|  |  |
| --- | --- |
|  | **Childcare Provider Form 2023-24** |

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student Number** |  |

**ESFA CHILDCARE SCHEME**

Childcare funding is provided to Blackpool and The Fylde College (B&FC) by the Education and Skills Funding Agency (EFSA) according to their regulations. This funding is to support students on certain benefits or a low income to meet some of the costs associated with childcare.

**TO THE CHILDCARE PROVIDER: IMPORTANT NOTES**

Please read all the notes below before fully completing this form. More details are available in the Guidance Leaflet enclosed which is for you to retain for future reference.

1. **You will be expected** to claim costs from the Nursery Education Grant (**NEG)** for any eligible child aged 2, 3 or 4 years old and deduct this cost from your weekly charge. If you are not **NEG** registered, this portion of your fees will still not be covered by any B&FC allowance you may be eligible for.
2. **You must complete** and immediately send, or give, this form to the student along with a copy of your pricing structure. Please note that completion of this form does not guarantee financial assistance with childcare fees.
3. **B&FC will only fund** childcare provision during term-time and for work schedule (timetabled) study hours only.
4. Payments made by B&FC are subject to a minimum monthly student course attendance of 90%. Students who do not adhere to these terms will be responsible for the cost of childcare provision for any month where this occurs
5. B&FC can only pay childcare costs during the agreed course dates, although we may fund students who require additional provision for exams or essential placements. These arrangements must be applied for and agreed in writing with B&FC’s Student Support Funds Team.
6. If students complete their course early, B&FC may be able to fund a notice period of up to 4 weeks. The student and provider must provide written confirmation of the dates of the notice period.
7. **If the application is approved,** we will send you an **Induction Pack**, which will include:
   1. **B&FC’s CCP Terms & Conditions** outlining the maximum weekly amount that B&FC will contribute towards childcare. Please note, the student must pay the difference directly to you.
   2. **Attendance Confirmation & Payment Request Forms** showing the monthly payment dates, and which are submitted monthly
   3. **B&FC Supplier Form** to set you up as a supplier with B&FC and to capture bank details to arrange BACs payments

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Childcare Provider Details** | | | | | | | |
| **Providers Name** |  | **Contact Name** |  | | | | |
| **Ofsted Registration No** |  | **Are you NEG Accredited?** | | **Yes** |  | **No** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Providers Address** |  | | | **Contact No** |  |
| **Mobile No** |  |
| **Post Code** |  |  | **Email** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Details of Provision *Please complete all boxes*** | | | | | | |
| **Full Name of Child** |  | | | | | |
| **Date of Birth** |  |  |  | **Age** |  |  |
| **Full Name of Parent / Guardian** |  | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
|  | **Session start & finish times** | **Total daily hours** | **Hourly charge** | **No of daily meals provided** | **Meal charge** | **TOTAL daily charge**  **(B x C) + (D x E)** | **NEG amount to deduct** | **Daily Balance (after NEG deducted)** |
| *Example* | * *Morning session 7:30 to 13:00 OR* * *All Day session 7:30 to 17:00 OR* * *09:00 to 15:00* |  |  |  |  |  |  |  |
| **Monday** |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOTAL WEEKLY HOURS** | **Hrs** | **TOTAL WEEKLY CHARGE** | **£** | **TOTAL WEEKLY BALANCE** | **£** |

|  |  |
| --- | --- |
| **Date child is due to start or has started on childcare provision:** |  |
| **Please note: The start date must be within the current term. We cannot backdate funding to a previous term. For any courses starting after Friday 31st March 2024, funding must be applied for within 2 weeks of the provision start date.** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRIVACY NOTICE - How we use your data**  The data captured on this form will be used to   |  |  | | --- | --- | | **Childcare Provider** | **Student and their child(ren)** | | * locate your record on our database(s) or create a new one * assess the student’s eligibility for financial support and to confirm any financial award for childcare support that is issued to you whilst they study with us * meet the conditions of any support awarded * confirm with you eligibility for a childcare award, attendance and agreed payment schedule * to make payments to you as the student’s childcare provider * create accurate financial support details to prepare the funding returns we have to send to the government or funding bodies operating on its behalf | * locate your record on our database * assess your eligibility for financial support from the Student Support Funds and confirm whether you can receive a financial award for childcare support whilst you study with us * meet the conditions of any support awarded * make payments for any funding support you are awarded * confirm with your chosen childcare provider your childcare award eligibility, attendance and agreed payment schedule (where childcare financial support is awarded) * create accurate financial support details to prepare the funding returns we have to send to the government or funding bodies operating on its behalf |   The information you have provided is also stored and archived for funding, audit and inspection purposes. We share the information with the government and with agencies operating on their behalf in order to deliver and fund any support you may be entitled to.  This information is required for us to carry out our function as an educational organisation. Therefore, we do not ask your consent to process your data in these ways. However, if you have any concerns or questions about how we use your personal data, please contact the Data Protection Office at [datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk). If you are unhappy with the response, you can escalate your complaint by contacting the Information Commissioner at <https://ico.org.uk/concerns/> or on 0303 123 1113  **How we protect your personal data:** We have a range of technical and operational measures in place to protect your data from accidental destruction, misuse or disclosure and we only allow staff to access it if they need to as part of their role.  **How long do we keep your data?** We keep different types of data for different lengths of time depending on need and our obligations. These are explained in section 5.2 of our [Data Protection Code of Practice](https://blackpool.ac.uk/sites/default/files/2022-08/Data%20Protection%20Code%20of%20Practice.pdf). Where we ask for your consent to collect or use your data, you can withdraw that consent at any time. You can ask us to delete some or all of those data items or stop us from using it for certain purposes. Just request a withdrawal of consent form from [data protection office](mailto:datarequest@blackpool.ac.uk) *(*[datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk)*)* or call us on 01253 504064. We process some data to help us help you. Where this is optional, you have control over your personal data. If you have any questions or concerns about the collection, use or sharing of your personal data, please contact the college [data protection office](mailto:data%20protection%20office) *(*[datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk)*)* or call us on 01253 504064. If you are unhappy with the response, you can escalate your complaint by contacting the Information Commissioner at <https://ico.org.uk/concerns>/ or on 0303 123 1113. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declaration Childcare Provider** | | | | | |
| **I confirm that:**   1. The information provided on this form is correct and true to the best of my knowledge (you may need to repay any funding provided if information is incorrect) 2. I understand that B&FC will process the data contained in the form as outlined above 3. I have read and understand the notes and Guidance Leaflet supplied with this form 4. If the application is successful, B&FC will use the information provided on this form to calculate any appropriate childcare support payments and may liaise with either myself (the childcare provider) or the student regarding this application | | | | | |
| **Nursery Manager Name** |  | **Sign** |  | **Date** |  |
| **PLEASE ENSURE YOU PROVIDE A COPY OF YOUR PRICING STRUCTURE WITH THIS COMPLETED FORM TO THE STUDENT** | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Declaration Student** | | | | | | |
| **I confirm that:**   1. The information provided on this form is correct and true to the best of my knowledge (you may need to repay any funding provided if information is incorrect) 2. I understand that B&FC will process the data contained in the form as outlined above 3. B&FC can discuss my application for childcare support with the Childcare provider identified on this form, and If the application is successful, that B&FC will use the information provided on this form to calculate any appropriate childcare support payments and may liaise with either myself or the childcare provider regarding this application | | | | | | |
| **Student Name** |  | | **Sign** |  | **Date** |  |
|  | | **Childcare Provider Guidance Leaflet 2023-24** | | | | |

