

## OFFICE USE ONLY

Date Received:		Evidence Complete:	YES/NO
Scanned Date:		Staff Initials:	

The **closing date** for completed applications is **Friday 18th October 2019**  
The Funds may re-open, subject to funding still being available.

# Childcare Funding Form 2019/20

**Please Note:** This form is for childcare funding only, each child must have an individual form for their childcare. Alongside this form the standard funding application form must be completed and evidence of your household income must be submitted.

## Student Personal Details

Student ID number:

First name:

Surname:

## Childcare Provider Details

Provider type:  Nursery  Childminder  Out of School Club  Crèche  Playgroup

Providers Name:

OFSTED Reg. No:

Contact Name:

Address:

Postcode:

Email address:

Telephone Number:

Alternative:

## Childcare Provider Details

Name on Account:

Name of Bank:

Account Number:

Sort Code:

Please take the time to copy these details correctly as payments will not be re-issued if this is your mistake. Should you wish to change them at any point you **MUST** use the email address you have stated above to send an email to [funding@southessex.ac.uk](mailto:funding@southessex.ac.uk) stating your new account details as soon as possible.

# Childcare Details

First Name of Child:

Last Name of Child:

Date of Birth:

Date started at  
childcare provider:

If the child is 2 years of age do you claim the Early Intervention Grant "EIG" towards the fees?

Yes  No

Will the child turn 2 years of age during the academic year & if so will you claim Early Intervention Grant towards the fees?

Yes  No If yes, please state when:

If the child is or will be 3 or 4 years of age during the 2019/20 year do you/will you claim the Nursery Education Grant "NEG" towards the fees?

Yes  No If yes, please state when:

If the child will be starting school during the 2019/20 year please give us the date\*

\*date:

Monday

Tuesday

Wednesday

Thursday

Friday

Hours/sessions  
childcare is provided

Number of hours  
childcare is provided

Cost per day  
inc. lunch/snacks

(excluding any EIG or  
NEG indicated above)

£

£

£

£

£

TOTAL WEEKLY COST

£

Will there be a retainer charge for half terms and or Christmas/Easter holiday periods?

Yes  No If yes, what will this weekly cost be?

Childcare Providers must supply evidence of their fee charges, specifying session times (if applicable) and hourly/session/daily rates. Should there be any change to the fee charges during this academic year e.g. annual fee increase or reduction of the child's hours in your care, you must provide this evidence again though additional funding is not guaranteed.

Childcare Providers must supply a copy of the Childcare Contract between themselves and the student, detailing the exact childcare requirements e.g. term time only, start & end dates, additional meal charges holiday charges.

# Childcare Provider Declaration

## CHILDCARE PROVIDER DECLARATION

- I confirm that the above information is a true record of the care supplied and I will notify the College if there are any changes supplying all new evidence. However, I understand that funding for any increase in price or hours is not guaranteed. Any changes in awards will only be backdated to the beginning of the week in which information was received. It is your responsibility to notify us of any changes to your timetable.
- I understand that any error on our completed details above will be at our own cost.
- I have read and understand the "Notes and guidelines for Students and Childcare Providers" and have kept a copy for reference.
- I have attached the relevant evidence of fee charges.
- I have discussed any possible accrued debt for non-term-time/non timetabled hours with the student and have agreed arrangements for how this will be paid.

Signature:.....

Date:.....

Job title:.....

# Student Declaration

## STUDENT DECLARATION

- I confirm that the above information is a true record of the care supplied and I will notify the College if there are any changes. Any changes in awards will only be backdated to the beginning of the week in which information was received.
- I have read and understand the "Notes and guidelines for Students and Childcare Providers".
- I have attached the relevant evidence.
- I confirm that I agree to the above terms and conditions and that details contained in this application are accurate and I am aware that if I choose to discontinue my studies during the period for which the assistance was given, I will be required to repay any support provided.
- I confirm I will send on new evidence, should there be any changes.
- I agree to South Essex College sharing information about this application and my attendance with the childcare provider.
- I have discussed any possible accrued debt for non term-time/non timetabled hours with the childcare provider and have agreed arrangements for how this will be paid.

Student Signature:.....

Date:.....

By signing this form you are agreeing that South Essex College is entitled to use the information provided for purposes connected with the College as an educational institution, including publicity and marketing. The information collected will be stored on South Essex College's computer system.

The personal information you provide is passed to the Chief Executive of the Skills Funding Agency "SFA" and, when needed, the Department for Education, including the Educational Funding Agency "EFA" to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service "LRS" to create and maintain a Unique Learner Number "ULN" and to create your Personal Learning Record. The information you provide may be shared with other partner organisations for purposes relating to education or training.

# Notes and Guidelines for Students and Childcare Providers

- Where there is below 100% attendance, there may be a delay in the payment to the childcare provider as assurances will need to be sourced from the tutor that the student is keeping them updated on the reason for non-attendance and all work is up to date. **Should funding be withheld and ultimately stopped for any reason, the short fall or debt incurred is the sole responsibility of the student.**
- Should the timetabled hours span across 2 set sessions, consideration will be given to funding both sessions. However, the maximum daily award is **capped at £40.50 per child**. This figure isn't guaranteed and will depend heavily on the funds available and the number of applications received.

**NB: The award may not meet the full childcare cost, and as such, it is solely the student's responsibility to meet the cost of any difference.**

- There is rarely **free childcare support**. Students should expect to contribute towards the cost of their childcare for their timetabled hours
- Any funding awarded will be paid directly to your OFSTED registered childcare provider by BACS transfer. **Payments will not be made to un-registered childcare providers.**
- Childcare awards are up to a maximum of £4.50 per hour and may include breaks up to 2 hours per day; based on your timetable, with up to an additional 60 minutes for each study day for drop offs and pick-ups (if applicable) term time only.
- If the child is eligible for the Early Intervention Grant or the Nursery Education Grant, this will be deducted from the amount of childcare funding awarded to the student.
- If you are eligible for childcare assistance from other sources (e.g. Childcare element of Tax Credits) you will be expected to access this before applying for support from South Essex College.
- This is an application only, awarded funds if any, will not be issued till the end of **October 2019**. However, the award will be backdated to the first day of student's attendance.
- Late applications will be processed when received, this may delay when you will receive your initial award, and the award will only be back dated to the date the completed application was received.
- All payments will be made by BACS payable to the childcare provider on a monthly basis. Please note that payments are subject to a good attendance and can be suspended if absences continue.
- If funding is withdrawn for whatever reason, the student is responsible for payment of any outstanding accounts.
- Any deposits we have paid to you will need to be repaid by the end of June 2020.