

Learner Support Fund Childcare Provider Form 2025/26



Important information for childcare providers – please read before completing the form.

OFFICIAL USE ONLY

Date received Week number Student code

Student details (Name of Parent)

***NOTE: ALL SECTIONS MUST BE COMPLETED**

First name(s) Family name

Who is the childcare for?

Name of child – please complete one form per child

Age

Date of birth

Childminder/childcare provider details

Name of childminder/childcare provider

Address

Postcode

Email

Registered by (state Local Authority)

Registered number / OFSTED Number

Billing address

Postcode

Telephone

Do you have Public Liability Insurance? Yes No

Insured by

Nursery grant – Government Funding

Do you receive a nursery grant on behalf of the parent? Yes No

Please confirm the amount you receive

If you do receive a nursery grant on behalf of the parent this will be deducted from the weekly amount paid by the College. Please use funding for timetabled College hours (where possible)

Payment details We pay childcare by BACS directly to the childcare provider monthly in arrears

Date childcare to start Date childcare to finish Total no. of weeks

Bank Details

PAYMENTS CANNOT BE MADE WITHOUT THIS INFORMATION

Please complete the section below with the details of your account that you wish your award to be paid into. Please take care when completing this section as any errors will delay your payments.

Bank sort code (format 00-00-00) Bank account number

Bank account holders name

Payment reference

Childcare fees

Please note students will only receive funding for the timetabled hours of their course. This does NOT include holidays, half term, registration fees or lunch.

Please confirm if you have to charge for a full session? Yes No

Hourly charge £ .

Daily charge £ .

Sessional charge £ .

Weekly charge £ .

Contracted hours

Please note we cannot assess the application until we receive the following information:

Day	From am/pm	To am/pm	Please specify funded hours	Total hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

IT IS VERY IMPORTANT THAT YOU COMPLETE ALL FIELDS AS THIS MAY DELAY PAYMENTS

Free Government funding has been deducted

Please confirm your funded hours are fixed or flexible

Fixed Flexible

Important information

- Childcare funds are not guaranteed until written confirmation is received from the College
- The student has the responsibility for the payment of childcare unless the College has formally agreed to contribute to the cost
- If childcare providers would like to find out if a student has submitted an application and been awarded support for childcare, they can contact our Learner Support Fund Team on 0117 312 2054
- Students will only receive funding for the timetabled hours of their course. This does **NOT** include holidays, half term, registration fees or lunch
- Student Services should be notified immediately of any changes to provision or fees
- Childcare payments will be made **one month in arrears** subject to student abiding to City of Bristol College's Code of Conduct and Student Charter

Declaration (childminder/childcare provider only)

I confirm that I have read and understood all of the above and that the information submitted is correct.

Signed

Date

Name

Position

Checklist

I have completed all required sections of the form

I receive a Nursery Grant on behalf of the student and I have completed the relevant section

Please return this form to: Student Services, South Bristol Skills Academy (SBSA), The Boulevard, Hengrove Park, Bristol, BS14 0DB

Or by email: lsf@cityofbristol.ac.uk

We cannot complete an assessment unless the form is completed in full, so it is important that you return it to us within 14 days.

The College may share your data with other organisations for education, training, employment, research and well-being related purposes.

Further details are available on the College website cityofbristol.ac.uk/privacy-statement

Childcare Funding Guidance Notes 2025/26

PLEASE ENSURE YOU READ THE FOLLOWING INFORMATION CAREFULLY

The College's responsibilities:

- Assess the student's application and check they are eligible for funding
- Within four weeks of receiving a FULLY completed Childcare Provider Form, send confirmation of the award to the student and provider outlining the payment details
- Cover the cost of childcare during **term time only**
- Notify the provider and the student if the student does not qualify for financial support
- Notify the provider of any changes in circumstances e.g. student withdraws from College or fails to attend
- Ensure that payments are released on time
- We will send a payment schedule to childcare provider
- We pay at the start of every month in arrears

Childcare providers – your responsibilities:

- **Childcare provider MUST be OFSTED registered.**
 - Complete Childcare Provider Form FULLY with parent and return to the College.
- **Please WAIT for confirmation of funding before the child starts using your provision**
- Complete the contract with the parent and ensure arrangements are made to cover any costs not met by the College Fund such as:
 - Half term and holiday periods
 - Deposit/Registration fee
 - Lunch if not included in the session time
 - Study time outside of course hours
- INFORM the College of any changes to arrangements such as change of hours, days, increase in fees or if the child leaves your provision
- Contact us if your payment does not arrive on time
- Contact us at any time if you have any queries regarding the process
- Please specify all funded hours
- Please specify if hours are flexible or fixed

Students – your responsibilities:

- Complete Childcare Provider Form FULLY with provider and ensure it is returned to the College
- **PLEASE WAIT** for confirmation of funding before settling your child into the provision
- Complete the contract with the provider and ensure you are aware of any costs not met by the College Fund. Make arrangements to pay these:
 - Half term and holiday periods
 - Deposit/Registration fee
 - Lunch if not included in the session time
 - Study time outside of course hours
- INFORM the College of any changes to arrangements e.g. change of hours, days, increase in fees or if you leave College
- **Do not take your child to the childcare provider if you are not attending College. Let your provider know if your child is not going to attend**
- Contact us at any time if you have any queries regarding your award or concerns about payment to your childcare provider
- If your attendance falls below the required percentage we will inform your childcare provider and withhold payments
- Our childcare support is capped at a maximum of **£60** per day per child
- If you are entitled to the Government free childcare grant you MUST use this where possible to enable you to attend your course. We will consider supporting any extra hours required to match your college course hours.