**Please keep this information for your reference**

**CHILDCARE FEES: IMPORTANT INFORMATION**

1. Fees and Awards are assessed on an annual basis and any increases in hourly rates **must** be agreed with B&FC in writing and in advance
2. The final date B&FC will pay childcare provision for will be when the student finishes their course
3. If students complete their course early, B&FC may be able to fund a notice period of up to 4 weeks. The student must provide written confirmation 4 weeks prior to finishing the course early
4. Any childcare fees over and above the amount B&FC agree to fund will be the responsibility of the student to pay
5. The student will be liable for their own childcare fees until an application, or change of provider has been approved and confirmed in writing
6. The childcare fees paid by B&FC are for term time only and for providing childcare for the specific hours that the student is on their course
7. Confirmation of the start and end dates of the childcare funding will be provided with the Induction Pack that will be sent to you
8. Students may become responsible for paying all of their childcare fees for any month where their course attendance falls below the required 90%
9. Funding will only be approved once both you and the student have signed and returned the B&FC’s Terms & Conditions and Supplier form provided in the Induction Pack

**WHAT WILL HAPPEN ONCE THE APPLICATION HAS BEEN ASSESSED?**

You will be notified in writing of the assessment outcome/receive an **Induction Pack** including the following documents:

* **B&FC’s CCP Terms & Conditions** outlining the maximum weekly amount that B&FC will contribute towards childcare. Please note, the student must pay the difference directly to you.
* **Attendance Confirmation & Payment Request Form Forms** showing the monthly payment dates, and which are submitted monthly
* **B&FC’s Supplier Form & Bank Details Form** to set you up as a supplier with B&FC and to capture bank details to arrange BACs payments

**You will need to complete and return the documents above** in order to ensure that payments are made correctly. Information contained within B&FC’s CCP Terms & Conditions document will specify the hours and weeks B&FC will pay and will also indicate any bank holidays or B&FC holidays that are **excluded**.

You will then need to senda monthly **Attendance Confirmation & Payment Request Form** confirming child attendance/ absences and student attendance/ absences. These can be emailed to [ssfunds@blackpool.ac.uk](mailto:ssfunds@blackpool.ac.uk)

**STUDENT RESPONSIBILITY**

Students will be required to contact B&FC if they make a request to change their agreed childcare sessions. Payments will only be authorised for sessions that have been agreed by B&FC. Once amendments have been approved, we will contact you in writing to notify you of any changes.

**Childcare funding may be withdrawn** and the student will be responsible for their own fees if they do not inform B&FC of any changes to childcare provision, personal circumstances, or in the event of unsatisfactory attendance.

Students must submit their applications as early as possible.

**Students will need to make their own appropriate arrangements for payment of childcare fees until funding is in place.**

If students change provider, new CP forms must be submitted within 2 weeks of the provision start date and will not be processed after this.

**PAYMENT**

The payments will be made on a **monthly basis**, through B&FC’s **BACS system** and payments can only be made directly into an approved account.

Payments for any unauthorised or excluded/non term time dates will **not** be made by B&FC. The student will therefore be responsible for meeting those costs.

B&FC can only pay childcare costs until the student has finished the course, although we may fund those students who require additional provision for exams or placements. Such arrangements must be applied for and confirmed in writing by the tutor before being arranged.

**CONTACT US**

**If you have any queries, please contact Student Administration at** [**ssfunds@blackpool.ac.uk**](mailto:ssfunds@blackpool.ac.uk)

If you have not heard from B&FC within 15 working days of completing the Childcare Provider Form, please email Student Administration to check that the student has submitted their

Childcare application.

You can also get in touch if you have any queries about payments or other matters relating to the student’s application. We will aim to respond to your enquiry within 5 working days. At peak times this may take longer.