Learner Support Fund
Childcare Provider Form 2026/27

To be completed by childcare provider

OFFICIAL USE ONLY

Date received | Week number | Student code

Student Details

First name(s) | Surname

Who is this Childcare for?

Name of child - ***please complete one form per child.*** | Age | Date of birth

Childminder/Childcare Provider Details

Name of childminder/childcare provider

Home 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

Government Funding

Do you receive Government funded hours on behalf of the parent? Yes ☐ No ☐

Students may be eligible for 15/30 hours of free childcare per week if they meet the government guidelines. Please discuss with the parent before applying to the college Learner Support fund, as these free hours must be used first to cover college days. We can only provide a top up of funded hours where necessary

Payment Details

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

Date to start | Date 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 name

Bankholders name as appears on card

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 £ . Daily £ . Sessional £ . Weekly £ .

Contracted Hours

Day	AM	PM	Number of Gov funded hours used	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

Free Government Funding has been used ☐

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.
- We cannot pay in advance as payments are dependent on student attendance.
- Attendance must be over 85% for automatic payments.

Declaration *(Childminder/Childcare Provider ONLY)*

Student signature _____ 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 by post or email **LSF@cityofbristol.ac.uk**:

Student Services, South Bristol Skills Academy (SBSA), The Boulevard, Hengrove Park, Bristol, BS14 0DB

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 Colleges 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 and the student
- We pay monthly in arrears

Childcare Provider 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
  - If the student attendance falls below the required percentage, we will inform you and withhold payments
- *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 and attempt to use funded hours to cover college days
- Please specify if hours are flexible or fixed

Student 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
  - Non-college days
- *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

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.