

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 2021-22. Please make sure you read and complete all pages, and double check that the details you have entered are correct. A copy of the fund's terms of payment are available on page 5.

A Word Form version is available on request if you do not currently have printing facilities and/or are unable to send the scanned document/good quality images of all pages. Please e-mail studentfunding@edinburghcollege.ac.uk for more information.

You should also provide a copy of the student's contract/terms and conditions.

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/ <input type="checkbox"/> Other <input type="checkbox"/> After school club
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:
Provider payment information Please provide your bank details below:	
Bank Name:	Account name:
Sort Code:	Account number:

Service information – all providers	
Does this student have a term-time or annual/rolling contract	Term time <input type="checkbox"/> Annual/rolling <input type="checkbox"/>
If this is a term-time or other non-annual contract, please tell us the start and end dates of the period you will be looking after the child(ren)** **(excluding short holidays)	Start date: End date:
Are you providing wraparound care while the child(ren) is/are at nursery or school?	Yes / No
Do you charge for any of the college short holidays? (please tick)	Oct break <input type="checkbox"/> Christmas <input type="checkbox"/> Feb break <input type="checkbox"/> Easter break <input type="checkbox"/> New Year <input type="checkbox"/>
Please tell us your closure dates (e.g. Christmas closure etc.) and any other dates you are not able to provide a childcare service	

Local Authority Funding – Early Learning and Childcare free places (2021-22 session)	
Are you in partnership with your Local Council to provide pre-school funded places? If yes, which Council? _____ If no, please continue to the next section	Yes / No
Is the parent using Local Authority Funding at any other establishment (thereby restricting or preventing you from offering a pre-school funded place)?	Yes / No
Is this parent eligible for Local Council pre-school funding for 3&4 year olds? Is this parent eligible for Local Council pre-school funding for 2 year olds? If yes, from what date: Aug <input type="checkbox"/> Jan <input type="checkbox"/> Apr <input type="checkbox"/> Other <input type="checkbox"/> (please state) _____	Yes / No Yes / No

Local Authority Funding – Continued	
Is the child (or children) being funded under the 600 hours scheme, or the 1140 hours scheme?	600 hours <input type="checkbox"/> 1140 hours <input type="checkbox"/>
How many hours per week are you claiming per child through pre-school funding?	
Please tell us the dates over which you are claiming partnership funding	Start date: End date:
If the hourly rate you charge for childcare is less than the standard Local Authority pre-school funding amount, please provide details in the additional notes section below.	

Additional notes Please provide any additional information you'd like to provide in the box below (or on a separate sheet)

<p>DATA PROTECTION <i>The personal data which has been supplied on this form is protected under the Data Protection Act 2018 and will only be used in the processing of childcare claims. It will not be disclosed to a third party without your explicit consent.</i></p> <p><input type="checkbox"/> I have fully completed all relevant sections of this form, including the table on page 4</p> <p><input type="checkbox"/> I have attached a copy of the student childcare contract / fee sheet / terms and conditions</p> <p>Please read the fund information and terms of payment on page 5. By accepting payments from Edinburgh College you agree to these terms and conditions.</p> <p>Provider Declaration</p> <ul style="list-style-type: none"> • 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 fund information and 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. 	
<p>Name (print)</p> <p>Signature</p> <p>Date</p>	<p>Childcare Provider's Stamp (if unavailable please provide a signed compliment slip or signed letter headed document)</p>

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 in 21-22 session*	Days and times of attendance		Cost of childcare each day (£)	Total cost per week (£)	Tick if child is pre-school funded	Notes:
		Day	Times				
	*must be 2021-22 date	Mon: Tues: Wed: Thu: Fri:		Mon: Tues: Wed: Thu: Fri:			<p>Please provide a copy of your childcare contract or terms & conditions showing full details of the service being delivered.</p> <p>The College will only consider payment of childcare during college holidays if this is a formal part of the contract.</p>
	*must be 2021-22 date	Mon: Tues: Wed: Thu: Fri:		Mon: Tues: Wed: Thu: Fri:			<p>Details of nursery (or school) closure dates or childminder holiday dates must be provided.</p>
	*must be 2021-22 date	Mon: Tues: Wed: Thu: Fri:		Mon: Tues: Wed: Thu: Fri:			

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. Providers 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 considered if these form part of the student's formal contract with the provider, and the college has received the required terms and conditions/contract.

Some elements of weekly childcare fees cannot be covered – this includes, but is not limited to 'on call' fees, and situations where a school-term or longer-term contract is billed over the college weeks only. This means that the student's weekly award may not match the weekly rate being charged.

The college is not permitted to duplicate funding available from other sources, such as HMRC, Local Authority Funding, childcare vouchers, etc.

When students sign their declaration on their application, they agree that the College can tell providers 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 any in-depth information, or information about the student's personal circumstances (this includes information about the award assessment). Where more information is required, providers 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 the required 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.