

STUDENT FUNDING

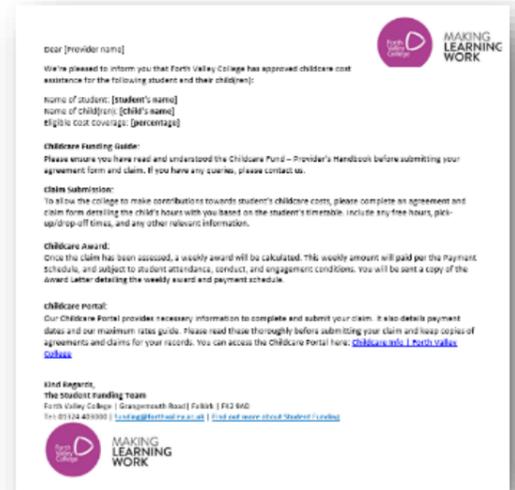
GUIDE TO COMPLETING OUR CHILDCARE FORMS

ACADEMIC SESSION 2024-25



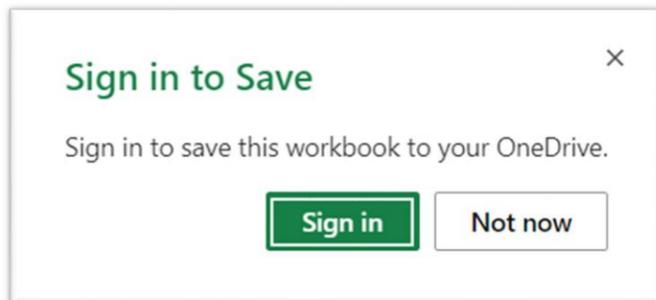
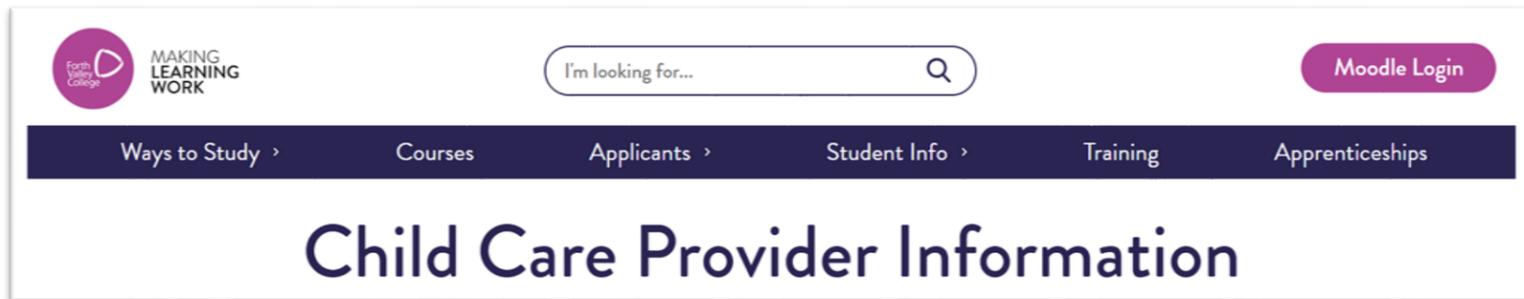
Once the student has been awarded funding for childcare, you will receive an email from funding@forthvalley.ac.uk which contains information in relation to the student and the child you will be caring for. This email will contain basic information in relation to the student's award, links to the claim forms and guides and brief information in relation to claim submission, award and links to our online portal.

Where possible please **download and save copies** of the childcare agreement, weekly claim form, ad hoc and amendment claim form for your records. The forms should be filled in with the necessary details and returned to us completed as an attachment. You may need to save the files before editing, so we recommend saving prior to filling in. Please be aware that if you are caring for more than one student's child/ren, please wait for each students award email before submitting paperwork.



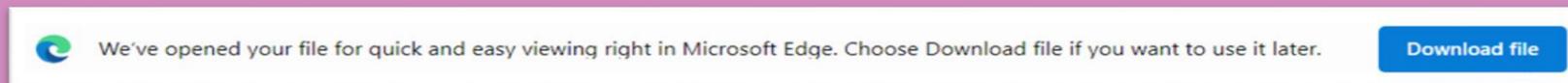
- Within the award email, you will be provided with a link to access the [Childcare Funding Provider Handbook](#). We strongly recommend you **read this prior to filling in any of the following forms**, the handbook has been built around frequently asked questions and so should provide you with the necessary information required to complete each of the forms.
- It is vitally important that, prior to filling in the claim form, you receive a copy of the students timetable and cross reference this when completing the forms, as the college will not provide funding for the days the student is not attending college or associated work placement.

