South Ayrshire Council are committed to providing a high quality early learning and childcare experience for all our children, where they gain vital language and learning skills and improve their social development in a high quality early learning and childcare setting.

For those children aged 2-3 years and 3-5 years currently accessing a funded early learning and childcare placement, an application can be made to purchase additional sessions at the centre your child attends. Children aged 2-3 years not currently accessing early learning and childcare can make an application to any Early Years Centre with provision for 2-3 year olds*. Places will be allocated on a first come first served basis.

*for children aged 3 years who haven’t yet started funded sessions charges will be made at the rate for children aged 2-3 years. See page 2.
Additional hours during school holidays can currently be purchased at:

**Space Place Early Years Centre,**
Prestwick (2-5 years)

**Cherry Tree Early Years Centre,**
Ayr (2-3 years)

Where places are available parents/carers can purchase early learning and childcare sessions in addition to the 600 hours entitlement.

Charges are as follows:-

<table>
<thead>
<tr>
<th></th>
<th>Children aged 2-3 years</th>
<th>Children aged 3-5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half day 8.40am-11.50am or 12.30pm-3.40pm*</td>
<td>£12.00</td>
<td>£10.50</td>
</tr>
<tr>
<td>Full day 8.40am–3.40pm*</td>
<td>£24.00</td>
<td>£21.00</td>
</tr>
</tbody>
</table>

* times may vary

A discount of 20% will be applied to the second and any subsequent children for applications made at the same time.

If the centre operates full day then children will be able to stay over the lunch time period. For those children attending full days a packed lunch should be provided. Free Meals are available for eligible children. Applications for free meals are available to download from: south-ayrshire.gov.uk/schools/meals/free-school-meals.aspx

In centres that operate morning or afternoon sessions only there will be no provision over lunch time. Parents/carers will be required to make alternative arrangements to collect children between sessions.

**Options for payment**

1. **On Line Payments via South Ayrshire Council Website at south-ayrshire.gov.uk/pay**

2. **South Ayrshire Council Contact Centres**
   - **Payments can be made by cash, debit or credit card at:**
     - **Ayr:** The Wallace Tower- 172-176 High Street, Ayr, KA7 1PZ
     - **Girvan:** 17-19 Knockcushan Street, Girvan, KA26 9AG
     - **Maybole:** 64 High Street, Maybole, KA19 7BZ
     - **Prestwick:** 2-6 The Cross, Prestwick, KA9 1AN
     - **Troon:** Municipal Buildings, South Beach, Troon, KA10 6EF
   
   Opening hours are Monday – Thursday 8.45am to 4.45pm (last payment 4pm)
   Friday 8.45am to 4pm (last payment 3.30pm)

3. **By Phone (during office hours)**
   Payment by debit or credit card can be made by calling South Ayrshire Council on 0300 123 0900 select option 2 ‘For all other enquiries’ then select option 2 for an Advisor.

**Please note:** Payment by credit card will incur a 2% surcharge.
Terms & Conditions

Payment must be made in full and in advance. Failure to make payment on time will result in additional hours being withdrawn and the Early Years Centre advised accordingly.

- No refunds can be made for sessions booked and paid for but not used.
- No charges will be applied for public holidays and in service days (no early learning and childcare available).
- The last date of term at Christmas, Easter and Summer will not be available to purchase as some Centres close early.
- Once additional hours have been agreed parents / carers must give 2 weeks’ notice, by email, of any changes prior to the payment date of that block.
- Completion of the application form does not guarantee additional hours.
- Additional hours will be allocated only where spaces are available (spaces not allocated to other children).
- Childcare vouchers may be accepted.
- Parents will be expected to make a contribution towards provision of a healthy snack for additional sessions which will be agreed with the Early Years Centre.
- South Ayrshire Council will inform parents by email of the days that are available and the total amount required to be paid. (Where an email address has not been given contact will be made by telephone in the first instance)
- South Ayrshire reserve the right to retain places in Early Years Centres.
Local Authority Early Years Centres

Alloway EYC and Primary School, Doonholm Road, Ayr................................. 01292 612490

*Annbank EYC and Primary School, Station Road, Mossblown .................. 01292 612493

*Ballantrae EYC and Primary School Shellknowe, Ballantrae, Girvan ......... 01465 716803

Barassie EYC and Primary School, Burnfoot Avenue, Barassie .................. 01292 690072

Barr EYC and Primary School, Changue Road, Barr.................................. 01465 716804

Barrhill EYC and Primary School, Barrhill.................................................. 01465 716805

*Braehead EYC and Primary School, Gould Street, Ayr ......................... 01292 612713

Cairn EYC and Primary School, Kirkland Street, Maybole........................ 01655 885802

