



20+ Childcare Application Form September 2023 - July 2024

This Childcare Registration Form must be completed by both the student and childcare provider and returned to Learner Finance with your completed Financial Assistance Application.

Students must check if they are entitled to Government Funded hours. Please see the following links for further information: <https://www.gov.uk/get-childcare>, [The Families' Information Service Hub \(FISH\) \(eastriding.gov.uk\)](http://The Families' Information Service Hub (FISH) (eastriding.gov.uk)), <https://www.hull.gov.uk/benefits-support-and-welfare-advice/benefits-support/help-childcare-costs-and-funding>
You will need to confirm the information with your Childcare Provider.

SECTION 1: LEARNER DETAILS

Student Name..... Learner ID.....

SECTION 2: CHILDCARE PROVIDER DETAILS - THIS SECTION MUST BE COMPLETED BY THE CHILDCARE PROVIDER

Name of Childcare Provider.....Ofsted No.....
Address.....
Contact Name.....Contact Number.....
Contact Email.....
Bank Name..... Account Name.....
Sort Code..... Account Number.....

Payments are made **monthly in arrears**. Enclosed is the payment schedule (including Term Dates), please detach and keep for your records. Late invoices maybe delayed until the next payment date. East Riding College require monthly invoices from the Childcare Provider in order for us to make payment. These can be sent in as email attachments to learnerfinance@eastridingcollege.ac.uk

Invoices must include: Name and address of the childcare provider, Name of the student and name of the child (if more than one child please detail this on the invoice), The month that the invoice relates to, Each day/date which has been invoiced for and the amount charged per week as detailed in the agreement

SECTION 3: FEE DETAILS - THIS SECTION MUST BE COMPLETED BY THE CHILDCARE PROVIDER

Do you charge a retainer or fees over the Half Terms, Christmas or Easter? Please refer to section 5 for East Riding College’s maximum contribution towards retainer fees.

Yes (full cost) Yes (half price) No

Please enclose a copy of your detailed fee structure. Please note any Government funded hours must be used during the College Term time not spread over 52 weeks. Please provide further comments below if required, such as if price increases are due, notification period for changes etc.:

SECTION 4: CHILDCARE DETAILS - THIS SECTION MUST BE COMPLETED BY THE CHILDCARE PROVIDER

We confirm that we are providing childcare covering the following days/times per week:

Name of Child.....Date of birth.....Age.....

	Start time	Finish time	Total hours in your care	Cost per day	Less free government funded hours	Total bursary support requested
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL WEEKLY COST						£

Name of Child..... Date of birth..... Age.....

	Start time	Finish time	Total hours in your care	Cost per day	Less free government funded hours	Total bursary support requested
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL WEEKLY COST						£

Name of Child..... Date of birth..... Age.....

	Start time	Finish time	Total hours in your care	Cost per day	Less free government funded hours	Total bursary support requested
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL WEEKLY COST						£

SECTION 5: TERMS & CONDITIONS AND DECLARATION

- Students must be enrolled before any childcare support is paid.
- Please be aware that applications for childcare support cannot be completed until the student's timetable is showing correctly on our system. This can cause delay during the early part of the first term and we ask that you be patient with us during this time. Until written confirmation has been provided by East Riding College, childcare support is not guaranteed.
- East Riding College will only pay a maximum weekly childcare amount and that **I will** be liable for any costs incurred above this. **Maximum £180 per learner, per week, this may be increased subject to funds available.**
- East Riding College pay a **maximum retainer fee of 50% of the weekly cost after Government funded hours where eligible.** Students are liable for any amounts above this. No support is available for July and August. **We do not pay for bank holidays including retainers.**
- Students will only receive funding towards the cost of childcare for their timetabled college hours plus a maximum of 1 hour travel time each way if appropriate. East Riding College are unable to assist with registration fees, deposits, lunches or additional activities that incur a cost.
- Due to this support being paid via public funds it is expected that these funds are maximised to their fullest and therefore funding is not guaranteed and it is East Riding College's discretion as to the support awarded.
- Any funding awarded will be paid to the childcare provider directly.
- East Riding College **will not** fund childcare where a spouse/partner is available to look after the child(ren) and do not support private/home study.
- All childcare providers must be registered with Ofsted. We cannot support childcare provision by family or friends.
- Government Funded Hours **must** be used for the students timetabled hours before any top-up hours can be funded. If a child becomes eligible for Government Funding later, Learner Finance must be informed by student and Provider.
- I am responsible for my contract of childcare with my childcare provider and acknowledge that if my application for support is not successful or support is withdrawn due to non-attendance that **I will** be liable for any costs incurred, **including any notice period.**
- I must meet the minimum attendance requirement of at least 90% for support. I will inform the Learner Finance Team when I am not attending college. If I **leave/withdraw** from college I will provide both my childcare provider and the Learner Finance Team with written notice, adhering to the notice period in my childcare contract. **I acknowledge that failure to provide this will result in myself being liable for the outstanding childcare costs, including any notice period.**
- The childcare contract is between the student and the childcare provider and so the responsibility of childcare fees ultimately lie with the student. Therefore East Riding College reserves the right to withdraw support if the student does not adhere to their responsibilities as outlined in this document **and** the 19+ Discretionary Support Fund or Advanced Learner Loan Bursary Fund Guidance. If this does occur, any outstanding fees are the student's responsibility.

The EU General Data Protection Regulation

In addition to the Learner Privacy Notice, information provided on this document forms part of a legal contract between you, East Riding College and your childcare provider in order to provide you with childcare funding. As part of the contract, East Riding College and your childcare provider share information relating to the care provided for your child(ren) and your registered times in College.

I confirm the information contained in this application is accurate and I will inform East Riding College if there are any changes. I understand and agree to the conditions set out above.

Student signature.....Date.....

I, as the Childcare provider, or on behalf of the provider, confirm the information I have provided is accurate and I note the information regarding payments and conditions for the Student and ourselves.

Provider signature.....Date.....

Childcare Payment Schedule 2023-2024

If a child has had absences or you are concerned about a child's attendance please contact the Learner Finance Team. Direct dial 01262 455202.

Payment No	Invoice Month	Invoice To Be Received By	Payments Made By
1	September	6th October	16th October
2	October	3rd November	13th November
3	November	8th December	18th December
4	December	5th January	15th January
5	January	9th February	19th February
6	February	8th March	18th March
7	March	5th April	15th April
8	April	3rd May	13th May
9	May	7th June	17th June
10	June/July	5th July	15th July

Any invoice received late will be included in the following month's payment run.

College Term Dates 2023-2024

Half Term	Starts	Ends	Half Term Break
1	5th September	27th October	30 th October - 3rd November
2	6th November	20th December	21st December - 5th January
3	8th January	9th February	12th February - 16th February
4	19th February	21 st March	22 nd March - 5th April
5	8th April	24th May	27th May - 31 st May
6	3rd June	28th June	END

*May 6th is a Bank Holiday so College is closed.