

# CHILDCARE SUPPORT - INFORMATION FORMS

FOR FURTHER EDUCATION STUDENTS WHO ARE UNDERTAKING A QUALIFICATION COURSE

PLEASE ENSURE YOU HAVE ALSO COMPLETED A 19+ BURSARY FUNDING APPLICATION FORM

## IF YOU ARE UNDER 20 YEARS OLD

Please do not complete this application form as you must apply to Care to Learn – 0800 121 8989 [www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn) or ask at Student Services.

## FREE EARLY EDUCATION PLACES

Government funded free early education allowance is available to parents of all 3 and 4 year olds, and some 2 year olds. This should be accessed through your childcare provider. You may apply for college financial support to cover the hours above your free entitlement hours which are necessary to complete your course.

**For example:** If your child has a free early education place at a nursery for 15 hours per week but you need childcare for 28 hours to attend your timetabled lessons you can only claim 13 hours of childcare from the college funding. If your child becomes entitled to any free early education at any time during this academic year, please inform your childcare provider and Student Services.

## PAYMENTS

Please note that payments will be made monthly directly to childcare providers. Please ask your childcare provider to send completed timesheets, clearly stating your name as well as your child/children's full name(s). Hours/times being claimed will also need to be clearly outlined.

## ATTENDANCE

Your attendance will be monitored. Failure to demonstrate continued, regular attendance will mean that future childcare support will be suspended. Should you withdraw from your course please inform Student Services. Your support will cease immediately and you will be liable for extra payments incurred.

PLEASE NOTE THAT SUPPORT WILL BE CONSIDERED ONLY FOR REGISTERED CHILDCARE. INFORMAL CHILDCARE (E.G. PROVIDED BY A RELATIVE) CANNOT BE SUPPORTED. ONLY CHILDREN AGED 14 OR UNDER (18 OR UNDER IF THE CHILD HAS A DISABILITY) CAN BE SUPPORTED.

PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILDCARE PROVIDER

UP TO 3 CHILDREN CAN BE SUPPORTED. MAXIMUM PAYMENT OF UP TO £6 PER HOUR WITH A LIMIT OF £4,000 PER ACADEMIC YEAR FOR EACH CHILD.

## PLEASE NOTE:

- You will be responsible for any additional costs (lunches/nappies etc) and any notice period if you leave College.
- Payment is for time-tabled tuition hours only for the current academic year.
- Please check that there are no price increases intended for the forthcoming year. A reassessment cannot be made.
- If you decide to change providers the College will not pay notice given to your childcare provider. This cost will have to be met by you.
- Childcare assessments may be subject to change once your timetable has been confirmed. If the stated hours on your form are more than your confirmed timetabled hours your childcare allocation will be reduced accordingly.

I understand that it will be necessary for the College to liaise with my childcare provider regarding my childcare, in order to facilitate payments.

Student Signature:

Date:

PLEASE DO NOT ASSUME CHILDCARE WILL BE PAID UNTIL YOU RECEIVE A LETTER STATING THAT SUPPORT HAS BEEN ALLOCATED TO YOU

# CHILDCARE SUPPORT FORM 2019/20

PLEASE COMPLETE THIS FORM TO PROVIDE INFORMATION OF CHILDCARE SUPPORT NEEDS

THIS IS NOT AN APPLICATION FOR FUNDING. SEE 19+ BURSARY APPLICATION FOR FUNDING.

## D1 PERSONAL DETAILS

Title (Mr/Miss/Ms/Mrs)	Student Surname
First Names:	Date of Birth:
Student Reference (Shown on your offer letter):	

## E1 CHILDCARE PROVIDER DETAILS

Name:	
House No / Name:	
Street:	
Town:	
City/County:	Postcode:
Main Tel No:	
<b>Childcare Ofsted Registration Number</b> (please enclose a photocopy of your Ofsted certificate):	
What best describes the care that this application covers? Is it at:	
<input type="checkbox"/> Out of School Club <input type="checkbox"/> Childminder <input type="checkbox"/> Day Nursery <input type="checkbox"/> Crèche	