*Cherry Tree EYC, Dalmilling Drive, Ayr................................................ 01292 612037

Colmonell EYC and Primary School, Colmonell........................................ 01465 716806

*Coylton EYC and Primary School, Main Road, Coylton ......................... 01292 612491

Crosshill EYC and Primary School, Carrick Drive, Crosshill................... 01655 885803

Dailly EYC and Primary School, Main Street, Dailly............................... 01465 716807

Doonfoot EYC and Primary School, Abbots Way, Ayr............................... 01292 612702

*Dundonald EYC and Primary School, Castle Drive, Dundonald............. 01292 690075

Fisherton EYC and Primary School, Ayr Road, Dunure............................ 01292 612049

Forehill EYC and Primary School, Cessnock Place, Ayr............................. 01292 612461

*Gardenrose EYC and Primary School, Gardenrose Path, Maybole ............ 01655 885804

Carrick Centre@Gardenrose, Carrick Centre, Maybole add (2-3 year olds only). 07512680102

*Girvan EYC, Wesley Road, Girvan............................................................ 01465 716802

Glenburn EYC and Primary School, Sherwood Road, Prestwick................ 01292 473452

Heathfield EYC and Primary School, Heathfield Road, Ayr..................... 01292 612123
Kincaidston EYC and Primary School, Cranesbill Court, Ayr .................................................. 01292 612492

Kirkmichael EYC and Primary School, Woodside Avenue, Kirkmichael ................................................................. 01655 885805

Kingcase EYC and Primary School, Nursery Road, Prestwick ............................................................... 01292 473451

Maidens EYC and Primary School, Shanter Road, Maidens .......................................................... 01655 885806

Monkton EYC and Primary School, Station Road, Monkton ............................................................... 01292 473456

*Muirhead EYC and Primary School, Buchan Road, Troon ........................................................... 01292 690033

*Newton EYC and Primary School, Russell Drive, Ayr ................................................................. 01292 612714

*St Ninian's EYC and Primary School, Adamton Road, Prestwick ............................................ 01292 473457

*Space Place EYC, St Ninian's Park Place, Prestwick ................................................................. 01292 473468

Straiton EYC and Primary School, Newton Stewart Road, Straiton ................................................................. 01655 885808

*Struthers EYC and Primary School, Staffin Road, Troon ................................................................. 01292 690073

Symington EYC and Primary School, Symington ................................................................. 01292 690074

*Tarbolton EYC and Primary School, Montgomerie Street, Tarbolton ............................................ 01292 612152

Troon EYC and Primary School, Barassie Street, Troon ................................................................. 01292 690069

*Wallacetown EYC, Queen Street, Ayr ................................................................. 01292 612164

Early Years Centres operating am or pm sessions (3-5 year olds)

*Early Years Centres operating full day provision (3-5 year olds)

Early Years Centres operating am or pm sessions (2-3 & 3-5 year olds)

*Early Years Centres operating full day provision (2-3 & 3-5 year olds)
Application Form (Please detach and return)

Personal Details:

Early Years Centre Requested .......................................................................................................................... 

Child’s Details: 2-3 years ☐ 3-5 years ☐ 

Surname: ................................................................................................................................. Forename: .................................................................................................................................

Known as: ..........................................................................................................................................................

DOB: ....................................................................................................................... Gender: Male ☐ Female ☐ 

Birth Certificate No District No: ............................................. Year: ......................... Entry No: ..................... Copy BC ☐ 

Address: ........................................................................................................................................................

Postcode: ........................................... Tel No: ........................................................................................................

Siblings: 

Please only complete if you are applying for a sibling to receive additional hours. You will still be required to complete a separate application for each child. A discount of 20% will be applied to the second and any subsequent children.

Surname: ................................................................................................................................. Forename: .................................................................................................................................

DOB: ..........................................................................................................................................................

Parent/Carer 1: (contact details)

Surname: ................................................................................................................................. Forename: .................................................................................................................................

Relationship to child: ........................................................................................................... Can collect: Yes ☐ No ☐ 

Address: ................................................................................................................................. Postcode: .................................................................................................................................

Contact Tel No: ....................................................................................................................... E mail address: .................................................................................................................................

Parent/Carer 2: (contact details)

Surname: ................................................................................................................................. Forename: .................................................................................................................................

Relationship to child: ........................................................................................................... Can collect: Yes ☐ No ☐ 

Address: ................................................................................................................................. Postcode: .................................................................................................................................

Contact Tel No: ....................................................................................................................... E mail address: .................................................................................................................................

Please note: you will be contacted by email, if your email address changes please advise edservicesELC@south-ayrshire.gov.uk Tel 01292 612281
Additional Support Needs

Does your child have any specific additional support needs?

