

**FORM B  
(Part 1)**

**Adult Community Learning Essex  
Childcare Support Fund Agreement 2018/19**

*To be completed by learner*

**Please complete this form if you are 20+ years of age. If you are 19 or under, please apply to Care to Learn (0800 121 8989)**

The completed Form(s) B should be attached to your Financial Support Application Form A and sent to Adult Community Learning Essex (ACL), Student Services at the centre.

Name of Learner		Learner Code	
Course Code:		Course Title:	
Name of Child		Date of Birth	Age
Do you receive free early education entitlement (15 hours)?		Are you using your Early Years Funding at ACL?	
2-3 year funding <input type="checkbox"/> Name: .....		Yes <input type="checkbox"/> No <input type="checkbox"/>	
3-5 year funding <input type="checkbox"/> Name: .....		Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Childcare Support Fund Conditions**

- If Early Years Education Entitlement is available for your child, you must use this for the time you are on your course in the centre. We will then pay for any remaining hours.
- An Ofsted registered childcare provider must be used.
- ACL will pay your childcare costs for the days you are in attendance on your course based on the course timetabled hours.
- ACL will not pay for your child(ren)'s meals whilst in childcare.
- Payments will be made direct to the childcare provider on a termly basis.
- All payments are based on your attendance to lessons and funding will be withdrawn if this is not satisfactory. If the funding is withdrawn, you will be responsible for payment of any outstanding fees for childcare to the provider.
- If you withdraw your child/children from the childcare provider without giving the required notice you may have to pay any amount outstanding yourself.
- You will provide Child Benefit or Birth Certificate evidence on request.
- If you have extra hours added on your timetable and need additional childcare for this you will need to inform us so that we are able to tell you if there is additional funding for this.

I confirm that this is a true record of my attendance to the course at the centre and I will notify ACL if there are any changes to my programme of study and/or childcare required or if I withdraw from the course. By submitting this application for childcare support, you agree that Adult Community Learning is able to share information about this application with the childcare provider.

I have read and agree to the conditions above.

**Signed:**

**Date:**

**Print Name:**

**Please arrange for the back of this form to be completed by the childcare provider. If you are using more than one childcare provider, please ensure a Form B is completed for each of them.**



<b>FORM B (Part 2)</b>	<b>Adult Community Learning Essex Childcare Support Fund Agreement 2018/19</b>
<i>To be completed by the Nursery or Childminder</i>	

**Childcare Provider Details**

Name ..... Ofsted registration no .....

Address .....

..... Parent's Name.....

Telephone No ..... **Has the learner provided the following** (sighted or copy)

Provider's Email ..... Child Benefit evidence or Birth Certificate

Contact Name ..... Start date of Childcare .....

I confirm that I am providing childcare for the child/children named in part 1 of this form, on the following days per week whilst the learner is attending their course at Adult Community Learning:

Day	AM hrs	PM hrs	£
Mon			
Tue			
Wed			
Thur			
Fri			

Day	AM hrs	PM hrs	£
Mon			
Tue			
Wed			
Thur			
Fri			

**Bank Details**

Awards will be paid directly to your bank account using BACS. Please provide us with your bank details in order that we can make payments directly into your bank account. Your bank details will be held electronically for the purpose of making BACS payments. Please note that bank account must be in the name of the childcare provider. **Please also ensure that your bank account accepts payments by BACS.**

Name of Account Holder .....

Name of Bank .....

Sort Code  Account Number

Roll No (Building Society only) .....

**Childcare Support Fund Conditions**

- All childcare providers must be registered with Ofsted. Affix an official stamp, copy of registration document or an official letterhead.
- All payments will be made by BACS each term following receipt of your invoice.
- Your invoice should be for the full 100% cost of childcare minus any amount of EYEE – please send invoice at the end of each term (Autumn, Spring & Summer).
- The College will pay 100% of the learner's childcare costs for the timetabled period of the course not covered by EYEE. The learner will pay for childcare provided outside of College hours.
- All payments are based on learner attendance to lessons and funding will be withdrawn if this is not satisfactory. If the funding is withdrawn, the learner will be responsible for payment of any outstanding fees.
- If you become aware that a child is not attending as stated on this agreement please contact Adult Community Learning Essex, Student Services at the centre as soon as possible.

I confirm that this is a true reflection of the childcare fees to be claimed and that I will notify Adult Community Learning Essex if there are any changes and agree to the conditions above.	
<b>Signed:</b>	<b>Print Name:</b>
	<b>Date:</b>