

**COSTING DOCUMENT FOR COLLEGE CHILDCARE PROVISION
TO BE COMPLETED BY CHILDCARE PROVIDER**

The purpose of this document is to provide details of the childcare provision booked by the parent for the period of their college course in 2018-19. Please make sure you read and complete all pages, and double check that the details you have entered are correct. A copy of the provider terms of payment are available on page 4.

| | |
|----------------------|--------------------|
| Parent's name | |
| Parents address | |
| Child details | |
| Name..... | D.O.B.....Age..... |
| Name..... | D.O.B.....Age..... |
| Name..... | D.O.B.....Age..... |

| | |
|---|---|
| Name of childcare provider/organisation | |
| Care Inspectorate registration number | |
| Type of provision | Day Nursery <input type="checkbox"/> Childminder <input type="checkbox"/> Before school/ After school club <input type="checkbox"/> |
| Address (including postcode) | |
| Website address (if applicable) | |

| | |
|--|----------------------|
| Contact person for enquiries (e.g. for completion of confirmation forms) | Name: e-mail: |
| Contact details for finance (For remittance advices) | Name: e-mail: |
| Is this parent eligible for Local Council pre-school funding for 3&4 year olds? Is this parent eligible for student Local Council pre-school funding for 2 year olds? If yes, which Council? _____ | Yes / No Yes / No |
| Provider payment information Please provide your bank details below: | |
| Bank Name: | Account name: |
| Sort Code: | Account number: |

DATA PROTECTION

The personal data which has been supplied on this form is protected under the Data Protection Act 1998 and will only be used in the processing of childcare claims. It will not be disclosed to a third party without your explicit consent.

Please read the provider Terms of Payment on page 4. By accepting payments from Edinburgh College you agree to these Terms of Payment.

Provider Declaration

- I understand that the childcare contract is between student and provider, and that the College is not liable for any shortfall incurred by the student.
- I confirm that I have read and understood the provider terms of payment and agree to receive childcare funds from Edinburgh College.
- I confirm that the information recorded on this form is correct at the date of signing.

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Name (print)

Signature

Date

Childcare Provider's Stamp (if unavailable please provide a signed compliment slip or signed letter headed document)

TO BE COMPLETED BY THE CHILDCARE PROVIDER – please provide details of childcare provision booked by parent(s)

| Child's Name | Date provision due to start/ Started* | Days and times of attendance | | Cost of childcare each day (£) | Total cost per week (£) | If the child is eligible for Pre-school Funding please advise: | |
|--------------|--|------------------------------|-------|--------------------------------|-------------------------|--|---|
| | | Day | Times | | | How many hours per week are provided? | Amount of funding received for year (£) |
| | * must be 2018/19 date | Mon: | | Mon: | | | |
| | | Tues: | | Tues: | | | |
| | | Wed: | | Wed: | | | |
| | | Thu: | | Thu: | | | |
| | | Fri: | | Fri: | | | |
| | * must be 2018/19 date | Mon: | | Mon: | | | |
| | | Tues: | | Tues: | | | |
| | | Wed: | | Wed: | | | |
| | | Thu: | | Thu: | | | |
| | | Fri: | | Fri: | | | |

Please provide a copy of your childcare contract or terms & conditions showing full details of the service being delivered. The College will only pay for childcare during college holidays if this is a formal part of the contract (details of nursery (or school) closure dates or childminder holiday dates must be provided).

CHILDCARE FUNDING - GENERAL INFORMATION & TERMS OF PAYMENT

We cannot assess a student's application for childcare funding until we receive this form fully completed, as well as a copy of the provider's childcare contract and/or terms and conditions.

If the student's application is successful they will be issued with an award letter. This contains their payment schedule, and unique payment reference number. You should request a copy from the student. There is a sample payment schedule available on the college website for guidance only.

Payments are made directly to the provider's bank account, fortnightly in arrears. These payments are financial assistance only, and may not cover the entire fee being charged. Payments are dependent on a student's satisfactory attendance and progress.

Payment for College holidays will only be made if these form part of the student's formal contract with the provider.

When the student signed their declaration on their application, they agreed that the College can tell you basic information about their award, such as the award status, amount, payment schedule, and non-payment due to not meeting the terms and conditions of award. The College cannot however provide you with any in-depth information, or information about the student's personal circumstances (this includes information about the award assessment). Where more information is required, you should contact the student directly.

The provider agrees to complete further Confirmation Documents to verify the student is still using the provision covered by their award, and to collect up to date information about the childcare being provided. These need to be submitted in November, January and April as appropriate. These forms will be issued in the reminder packs, and blank copies are available on the college website.

The College is not responsible for payment of childcare costs incurred by students. The contract is between the student and the childcare provider only. No contract exists between the College and the provider, and the College will not mediate any contractual dispute between the student and the childcare provider.

Where the student's award is less than the childcare provider's full fees then it is the student's responsibility to pay the balance. This includes any balances that arise as a result of a partial award, non-payment due to poor attendance, self-study days and any other non-timetabled provision, or overpayment (this list is not exhaustive).

It is the student's responsibility to provide notice of termination to the provider in accordance with their contract. The student will be liable for any cost due by not providing the appropriate period of notice.

If the eligible days and times of the childcare provision changes, or the student ceases to use the childcare provider's services and this results in an overpayment of childcare funding, the childcare provider will be required to repay to the College the full amount of funds they were not eligible to receive. Providers are encouraged to notify us of any changes to the childcare provision in order to minimise the risk of overpayment (or underpayment).

The College will not be responsible for any outstanding fees incurred by the student.