



## Referral Process for Out of School Childcare Places (Levenmouth Early Adopter Community Project)



### Project:

A limited number of spaces are available for primary school aged children at some settings for families who meet the criteria below, through support from the Early Adopter Community (EAC) project for Levenmouth. The project aims to offer school age childcare with wider support for families, to help those families who are close to the labour market/training opportunities but may need support to remove barriers, and to maximise the benefits for families and to learn from the children, families and communities involved.

The sessions will be subject to available capacity in the setting and will be for an agreed period of time to allow families new and different opportunities, to be reviewed regularly. Referrers should complete the referral form with the parent or carer present.

### Criteria:

Does your family meet the following criteria?

- ✓ Minimum one of the target outcomes:
  - seeking employment
  - increase working hours
  - interested in further education
  - food/fuel insecurity or poverty prevention
  - wellbeing for parent / carer or child
  - Kinship carer

And one of the following two criteria?

- ✓ minimum one of the 6 priority groups:
  - lone parent
  - 3+ children in the household
  - minority ethnic
  - person with a disability in the household
  - baby in the household
  - mother under the age of 25
- ✓ household income
  - below salary threshold £26,000
  - claiming Universal Credit

### Form:

Please provide us with some details to allow us to evaluate whether a space can be allocated to the family. We will notify the family and Referrer of the outcome, and whether there is a waiting list. Link: <https://forms.office.com/e/RZfHzh7zQw> QR:



### Data Collection:

If a place is taken up, the EAC team or Provider will check in with the family at various times during the year to review and gather some additional information and feedback from the family. This helps us identify whether this project has been successful and to learn and make improvements for the future. The family should be made aware that we will also share some non-identifiable information with Scottish Government on the outcomes of this project. For further information on how we process data, please go to: [www.fife.gov.uk/privacy/education](http://www.fife.gov.uk/privacy/education)

### EAC Project Team Contacts:

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## Currently Available Settings:

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**Methilhill Community Children's Initiative** is a community led group that is based within the Methilhill Community Learning Garden, who operate a programme of activities including the Outdoor Adventurers Club after school for Primary 1-7 with activities and a light tea provided Monday to Thursday (term-time) 3.00pm to 5.45pm. All staff and volunteers have PVG disclosures and are trained in First Aid, Child Protection and Food Hygiene.

MCCI also offer additional support for families including toiletries, cleaning products, and benefits checks.

MCCI have a limited number of “pay what you can” after school club places (anything from £0 to £5) available for families who meet the criteria and can be referred for a place by professionals and agencies who are supporting the family. Collection is from Methilhill Primary School - children from other schools may attend but own transport must be provided.

Places Launched: *November 2024*

Contact: [mcci@hotmail.co.uk](mailto:mcci@hotmail.co.uk)

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**Kennoway Out of School Club** is an existing Council-run service providing an After School Club within the primary school. The Club runs Monday to Friday from 3pm to 6pm, and may look to pilot a more flexible model with sessions from 3pm to 5pm or 6pm if there is demand. The Club is regulated by the Care Inspectorate. The Club provides snacks and activities.

The Club operates a fee paying model but has a limited number of funded places for families who meet the criteria and can be referred for a place by professionals and agencies who are supporting the family.

Places Launched: *January 2025*

Contact: [Kennoway.OOSC@fife.gov.uk](mailto:Kennoway.OOSC@fife.gov.uk)

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**COMING SOON - Mountfleurie Out of School Club\*** will be a new Council-run service that is being established, providing a Breakfast and After School Club within the primary school for children from both Mountfleurie School and St Agatha's School. We hope to launch places in March 2025.\*

Contact: [Mountfleurie.OOSC@fife.gov.uk](mailto:Mountfleurie.OOSC@fife.gov.uk)

\* *Subject to Care Inspectorate Assessment*

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