# Childcare Provider Details Form 2022-23 – One form to be completed for each child

We have received a request from a student for funding for childcare costs whilst they attend a course at Abingdon & Witney College. Before we can make an award, we need you (the childcare provider) to complete and sign this form. **Please retain one copy of the completed form for your records;** and return one copy to Learner Support Fund Panel, Student Services, Abingdon and Witney College, Wootton Road, ABINGDON, OX14 1GG. An email/letter will be sent to the email address/address provided confirming how much funding for childcare costs has been awarded and the due dates.

|  |  |
| --- | --- |
| Childcare Provider/Company Name |  |
| Address  |  |
|  |
|  |
| Post Code  |  |
| Telephone Number |  |
| Fax Number |  |
| Email  |  |
| Ofsted Registration Number |  |
| Name of Main Contact |  |
| Parent’s (Student’s) Name  |  |  |  |
|  |  |  |  |
| Childs Name  |  |  | Date of Birth  |  |
| Childcare Start Date  |  | Childcare End Date  |  |
| Days | Mon  | Tue  | Wed  | Thu  | Fri  |
| Number of Hours in your care  |  |  |  |  |  |
| Total cost per day (less nursery education funding if eligible)  | £  | £  | £  | £  | £  |
|  | Total cost per week  | £  |
| If there are fees for the holiday period (e.g. Christmas, Easter, half-term) please give details including costs:  |

**The following to be completed by the childcare provider:**

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|  |  |  |  |
| --- | --- | --- | --- |
| Childcare Provider Bank Account Details  |  |  |  |
| Account Name  |  |  |  |
| Name of Bank  |  |  |  |
| Address of Bank  |  |  |  |
|  |  |  |
|  |  |  |
| Post Code  |  |  |  |
| Account Number  |  |  |  |  |  |  |  |  |
| Sort Code  |  |  | - |  |  | -  |  |  |

# Childcare Provider Declaration

I confirm the information I have given on this form is true and accurate to the best of my knowledge. I confirm that I am providing childcare for the above child on the above days/times per week. I have read the ‘Childcare Provider Information’ section below and understand the terms of the agreement between the College, the Student and the Childcare Provider. I understand Payments will be made by bank transfer into the bank account nominated above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature  |  | Date  |  |
| Please Print Name  |  |

# Childcare Provider Information

Childcare is awarded to students on the following basis: • The childcare provider’s contract is with the **student** and **not** with the college.

* The student will normally only be awarded funding for the days/hours they have to attend college or work experience.
* The student is expected to use their child’s/children’s entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college.
* The student is responsible for any registration fees, meal and snack fees and any activity fees or additional costs.
* Childcare payments will only start once the student has enrolled at the college and the college has received the relevant invoice
* Payments will be made termly by bank transfer into the bank account nominated on the Childcare Provider Details form.
* You will receive a communication confirming how much funding for childcare has been awarded to the student.
* If the student’s childcare costs increase during the academic year, the college will only pay these additional costs if they are agreed in advance with the college.
* All payments are based on the student attendance. Funding for Term 2 and Term 3 will be withheld if their attendance falls below 90%.
* If funding is withdrawn, the student is responsible for any costs owed to the childcare provider.
* If the student leaves their course early, they are responsible for any costs to cover the period of notice needed by the childcare provider if applicable.
* The college will not pay for any childcare costs incurred after 2nd July 2023.

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