Yes ☐  No ☐  if yes please give details

............................................................................................................................................................
............................................................................................................................................................

Dyslexia:

As part of our Dyslexia systems approach, we hope to identify children who have dyslexia as early as possible. Therefore please advise if anyone in your immediate family has been identified as having dyslexia.

Yes ☐  No ☐  Do not wish to respond ☐

Application Blocks

Applications must be made 2 weeks prior to the start of a block. Applications can be submitted for the whole year if required. Parents/carers are required to make payment for each block by the date shown in the table below.

<table>
<thead>
<tr>
<th>Block</th>
<th>Week</th>
<th>Please tick blocks required</th>
<th>Payment to be made by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17/08/17-01/09/17</td>
<td></td>
<td>09/08/17</td>
</tr>
<tr>
<td>2</td>
<td>04/09/17-29/09/17</td>
<td></td>
<td>30/08/17</td>
</tr>
<tr>
<td>3</td>
<td>02/10/17-27/10/17 (excluding holiday 16/10/17-20/10/17)</td>
<td></td>
<td>27/09/17</td>
</tr>
<tr>
<td>4</td>
<td>30/10/17-24/11/17</td>
<td></td>
<td>25/10/17</td>
</tr>
<tr>
<td>5</td>
<td>27/11/17-21/12/17</td>
<td></td>
<td>22/11/17</td>
</tr>
<tr>
<td>6</td>
<td>08/01/18-02/02/18</td>
<td></td>
<td>20/12/17</td>
</tr>
<tr>
<td>7</td>
<td>05/02/18-02/03/18</td>
<td></td>
<td>31/01/18</td>
</tr>
<tr>
<td>8</td>
<td>05/03/18-28/03/18</td>
<td></td>
<td>28/02/18</td>
</tr>
<tr>
<td>9</td>
<td>16/04/18-11/05/18</td>
<td></td>
<td>11/04/18</td>
</tr>
<tr>
<td>10</td>
<td>14/05/18-08/06/18</td>
<td></td>
<td>09/05/18</td>
</tr>
<tr>
<td>11</td>
<td>11/06/18-28/06/18</td>
<td></td>
<td>06/06/18</td>
</tr>
</tbody>
</table>

School Holidays | Holiday Blocks | Holiday blocks requested | Payment to be made by |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>16/10/17-20/10/17</td>
<td></td>
<td>11/10/17</td>
</tr>
<tr>
<td>Easter</td>
<td>03/04/18-13/04/18</td>
<td></td>
<td>28/03/18</td>
</tr>
<tr>
<td>Summer One</td>
<td>02/07/18-27/07/18</td>
<td></td>
<td>27/06/18</td>
</tr>
<tr>
<td>Summer Two</td>
<td>30/07/18-15/08/18</td>
<td></td>
<td>25/07/18</td>
</tr>
</tbody>
</table>

Pattern of Attendance

Please indicate below the days and sessions required. (Sessions over and above those already attending; please indicate a consistent pattern of attendance)

<table>
<thead>
<tr>
<th>Days required (Please tick)</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Time (Please tick)</td>
<td>AM ☐</td>
<td>PM ☐</td>
<td>AM ☐</td>
<td>PM ☐</td>
<td></td>
</tr>
<tr>
<td>Holidays (Please tick)</td>
<td>☐ ☐</td>
<td>☐ ☐</td>
<td>☐ ☐</td>
<td>☐ ☐</td>
<td>☐ ☐</td>
</tr>
</tbody>
</table>
Parental Declaration

I am aware that the completion of this form does not guarantee additional hours.

I have read and agree to abide to the above terms and conditions.

I agree to pay South Ayrshire Council in full and in advance for the provision of additional hours.

I understand that failure to make payment will result in the provision of additional hours being withdrawn.

How we will use information about you and your child

The information you have provided will be used for the purposes of dealing with your application for registration/enrolment and for teaching, assessment and other administrative purposes. The Council may check the information you have given with other information we hold and may share your information with other Council Services and other local authorities in connection with this application, to check the accuracy of the information you have provided; to prevent or detect fraud or crime; and/or to protect public funds.

If you would like further details about how the information about you and/or your child will be used by the Council, please contact Educational Services on 01292 612281.

Signature of Parent/Carer: ................................................................. Date / /

Please send the completed form to: edservicesELC@south-ayrshire.gov.uk

Or

South Ayrshire Council
Educational Services
County Buildings
Wellington Square
Ayr
KA7 1DR

For Office Use

Ref No.: ____________

EYC Contacted: ____________

Approved:  Yes  No

Confirmation by email /payment advice note sent: ____________