Care to Learn Scheme
Childcare Provider Form 2026/27

City of Bristol College

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

Billing address

Postcode

Postcode

Email

Telephone

Registered by (state Local Authority)

Do you have Public Liability Insurance? Yes ☐ No ☐

Registered number / OFSTED Number

Insured by

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**

Childcare 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

ALL SECTIONS MUST BE COMPLETED

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	AM	PM	Number of hours College to fund
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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

Important information

- **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**
- **We cannot pay in advance as payments are dependent on student attendance**

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

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 2026/27

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
- We can pay any extra travel required to take your child to their childcare provision

Childcare providers – your responsibilities:

The childcare provider must provide you with evidence of being registered with OFSTED, including that they are on the correct register for the age of the children they care for. In the case of a school providing childcare, they must procide their unique reference number (URN). Childminder agencies who register with OFSTED on behalf of the childminders they represent must also provide evidence to the institution of their OFSTED registration.

- **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
    - 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

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
    - 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
- C2L childcare support is capped at a maximum of **£180** per week per child
- Deposits are capped at **£250** one off payments
- Registration fees are capped at **£80** per child one off payment

The application form and information provided within it is current at the time of publishing and may be subject to the Bursary Policy review. Should any applicant be affected by the changes in the College's Bursary Policy, the College will contact these applicants to provide an update and further assistance.