

John Ruskin College

Discretionary Learner Support Fund 2017/18

20+ Application Form and Guidance Notes for Childcare



Students **must** complete a 19+ Discretionary Learner Support Fund application form as well as this childcare form to confirm eligibility for help with childcare costs. **Please note:** household income must be less than £21,000 to qualify for help with childcare costs. Only one 19+ Discretionary Learner Support Fund form needs to be completed per student, but each **child needs a separate childcare application form.**

Students must provide evidence that they are the main carer for the child e.g. Birth Certificate, Child Benefit letter or Child Tax Credit letter. Childcare application forms need to be submitted to the Student Services 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 by Student Services.

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

A1 – Applicant’s Name and Details

S00 number	
First name(s)	
Surname	
E-mail address	
Home phone	
Mobile phone	
Course Name	

A2 – Child’s Name and Details

First name(s)	
Surname	
Date of birth	
Gender	

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 Services team of any changes in my childcare needs in advance and understand that I may be liable for charges not authorised by Student Services
- ✓ If I fail to attend College or withdraw without informing the Student Services then I will become liable for my childcare fees.
- ✓ I understand that if my attendance is **below 95%** 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 / Child minder Name	
Address	
Postcode	
Telephone	
E-mail (essential)	
OFSTED number (essential)	
Contact name (Manager)	

B2 – Child Care Booking

	Monday	Tuesday	Wednesday	Thursday	Friday
AM (please tick)					
PM (please tick)					
Full Cost of Nursery Provision					
NEG only cost (must be completed)					
Remaining Nursery Costs to be cover by the Fund					

Start date of care:

End day of care:

There is a limit of £190 per week per child and we pay a flat fee £95 during half terms, Christmas and Easter holidays. This does not include the summer holiday.

- ✓ We do not pay summer retainers.
- ✓ Children who are over three years old and eligible for Nursery Education Grant (NEG) should be on term-time only contracts where available.
- ✓ Only 1 child will be supported per applicant. Additional children will be considered in certain cases

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 Services team 1 month in advance of any changes in fees.
- ✓ I will inform the Student Services 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 Services team.
- ✓ I commit to invoicing 1 month in arrears and send 1 invoice for each month by the 21st of each month.

Name (Please Print)	Signature	Date
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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 31st August 2017 (under 20s should apply to Care to Learn)
- Applied for the 19+ Discretionary Learner Support Fund 2016/17 Discretionary Award
- Provide evidence of household income less than £21,000
- Be an enrolled student on a full-time or part-time government funded course with John Ruskin College
- Have very good attendance (over 95%)
- Use an OFSTED registered nursery, child minder or afterschool/breakfast club
- Provide evidence you are the main carer for the child e.g. Birth Certificate, Child Benefit letter or Child Tax Credit letter
- Include a copy of the contract between you and the child minder with the application
- 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 John Ruskin College 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 e.g. Hair and Beauty, Health and Social Care and Child Care courses
- Children who are two, three or four years old and eligible for Nursery Education Grant (NEG) and must use their NEG vouchers first. 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, e.g. half term and Easter holiday, the College will pay a flat fee of £95 childcare fees where the child is not able to have a term time only contract.
- The maximum the College can pay for childcare is £190 per week for a full-time student and £95 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, and then the College will pay any top-up fees required. Please note there is a maximum limit towards cost of £190 per week full-time student and £95 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 ten working days, please contact Student Services on 0208 651 1131 ext 204 or e-mail Alex.Suddaby@johnruskin.ac.uk (**During term time only**)

No confirmation could mean non-payment of fees.

Childcare Assessment Form (office use only) **Date Received:**

Child's Name						
Child's DOB						
Child's Age						
Carer's Name						
Start Date						
End Date						
Total number of weeks						
Term weeks	Full rate	NEG rate		Holiday rate (50%)		
Term 1						
Term 2						
Term 3						
Week Days	Mon	Tues	Wed	Thurs	Friday	Total
AM						
PM						
Full Cost £						
NEG Cost £						
Autumn Term						
Autumn Term	Total Weeks	At £	= £	Total amount for Autumn Term £		
Full cost weeks						
NEG cost weeks						
Any reduced weeks						
Spring Term						
Spring Term	Total Weeks	At £	= £	Total amount for Spring Term £		
Full cost weeks						
NEG cost weeks						
Any reduced weeks						
Summer Term						
Summer Term	Total Weeks	At £	= £	Total amount for Summer Term £		
Full cost weeks						
NEG cost weeks						
Any reduced weeks						
Total amount of childcare to be allocated:				£		