FORTH VALLEY COLLEGE CHILDCARE PROVIDER PORTAL



To download each file, click on the name of each file which will open up your web browser. You should now have open a web version of Microsoft 365.

If you have access to your own version of excel, at this stage, you can download the file. Once opened in excel, please 'edit the copy' and save to your files.



Childcare | Provider Agreement Form

Academic Session 2024-25

Contact Us:
 Email: funding@forthvalley.ac.uk
 Phone: 01324 403000 (Term Time Mon-Fri 9am-1pm)

Before You Start...
 Make sure you have read the [Childcare Funding](#) | [Provider's Handbook](#) and have made yourself familiar with its contents. Forms which have been printed and completed by hand, or saved in other formats will not be accepted.
 If you need **help to complete these forms** please read the [Childcare Funding Forms Guide](#).
 If you need any additional support, please **contact us**.

Section 1 - Childcare Provider Details

Provider's Name:

Service Type:

Contact Name/Manager:

Contact Number:

Address:

Email Address:

CS Registration Number:

Section 2 - Childcare Award Details

You will have received an email from Student Funding notifying you of the Childcare Award. Please enter the details from this email below. If you have not yet received an email with this information, this could be because either:
 1. the student/parent has not yet been awarded a Childcare Funding Award which relates to the care you provide, or
 2. we hold incorrect contact information for you. In the first instance contact the student/parent for more information.

Name of Student:

Name of Child:

% of Cost Awarded:

Section 3 - Childcare Provider Bank Details

Make sure that you provide us with up to date and accurate bank details. Failure to do so will result in a delay in you receiving any payments due to you.

Name on Account:

Name of Bank:

Address of Bank:

Sort Code: Account Number:

Signature of responsible Nursery Officer/Childcare Provider:

Signature:

Print Name:

Position:

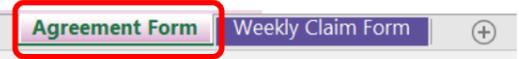
Date:

-End Of Agreement Form-
 Now please complete **Weekly Claim Form**

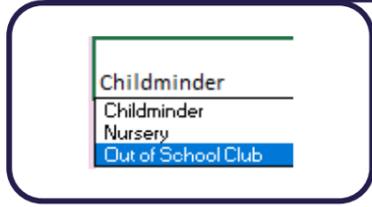


AGREEMENT

The agreement form can be found on the first tab within the weekly claim form file. It is essential that this is filled in fully, and the terms and conditions are accepted prior to the release of funding.



Section 1 – Input all of your establishment’s details including name, address and CS number. Please note the “service type” box is a drop down menu, please click on the white box and select what kind of care you are providing for the child.



Section 2 – Input details of parent (FVC student) and child as well as % of cost awarded. This will be found on the original award email sent to you.

Section 3 – Provide your bank details in here, please double check the bank details provided. We **do not** verify the accuracy of bank details, we complete a test run shortly before the payment is made, however this only highlights if the payment fails and not whether the account details are accurate.

Section 4 – Please read the terms and conditions carefully and sign your details at the bottom if you are happy to proceed.

Childcare | Weekly Claim Form

Academic Session 2024-25



Contact Us:

Email: funding@forthvalley.ac.uk
 Phone: 01324 403000 (Term Time Mon-Fri 9am-1pm)

Section 1 - Childcare Provider Details

Provider's Name

Contact Name/Manager

Section 2 - Details of Weekly Claim

Please provide the details of your claim below. If you need any help to complete the claim form, please check the Childcare Funding Forms Guide, or contact us for help.
 Please make sure you complete your claim accurately as failure to do so may result in an over or under payment.

Name of Student

Name of Child DOB

Start Date of Claim End Date of Claim

Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon				
Tue				
Wed				
Thur				
Fri				
Total	0.0	£ -	£ -	

Free Hours:

Notes:

Total Cost Claimed

Signature of responsible Nursery Officer/Childcare Provider:

Signature

Print Name

Position

Date

WEEKLY CLAIM

The weekly claim form can be found on the second tab within the weekly claim form.

Section 1 – Input your establishment’s details including the registered name and main contact details.

Section 2 – Fill in the name of the student and child who will be in your care, the child’s date of birth and start date of the claim. The end date of the claim will already be filled in and generally, this will be the end date of term, unless otherwise specified. Please only edit this date if you know you will stop providing childcare before the end of term.

Depending on whether you charge per hour or by a set session rate, fill in the each day to reflect this. The “No. of Hours” is a drop down menu.

If you charge by hour, enter the number of hours the child is in your care as well as hourly rate, the totals will update accordingly along the bottom.

If you charge by the session, please enter number of hours the child is in your care and session rate.

