go to another nursery. Parents will be able to split the 1140 hours funding between us and another provider. Split placements will only be permitted for children who book with us for a minimum of two days / four half day sessions. The split days will be entirely dependent on availability and will be allocated to our quieter days. Allocation of days will be at our discretion.
- Please note that our fees will be reviewed and adjusted annually as at 1st April.**
- If we are forced to close, through no fault of our own e.g. due to a pandemic or adverse weather conditions, refunds will not be given
- Consumable charges - Each parent in receipt of funding (whether 1140 hours), will be charged an additional consumables charge. The consumables charge will only be applied on days where funded is applied. The consumables charge will be utilised to pay for a number of consumables / extras. These will include: Extra-curricular activities such as French, Kids Rock, Moo Music, Gym Bunnies, Flashdance, Chef Lisa, Health Weeks, bus trips around the community, visits, visitors, festivals and celebrations (Xmas, Easter, Valentines, pancake day, Chinese New Year, Mother's Day, Father's Day, birthdays), graduation celebrations, Sports Day, additional treats and snacks etc.
- Consumable charges – On funded days (whether 1140 hours), consumable charges will still be applied during any period of absence due to sickness. Consumable charges will also apply if holidays are taken during the funding period. Consumable charges cover activities which are spread throughout the year.
- Wellies Nurseries accept funding from a variety of sources e.g. College, University, 1140 hours. The invoice recipient is responsible to ensure that these payments are received by Wellies Nurseries on or before the 6th of each month. Failure to pay by the third parties, will result in the parent being requested to pay the invoice in full. It is also the responsibility of the invoice recipient to cover all costs out with the funding allocated to them. This will include holiday periods, breakfast club and consumables as listed above.

BACS

Nursery:	KINGSWELLIES	QUEENSWELLIES	WEST END WELLIES
Address	Prime 4 Business Park, Kingswells, Aberdeen, AB15 8PU	Gatehouse Lodge West, Queens Road, Aberdeen, AB15 6YX	27 Morningside Lane, Aberdeen, AB107NB
Bank:	Royal Bank of Scotland	Royal Bank of Scotland	Royal Bank of Scotland
Sort code:	83 30 00	83 30 00	83 30 00
Account Number:	19108294	19316946	19349607

2024-2025 Funding Calendar

Term 1	16 Weeks		Funding Available
Term 2	12 Weeks		Funding Available
Term 3	10 Weeks		Funding Available
Weeks out-with term time	12 Weeks		Non-Funded
Wellies Xmas closure	2 Weeks		Closed

2024 - Term1



2025 - Terms 2 and 3

