

**YOU SHOULD ONLY COMPLETE THIS SECTION IF YOU REQUIRE HELP IN FUNDING YOUR CHILDCARE AND ARE AGED 20 OR OVER ON 31/08/18. IF YOU ARE UNDER 20, PLEASE ASK FOR DETAILS OF THE CARE TO LEARN SCHEME**

## Childcare

**Student Name**..... **ID No**.....

First Child ..... Second Child .....

Date of Birth..... Age ..... Date of Birth ..... Age .....

**Childcare Provider Details**

Name.....

Address .....

.....

Telephone No.....

Provider's Email.....

Contact Name.....

**Childcare Provider Details**

Name .....

Address .....

.....

Telephone No .....

Provider's Email .....

Contact Name .....

**Time booked at childcare provider**

Day	AM	PM

**Time booked at the childcare provider**

Day	AM	PM

Do you receive free early education entitlement (funded childcare hours)?

2-3 year funding Yes / No

3-4 year funding Yes / No

Do you receive free early education entitlement (funded childcare hours)?

2-3 year funding Yes / No

3-4 year funding Yes / No

**Please provide the following:**

Child Benefit evidence or Birth Certificate (sighted or copy)

Childcare contract/hours confirmed with Childcare Provider

Ofsted registration no.....

**Do you have a partner who studies at Colchester Institute?**.....Yes / No

If yes, Partner's name.....Partner's student ID.....

Please indicate any hours / days you and your partner are in lessons at the same time (please circle) :

**Mon am / pm;    Tues am / pm;    Wed am / pm:    Thurs am / pm;    Fri am / pm**

**Please read and sign Student Declaration overleaf**

## Student Declaration

### Data Protection

The information on this form will be used by Student Services to assess your application for a childcare award. Information will be viewed and processed by the Student Services team for the purposes of applying for support funding and will be retained in line with Colchester Institute's retention of records policy in compliance with current data protection law. Information about childcare awards made to you, will be shared with Colchester Institute staff involved in teaching you for the purposes of monitoring your behaviour and attendance in relation to the conditions of the awards. We may also be required to share information provided by you, with third parties (eg childcare providers, police, benefits agency, social care, auditors) where there is a legitimate business purpose in line with current data protection law. Please refer to our privacy notice on our website [www.colchester.ac.uk](http://www.colchester.ac.uk) for more information.

- I confirm that the details provided overleaf are accurate and that the information is a true record of the care supplied .....Yes / No
- I agree to notify the College if there are any changes to the childcare provision and to send on any new evidence requested by the College relating to the changes .....Yes / No
- I confirm that I have read / will read the terms and conditions outlined in the Childcare Policy Document .....Yes / No
- I am aware that if my studies are discontinued during the period for which assistance was given, I may be required to repay any support provided .....Yes / No
- I agree to Colchester Institute sharing information about this application and my attendance at College / with the childcare provider .....Yes / No
- I agree to Colchester Institute contacting my childcare provider to obtain information regarding my child's attendance at the childminder / nursery .....Yes / No
- I have discussed / I will discuss any possible accrued debt for non term-time / non timetabled hours with the childcare provider and have agreed arrangements for how this will be repaid .....Yes / No

**Student Signature**.....

**Date**.....

### Important childcare information

Children must be placed with a registered childcare provider. You can find a list of childcare providers by visiting [www.essex.gov.uk](http://www.essex.gov.uk). Enter 'early years and childcare' in the search box.