

# City College Plymouth

## Discretionary Learner Support Fund (dLS) 2011/12

### 20+ Application form for childcare



Students must complete a 19+ Discretionary Learner Support Fund general grant application form as well as a childcare form to confirm eligibility for help with childcare costs. Please note, household income must be less than £17,729 to qualify for help with childcare costs. Only one general grant form needs to be completed per student but each child needs a separate childcare application form.

Students must provide evidence they are the main carer for the child eg Birth Certificate, Child Benefit letter or Child Tax Credit letter. Childcare application forms need to be submitted to the Student Funding office within 28 days of starting your course for childcare fees to be back-dated to the start of your course. Applications received after 28 days will only be paid from the week in which the application was received in the Student Funding office.

#### PART A: Student/Child Details - to be completed by the applicant

##### A1 - Applicant Name and Details

First name(s)

Surname

E-mail address

Home phone

Mobile phone

##### A2 - Child's Name and Details

First name(s)

Surname

Date of birth  Male  Female

##### A3 - Student Declaration

- I confirm that the information given is correct and that I understand the regulations specified on the guidance notes and I will comply with them.
- I have included proof of either (please tick one):
 

Child Birth Certificate  Child Benefit  Child Tax Credit Letter
- I will notify the Student Funding team of any changes in my childcare needs in advance and understand that I may be liable for changes not authorised by Student Funding team.
- If I fail to attend College or withdraw without informing the Student Funding office then I will become liable for my childcare fees.
- I understand that if my attendance is below 90% then I may be liable for my childcare fees.

Student Signature  Date

PART B: Childcare Provider Details - to be completed by the childcare provider

B1 - Provider Name and Details

Nursery / Childminder Name

Address

Postcode

Telephone

E-mail (essential)

OFSTED number (essential)

Contact name (manager)

B2 - Childcare Booking

Please complete all relevant boxes:

|                    | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday                   |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| AM (please tick)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PM (please tick)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Full cost £        | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     |
| NEG only cost £    | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     |
| Start date of care | <input type="text"/>     | <input type="text"/>     | End date of care         |                          | <input type="text"/>     |

Please look at the guidelines regarding what City College Plymouth will pay for childcare. There is a limit and 50% holiday rate applies to full-time nursery places only. Children who are over three years old and eligible for Nursery Education Grant (NEG) should be on term-time only contracts where available.

Bookings are for academic year 2011/12 ONLY (September 2011 - July 2012)

B3 - Childcare Provider Declaration

- I confirm that the above information is correct and that I have read and understand the guidance notes.
- The fees are the cheapest available to the student.
- I will inform the Student Funding team **one month in advance of any changes.**
- I will inform the Student Funding team if the child does not attend for more than one week.
- If the child does not attend for four weeks I accept those four weeks in lieu of notice and any overpayment must be repaid to the Student Funding team.

Name (please print)

Signature  Date

# Childcare Application Guidance Notes

## Am I eligible for 20+ Discretionary Learner Support Fund Childcare?

To be eligible you must:

- be aged 20 or over on Wednesday 31 August 2011 (under 20s should apply to Care to Learn)
- apply for the 19+ Discretionary Learner Support Fund 2011/12 general grant
- provide evidence of household income less than £17,729
- be an enrolled student on a full-time or part-time government funded course with City College Plymouth
- have good attendance (over 90%)
- use an OFSTED registered nursery, childminder or afterschool/breakfast club
- provide evidence you are the main carer for the child eg Birth Certificate, Child Benefit letter or Child Tax Credit letter
- include a copy of the contract between you and the childminder with the application (if used)
- be the sole carer of the child and not have a partner able to look after the child while you attend College.