Please note, students are permitted to claim one additional hour each side of their timetabled/scheduled classes or work placement to allow for travel time.

If you require space to detail any notes, please use the space allocated below “Notes”.

If you require additional space to details free hours, please use the space allocated here.

! Sign and date the form before sending over to funding@forthvalley.ac.uk

Your Digital signature is recorded and verified by you submitting these to us from your email address that we have on file.

At this stage we will require you to submit your official rate sheet detailing the cost(s) for your services before we can process your claim form.

Please note at the end of this guide, you will find practical examples to assist you in completing the form, should you require assistance.

Childcare | Claim Amendment Form

Academic Session 2024-25

Contact Us:
 Email: funding@forthvalley.ac.uk
 Phone: 01324 403000 (Term Time Mon-Fri 9am-1pm)

This form should be used when the care you provide for the student's child will **change on an on-going basis**.
Make sure you have read the terms and conditions which apply to amendments to claims.
 If you have any questions or would like help with an amendment to your claim, please check the [Childcare Provider Handbook](#) and the [Childcare Funding Forms Guide](#), or **contact us**.

Section 1 - Childcare Provider Details

Provider's Name

Contact Name/Manager

Section 2 - Details of Amended Claim

Please provide the details of your amended claim below. If you need any help to complete the claim form, please check the [Childcare Funding Forms Guide](#), or contact us for help.
 Please make sure you complete your claim accurately as failure to do so may result in an over or under payment.

Name of Student

Name of Child DOB

Start Date of Claim End Date of Claim

Reason for Amendment

Amended Weekly Claim

Day	Week		Include the time[s] you care for the child (e.g. 9am-3pm) and where freefunded hours are used.
	No. of Hours	Hourly Rate	
Mon			
Tue			
Wed			
Thur			
Fri			
Total	0.0	£ -	£ -

Free Hours:

Notes:

Total Cost Claimed

Signature of responsible Nursery Officer/Childcare Provider:

Signature

Print Name

Position

Date



The Amendment form is to be used when there is a need for a permanent change to the care you provide, such as a timetable change.

We ask that the amendment form is completed and sent to us within 6 weeks of the change. Claims submitted after the 6 week period will not be backdated.

Section 1 – Input your establishment’s details including the registered name and main contact details.

Section 2 – Fill in the name of the student and child who will be in your care, the child’s date of birth and start date of the claim. **Please note the start date of the amended claim form.** The end date of the claim will already be filled in and generally, this will be the end date of term, unless otherwise specified. Please only edit this date if you know you will stop providing childcare before the end of term.

Depending on whether you charge per hour or by a set session rate, fill in the each day to reflect this. The “No. of Hours” is a drop down menu.

If you charge by hour, enter the number of hours the child is in your care as well as hourly rate, the totals will update accordingly along the bottom.

If you charge by the session, please enter number of hours the child is in your care and session rate.

Please note, students are permitted to claim one additional hour each side of their timetabled/scheduled classes or work placement to allow for travel time.



If you require additional space to details free hours, please use the space allocated here.

If you require space to detail any notes, please use the space allocated below “Notes”.

Sign and date the form before sending over to funding@forthvalley.ac.uk

Please note that we may ask for **additional evidence** to coincide with the amended claim:

- The nursery is unable to provide care due to limited available spaces (child is entitled to free hours). There is now a need for a childminder to be utilised in the meantime - Evidence from the nursery explaining this would be required.
- Change to timetable - we will confirm with students timetable or department.
- Change to placement days - we will confirm with students timetable or department.

Childcare | Ad Hoc Claim Form

Academic Session 2024-25



Contact Us:

Email: funding@forthvalley.ac.uk

Phone: 01324 403000 (Term Time Mon-Fri 9am-1pm)

Use this form when there will be a **one-time change** in the care you provide for the student's child.

Ensure that you have reviewed the terms and conditions related to amending claims and making different claims, including ad hoc claims.

If you have any questions or would like help with an ad hoc claim, please check the [Childcare Provider Handbook](#) and the [Childcare Funding Forms Guide](#), or contact us.

Section 1 - Childcare Provider Details

Provider's Name

Contact Name/Manager

Section 2 - Details of Ad Hoc Claim

Please provide the details of your ad hoc claim below. If you need any help to complete the claim form, please check the Childcare Funding Forms Guide, or contact us for help.

Please make sure you complete your claim accurately as failure to do so may result in an over or under payment.