### Name of contact who can confirm the child/children's attendance:

First Name:	Surname:
Tel No:	
Mobile:	
Email Address:	

## E2 CHILDCARE DETAILS

Child/Children's Name(s)	Date of Birth or date baby is due (dd/mm/yyyy)

### Childcare dates:

Child	Start date (dd/mm/yyyy):	End date (dd/mm/yyyy):
Child 1		
Child 2		
Child 3		

NOW PLEASE PASS THIS FORM TO YOUR CHILDCARE PROVIDER TO COMPLETE THE SECTIONS E3 - E5

### E3 ELIGIBILITY

	Tick as applicable
The child(ren) named in section E2 is/are entitled to grant funded hours	
..... (Child's name) will be entitled to government funded hours in ..... (month)	
..... (Child's name) will be entitled to government funded hours in ..... (month)	
..... (Child's name) will be entitled to government funded hours in ..... (month)	
I am not receiving funding for this childcare from another source, e.g. Nursery Education Grant	

### E4 CHILDCARE PLACEMENT DETAILS AND PROVIDER'S FEES

How much will you charge for **college funded** hours during term-time per week and per child?

Child 1            £              

Child 2            £              

Child 3            £              

How many hours and part hours per child, of college funded childcare will you provide each week?

Child 1                    

Child 2                    

Child 3                    

What is your session/hourly\* rate? £ ..... (\*please delete as appropriate)

### E5 CHILDCARE PROVIDER'S DECLARATION

*I certify that:*

- **I understand that I need confirmation from Student Services that the funding has been agreed before payment from college funding can be expected**
- Payments will be made on receipt of completed College timesheets. Invoices should NOT be addressed to the College
- I understand that any agreement of bursary funding is with the parent and is paid to you on their behalf
- I understand that funding is not awarded to Child Care providers
- The parent is not already receiving funding for the childcare costs being claimed
- I will inform Student Services promptly if I stop providing childcare for the child(ren) shown, if the childcare fees change, or I am aware that the parent is no longer attending College
- I have read and understood the points above

Signature .....	Date .....
Print in <b>Block Capitals</b> .....	

**Applicants, please check that you have:**

- Checked all sections completed. Please note incomplete application forms will be returned.
- Completed a 19 + bursary funding application form
- Enclosed a copy of Child Benefit letter / Tax Credit Award notice

Now send this fully completed application form and evidence without delay to Student Services on the appropriate campus:-

**Cornwall College Camborne**

Trevenson Road  
Pool  
Redruth  
Cornwall  
TR15 3RD  
☎ 01209 616272/616224

**Cornwall College St Austell**

Tregonissey Road  
St Austell  
Cornwall  
PL25 4DJ  
☎ 01726 226404/226618

**Cornwall College Newquay**

Wildflower Lane  
Trenance Gardens  
Newquay  
Cornwall  
TR7 2LZ  
☎ 01637 857960

**Cornwall College Saltash**

Church Road  
Saltash  
Cornwall  
PL12 4AE  
☎ 01752 850253

**Falmouth Marine School**

Killigrew Street  
Falmouth  
Cornwall  
TR11 3QS  
☎ 01326 310302

**Duchy College Rosewarne**

Camborne  
Cornwall  
TR14 0AB  
☎ 01209 722135

**Duchy College Stoke Climsland**

Stoke Climsland  
Callington  
Cornwall  
PL17 8PB  
☎ 01579 372254/372405

**Bicton College**

East Budleigh Salterton  
Devon  
EX9 7BY  
☎ 01395 562393

Further information and additional application forms are available on our website ([www.cornwall.ac.uk/student-support/financial-support](http://www.cornwall.ac.uk/student-support/financial-support)) Forms are also available from Student Services on each campus. If you need any help completing this application form please contact Student Services where staff will be happy to assist you.

IF YOU REQUIRE THIS FORM IN LARGER PRINT PLEASE CONTACT STUDENT SERVICES