## Are there any restrictions?

- Applications for childcare costs must be received by City College Plymouth within 28 days of the student starting their course. Applications received after 28 days will not be back-dated and the student is liable for any costs incurred.
- Childcare costs are only paid for the days you attend College based on timetabled lessons, although some courses may be eligible for one day's placement eg hair courses.
- Children who are three or four years old and eligible for Nursery Education Grant (NEG) must use their NEG vouchers first, then the College will pay any top-up fees.
- Where term-time only contracts are available these should be used, especially for the three or four year olds.
- The College does not pay for one week of childcare during the Christmas period and there are no payments during the summer holidays. There are no payments for holding fees, taster sessions or administration/booking fees.
- During other holiday periods, eg half term and Easter holiday, the College will pay 50% of the childcare fees where the child is not able to have a term time only contract.
- The maximum the College can pay for childcare is £160 per week for a full-time student and £80 per week for a part-time student.

## Guidelines for Childcare Provider Completing the Childcare Form

The general grant application form for 19+ Discretionary Learner Support fund must be completed and handed in with the childcare application form. All supporting evidence must be submitted particularly income details; failure to submit evidence would result in the College being unable to confirm to the childcare provider that we are able to assist with childcare payments.

Part B is to be completed by the childcare provider. An e-mail address and contact name are very important because this is the quickest way to contact the childcare provider if there is a problem with the application or attendance.

Children aged three or four should be on term-time only contracts where available. Government funding for three or four year olds should be used first, then the College will pay any top-up fees required. Please note there is a maximum limit towards cost of £160 per week full-time student and £80 part-time student.

Completion of this form does not mean a student is eligible for financial assistance for their childcare costs. If you have not heard or received any confirmation from the College within seven working days, please contact the Student Funding office on **01752 305381** or e-mail **studentfunding@cityplym.ac.uk**.

**No confirmation could mean non-payment of fees.**

# Childcare Assessment Form (office use only)

|                       |           |          |                    |
|-----------------------|-----------|----------|--------------------|
| Child's Name          |           |          |                    |
| Child's DOB           |           |          |                    |
| Child's Age           |           |          |                    |
| Carers Name           |           |          |                    |
| Start Date            |           |          |                    |
| End Date              |           |          |                    |
| Total number of weeks |           |          |                    |
| Term Weeks            | Full Rate | NEG Rate | Holiday Rate (50%) |
| Autumn                |           |          |                    |
| Spring                |           |          |                    |
| Summer                |           |          |                    |

|                 | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday                   | Total                    |
|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| AM              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PM              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Full cost £     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NEG only cost £ | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     |
| Holiday cost    | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     | <input type="text"/>     |

|                   |       |            |           |                          |
|-------------------|-------|------------|-----------|--------------------------|
| Autumn Term       |       |            |           | Total Amount Autumn Term |
| Full cost weeks   | _____ | at £ _____ | = £ _____ | £                        |
| NEG cost weeks    | _____ | at £ _____ | = £ _____ |                          |
| Any reduced weeks | _____ | at £ _____ | = £ _____ |                          |

|                   |       |            |           |                          |
|-------------------|-------|------------|-----------|--------------------------|
| Spring Term       |       |            |           | Total Amount Spring Term |
| Full cost weeks   | _____ | at £ _____ | = £ _____ | £                        |
| NEG cost weeks    | _____ | at £ _____ | = £ _____ |                          |
| Any reduced weeks | _____ | at £ _____ | = £ _____ |                          |
| Full Bank Holiday | _____ | at £ _____ | = £ _____ |                          |
| NEG Bank Holiday  | _____ | at £ _____ | = £ _____ |                          |

|                   |       |            |           |                          |
|-------------------|-------|------------|-----------|--------------------------|
| Summer Term       |       |            |           | Total Amount Summer Term |
| Full cost weeks   | _____ | at £ _____ | = £ _____ | £                        |
| NEG cost weeks    | _____ | at £ _____ | = £ _____ |                          |
| Any reduced weeks | _____ | at £ _____ | = £ _____ |                          |
| Full Bank Hol     | _____ | at £ _____ | = £ _____ |                          |
| NEG Bank Hol      | _____ | at £ _____ | = £ _____ |                          |

**Total amount of childcare to be allocated to dLS: £ \_\_\_\_\_**