Name of Student

Name of Child DOB

Start Date of Claim End Date of Claim

Reason for Ad Hoc Claim

Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where freefunded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon				
Tue				
Wed				
Thur				
Fri				
Total	0.0	£ -	£ -	

Free Hours:

Notes:

Total Cost Claimed £

Signature of responsible Nursery Officer/Childcare Provider:

Signature

Print Name

Position

Date

The Ad hoc claim form is to be used when there is a need for a one off change to the care you provide, such as a school strike day or in-service day.

We ask that the ad hoc form is completed and sent to us within 6 weeks of the change. Claims submitted after the 6 week period will not be backdated.

Section 1 – Input your establishment's details including the registered name and main contact details.

Section 2 – Fill in the name of the student and child who will be in your care, the child's date of birth and start date of the claim. **Please note the start and end date of the ad hoc claim form.**

Depending on whether you charge per hour or by a set session rate, fill in the each day to reflect this. The "No. of Hours" is a drop down menu.

If you charge by hour, enter the number of hours the child is in your care as well as hourly rate, the totals will update accordingly along the bottom.

If you charge by the session, please enter number of hours the child is in your care and session rate.

Please note, students are permitted to claim one additional hour each side of their timetabled/scheduled classes or work placement to allow for travel time.

Sign and date the form before sending over to funding@forthvalley.ac.uk

If you require additional space to details free hours, please use the space allocated here.

If you require space to detail any notes, please use the space allocated below "Notes".

Please note that we may ask for **additional evidence** to coincide with the ad hoc claim:

- There is an in service day at the school that the students child attends - Confirmation from the school, newsletter or other official evidence detailing this.
- School holidays that do not match with Falkirk Council (October week) - School newsletter/ Screenshot from relevant council website.
- Block Week - we will confirm with students timetable or department.

WORKED EXAMPLES:

Weekly Claim				
Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon	9	£6.50		8am - 5pm, no entitlement to funded hours
Tue				
Wed	9	£6.50		8am - 5pm, no entitlement to funded hours
Thur		£6.50		8am - 5pm, no entitlement to funded hours
Fri	8			
	8.25			
	8.5			
	8.75			
Total	9		£ -	

Example 1

Below is an example of a childcare claim for a student who attends college 9am - 4pm on Mondays, Wednesdays and Thursdays. The childcare provider charges hourly and the child is 1 year old.

Weekly Claim				
Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon	3	£6.50		8am - 5pm, 6 hours funded childcare utilised
Tue				
Wed	3	£6.50		8am - 5pm, 6 hours funded childcare utilised
Thur	3	£6.50		8am - 5pm, 6 hours funded childcare utilised
Fri				
Total	9.0	£ 58.50	£ -	

Example 2

If the child you are providing care for is entitled to funded hours (i.e. eligible two or aged 3-5 [1140 funding]) please deduct these from the number of hours claimed. The following example shows a claim for a student who attends college 9am-4pm Monday, Wednesday and Thursday. The student utilises their full entitlement to funded hours across 5 days, i.e. the child attends nursery 8am – 5pm Mondays, Wednesday and Thursdays and 9am-3pm Tuesdays and Fridays.

Weekly Claim				
Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon	3	£7.00		8am-9pm & 3pm-5pm
Tue	3	£7.00		8am-9pm & 3pm-5pm
Wed	3	£7.00		8am-9pm & 3pm-5pm
Thur	3	£7.00		8am-9pm & 3pm-5pm
Fri				
Total	12.0	£ 84.00	£ -	

Example 3 - Deductions

In this example, deductions are made based on the timetabled days the student attends college. Specifically, Mondays, Tuesdays, and Thursdays are considered timetabled days. As a result, Wednesdays would not be payable. The cost for Wednesdays is deducted from the total claim, making the student liable for this expense.

Weekly Claim				
Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon	9	£7.00		8am-5pm
Tue				
Wed				
Thur				
Fri				
Total	9.0	£ 63.00	£ -	

Example 4 - Deductions

This scenario illustrates how deductions are calculated based on our fee caps. The provider has claimed 9 hours at £7 per hour, resulting in a total of £63 per day. However, our fee cap is a maximum of £60 per day. As a result, the student would be responsible for the remaining £3 each week.

Weekly Claim				
Day	Week			Include the time(s) you care for the child (e.g. 9am-3pm) and where free/funded hours are used.
	No. of Hours	Hourly Rate	Session Rate	
Mon	10		55	8am - 6pm
Tue	5		32.5	1am - 6pm
Wed	10		55	8am - 6pm
Thur				
Fri				
Total	25.0	£ -	£ 142.50	

Example 5 – Deductions

This scenario illustrates how deductions are calculated based on the percentage of childcare awarded, in this case 75%.

The provider has claimed based on the students timetable which is within our daily fee caps.

We will deduct the 25% for which the student is responsible. The college will contribute £106.88, and the student will be responsible for the additional £35.62 each week.