

20+ Childcare Support Registration Form

This childcare registration form must be completed by both the student and childcare provider only **after an application for financial support has been assessed and agreed**. We will **not** fund childcare where a spouse/partner is available to look after the child(ren).

East Riding College will **only** work with childcare providers who have completed this registration form and are Ofsted registered. **All sections must be completed.**

If you wish to contact the Learner Finance Team please email learnerfinance@eastridingcollege.ac.uk or telephone 01262 455043/455202.

Please note students must be enrolled before any childcare support is paid.

Unsuccessful applications will mean the student being liable for any costs incurred. Notification of an unsuccessful application will be sent in writing to both the student and the childcare provider.

Sections 1-3 must be completed by the Student

1. Student / Childcare Details

Student Name			ID	
Contact Number		Email		
Child's Name		Date of Birth		Age

Please indicate what hours you have requested for your child to be in childcare whilst at college

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours Requested (i.e 8.45am - 3.45pm)					

2. Student Responsibilities

Please read the following very carefully

If your child is two they may be entitled to 15 hours free childcare each week. To see if you are eligible visit [The Families' Information Service Hub \(FISH\) \(eastriding.gov.uk\)](http://TheFamilies'InformationServiceHub(FISH).eastriding.gov.uk) or ring FISH on 01482 396469. If so, you will receive a letter of confirmation from East Riding of Yorkshire Council, take the letter with a copy of child's birth certificate to your childcare provider.

The funding for 3 & 4 year olds is different from the funding for 2 year olds. All 3 year olds automatically get the 15 hours funding the term after they are 3. A parent with a 2 year old has to apply for the funding it's **NOT** automatic. Some parents may be entitled to up to 30 hours funding for their 3 & 4 year olds depending on circumstances.



I confirm and understand that:

- 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childcare with my childcare provider and acknowledge that if my application for support is not successful or support is withdrawn due to non-attendance that **I will** be liable for any costs incurred.
- 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.**
- East Riding College will only pay a maximum retainer fee of 50% and that **I will** be liable for any costs incurred above this, with no support being available between college years.
- I will only use childcare for my timetabled college sessions and acknowledge that support will **not** be awarded for private/home study.
- I will inform the Learner Finance Team if/when I become entitled to the Government Funded Hours. Failure to do so could result in support being suspended due to double funding.
- If I am in receipt of the Government Funded Hours these **must** be used first and foremost for my timetabled childcare requirements whilst at college and that East Riding College will only support any top-up hours where required.

- I will inform the Learner Finance Team of any significant changes to my household income levels.
- 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 (non-attendance may cause my application and support to be suspended whilst they investigate my absence from 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.**

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.

3. Declaration

By signing this declaration you are confirming that you have read and agree to the responsibilities for childcare support.

Student Signature: _____ Date: _____

Sections 4-10 must be completed by the Childcare Provider ONLY

4. Childcare Provider Details

Name of Childcare Provider		Ofsted No.	
Address			
Contact Name		Contact Number	
Email Address			

5. Childcare Fees

- 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. Any funding awarded will be paid to the childcare provider directly.
- East Riding College pay a maximum retainer fee of 50%. Students are liable for any amounts above this. No support is available between college years. **We do not pay for bank holidays including retainers.**
- East Riding College will only pay a maximum weekly childcare amount per learner based on funding and depending on the learner's circumstances. Students are liable for any costs incurred above this. For more information please contact the Learner Finance Team if needed.
- East Riding College do not support private/home study.
- East Riding College do not support childcare provision that is provided by family members or friends.
- Due to this support being paid via public funds it is expected that these funds are maximised to their fullest and therefore it is East Riding College's discretion as to the support awarded.
- If the child is eligible for the Government Funded Hours, for either two, three or four year olds, these hours **must** be used first and foremost for the students timetabled childcare requirements whilst at college and East Riding College will only support any top-up hours where required.

Are you registered for the free Government Funded hours for 2, 3 and 4 year olds?

Please be informed that this can be checked with the Early Years and Childcare Services Team.

Yes	No
-----	----

Please enclose a copy of your fee structure or give an overview of your charges including additional or wrap around care sessions. i.e. hourly rate / session rates and times / lunch sessions / breakfast and afterschool club charges

Please indicate sessions requested:

Child's Name					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time / Drop-off					
Finish Time / Collection					
Daily Cost	£	£	£	£	£
Brief explanation of above costings i.e. AM session (£20) + lunch session (£3) or 4hours @ £4.40 etc.					
Weekly Total Charge	£	Funding Amount	£	Total Charge Less 15hr Funding	£

Do you charge a retainer fee?

Yes

No

If Yes please give more details (e.g. charged at 50%, full cost etc.)

Please refer to section 6 for East Riding College's maximum contribution towards retainer fees.

Further comments if required, such as if price increases are due, notification period for changes etc.



6. Invoice information

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 the following information:

- 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
- The amount charged per week as detailed in the agreement

Payments are made monthly in arrears. The payment schedule (including Term Dates) can be found attached, please detach and keep for your records. This details when invoices should be received by and then the date they will be paid. Late invoices may be delayed until the next payment date.

Please note that childcare support for Breakfast and Afterschool clubs will be paid **College Term Time only**. No payments made for dates after the last day of term. This may vary for each student dependent on their course and their end date may not be known until June.

Payments for the first half-term (September to October) may be delayed due to the volume of applications received during this period. Whilst we will endeavour to make timely payments childcare providers must accept that there may be a short delay during the first term.



7. Important Information and Terms & Conditions

- Until written confirmation has been provided by East Riding College, childcare support is not guaranteed.
- 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.
- Childcare support will be discontinued on completion of a course or if the student withdraws from college.
- 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.

8. Payment Details

Childcare Providers will be paid via BACS. Please complete your bank details below and clarify if they have changed since the last time we may have paid you - ie: during the last academic year.

Bank Name	
Sort Code	
Account Number	
Account Name	
Reference	

9. Checklist

Have you:	✓
Provided your OFSTED registration number	
Completed all sections of the form	
Read and understood all sections of the form - in particular that you are required to provide a monthly invoice	

10. Declaration

By signing this declaration you are confirming that the details contained in this application are accurate and you are aware that by choosing to work with East Riding College you are required to comply with the conditions set out in this registration form.

Childcare Provider Signature: _____ Date: _____

Childcare Payment Schedule 2022-2023

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 or email learnerfinance@eastridingcollege.ac.uk

Payment No	Invoice Month	Invoice To Be Received By	Payments Made By
1	September	7th October	14th October
2	October	4th November	11th November
3	November	2nd December	9th December
4	December	6th January	13th January
5	January	3rd February	10th February
6	February	3rd March	10th March
7	March	7th April	14th April
8	April	5th May	12th May
9	May	2nd June	9th June
10	June/ July	11th July	18th July

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

College Term Dates 2022-2023

Half Term	Starts	Ends	Half Term Break
1	Tuesday 6th September	21st October	24 th October - 28 th October
2	31st October	Thursday 15th December	16th December - 2nd January
3	Tuesday 3rd January	10th February	13th February - 17th February
4	20th February	31 st March	3rd April - 14th April
5	17th April	26th May	29th May - 2nd June
6	6th June	Wednesday 6th July	END

*May 1st is a Bank Holiday so College is Closed.