

# APPLICATION FOR EXTERNAL CHILDCARE SUPPORT 2024-25

**RHACC**

Richmond and Hillcroft  
Adult Community College

## SECTION 1: PERSONAL DETAILS

Student Number:  Title (e.g. Mr/Mrs /Ms):

First Name:  Last Name:

## SECTION 2: CHILD(REN)'S DETAIL

Child's Name:  Date of birth:  /  /

Child's Name:  Date of birth:  /  /

	Breakfast Club	After School Club	Full/Half Day	Placement
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

## SECTION 3: COURSE DETAILS

Course Code:  Course Instance:

Course Title:

Start Date:  End Date:

Course Code:  Course Instance:

Course Title:

Start Date:  End Date:

Placement - *requirements of particular courses*

Additional details for above mentioned courses:

## SECTION 4: CHILDCARE PROVIDER DETAILS

Childcare Provider Contact Name:			
Childcare Provider Address:			
Town:		Postcode:	
Telephone Number:		OFSTED Registration Number:	
Email Address:			

## SECTION 5: DECLARATION

- Any financial assistance the learner may receive is a discretionary award and is conditional on their attendance and adhering to the college's Code of Conduct.
- The College can only provide assistance for OFSTED registered child-minders/nurseries. Any changes to the OFSTED registration must be communicated to the College immediately by the childcare provider.
- If the learner's attendance falls below 90% or they withdraw from the course, financial support will be stopped and the student will be liable to pay any outstanding childcare costs directly to the childcare provider.
- Payments will only be made for classes attended; this also means that the College is not liable for the childcare costs if the child minding takes place out of term time or on Bank Holidays.
- If the learner or their child, becomes ill and the Learner does not attend classes, the College will not be liable for the childcare costs on these days
- If any classes are cancelled without notice by the College, the childcare costs will be covered by the College. However if classes are cancelled with at least 7 days' notice given to the Learner, childcare costs will not be covered by the College.
- If the learner's timetable changes it is their responsibility to inform the childcare provider and Learner Services to ensure payment is made for eligible sessions.
- The childcare provider will need to send the College a detailed invoice on a monthly basis, showing the name of the child and Learner, individual sessions being claimed and costs for these sessions.
- The College does not take responsibility for any outstanding fees owed by the learner or for fees due for sessions where the Learner did not attend college due to illness, bank holiday, out of term time or absence from scheduled classes. These fees should be settled between the childcare provider and the learner.

### PLEASE SIGN TO CONFIRM IF YOU READ AND UNDERSTOOD THE DECLARATION

Childcare Provider Contact Name:			
Signature :		Date:	
<hr/>			
Learner Full Name:			
Learner Signature :		Date:	