



Dear Parent / Carer,

You are receiving this letter as your child is currently attending a Midlothian Council Early Learning and Childcare (ELC) setting and we are expecting them to continue with us in August 2022. If you are happy to continue at your current setting with the same days of attendance you do not need to do anything and we look forward to having your child with us in the next academic year.

If you are looking to change how many days your child attends our setting or if you are looking to change to another local authority setting, you will need to complete the online form at:

www.smartsurvey.co.uk/s/ELCPref2022

The form will be available from **Thursday 5th May** until **Sunday 22nd May**. If you complete the form to ask to change days or move to another council setting we will write to you to confirm your child's place by the 6th June 2022.

If you are looking to change to another council setting and we confirm that this request can be accommodated, you may need to complete a new application form for the new setting before your child can start. We will tell you how to do this when we write to you.

If you have any questions about this process, please contact earlyyears@midlothian.gov.uk

Kind regards

Julie Fox

School Group Manager for Early Years

Midlothian Council