

# Childcare Funding Support



Student  
Services



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## **Introduction**

Dundee and Angus College has designated Student Childcare Support Advisers within Student Services Team. They are responsible for determining childcare funding requirements and assisting you to arrange suitable childcare support during your studies at College.

Finding suitable childcare and appropriate funding is an extremely important consideration when coming to college. This booklet has been produced to provide you with a rough guide of your financial entitlement and possible childcare support in the Tayside and Angus Area.

It is important that you check your situation before starting college with organisations who are listed at the end of this booklet. Alternatively contact Student Services. We are here to help you explore your options and ensure you receive all the financial support you are entitled to.

Best wishes for your future, and do enjoy your studies with us.

Student Services

Dundee and Angus College

## Childcare Funding Support

Dundee and Angus College is committed to providing childcare advice and support from two designated Childcare Advisors based at Arbroath Campus and Dundee Campuses, who will assist students to arrange suitable childcare and funding while studying at College.

### What is the Childcare Fund?

- This is a discretionary fund that the Scottish Government has provided to colleges to help students with childcare costs while studying
- Childcare Funding is awarded for timetabled hours in College and any arrangements made out with timetabled hours will be between the parent and the childcare provider
- Funds are limited and are allocated to applicants starting in September and January
- Applications received after **6<sup>th</sup> October 2017** are subject to funds still being available and may not be backdated to the start of the academic year
- The college can only consider childcare providers who are registered with the Care Inspectorate

### Who is eligible?

- Fully funded Students
- Lone Parents on Income Support
- Full-time students who meet residency eligibility\*
- Part-time students registered on the college Fee-Waiver Scheme attending vocational day classes who are in receipt of state benefits
- Students must be in receipt of child benefit or child tax credits for the child
- Financial assistance is normally available for children up to the age of fourteen
- The amount of childcare you will be awarded will depend upon how much your household income is
- The College will not pay any childcare costs for students who have partners who are currently unemployed and at home

**\*for information on eligibility please refer to Student Awards Agency for Scotland (<https://www.saas.gov.uk>) and Scottish Funding Council (<https://www.sfc.ac.uk>) or speak to one of our Dundee and Angus College Advisers on Dundee 01382 834844 or Arbroath 01241 432752**

## **How is it assessed?**

The amount of childcare you will be awarded will depend upon how much your household income is and the weekly cost of your childcare.

If you are working and wish to continue to work while at College and receive help with childcare cost through the Childcare Element and Working Tax Credit. Then this will also be taken into consideration when assessing the childcare funding award from the College.

## **How is it awarded?**

You will be provided with an award letter together with student's terms and conditions and a payment schedule.

If your award is less than your childcare provider's full fees then it will be your responsibility to pay the difference.

## **Studying at Arbroath Campus**

If you are studying in the Arbroath campus and your child is aged between 2 ½ and 5 years you may apply for a place at our college nursery.

Application forms for Angus Campus Helping Hands Nursery are available from the Arbroath Advice Centre or college website. For further information please call on 01241 432604 or email [j.donaldson@dundeeandangus.ac.uk](mailto:j.donaldson@dundeeandangus.ac.uk)

## **HNC/D SAAS Funding**

To receive any funding from the College, student must have applied for the maximum support from SAAS, including tuition fees and a full loan.

If you are a lone parent you may be eligible for the Independent Students Bursary and the Lone Parent Grant. <https://www.saas.gov.uk>

## **Lone Parent Additional Support**

**Lone Parent Childcare Grant Element** – For FE and HE students, this is an entitlement payment up to £1,215 per year to all eligible further and higher education students, who are lone parents and have formal registered childcare expenses while studying. You do not need to apply for this yourself, it will be awarded automatically and will be included into your final childcare award

## **HNC/D Lone Parent SAAS Funding**

If you are a single parent on HNC/D level you may receive a non-repayable supplementary grant of £1,305 paid to yourself over the academic year. You must apply directly to SAAS along with the fees and loan once you have been offered a place at Dundee and Angus College.

Please check the SAAS website for further funding options: <https://saas.gov.uk>  
Satisfactory evidence of being a Lone Parent and having registered childcare costs will be required.

## **Childcare/Housing Funding**

Students cannot access both Childcare and Housing Funds, to find out what funds are best for you, please contact the Student Services team on 01382 834884/01241 432743

## **Childcare Application**

Your on-line Childcare Application must be finalised before the start date of your course. Otherwise, your childcare payments will be delayed and you may have to meet the childcare provider's fees until your childcare funding from the College has been awarded.

## Childcare Financial Assistance

### Full-time Students

Up to 100% of the full cost of childcare, up to a maximum of £120 per week for 1 child and £180 per week for 2 or more children will be met by the college when the child is being looked after by a registered carer.

Gross Household Income	Maximum College Contribution Per Week			
	1 child		2 or more children	
	A couple	Lone parent	A couple	Lone parent
£18,000 or below	£120.00	£150.00**	£180.00	£210.00**
£18,001 - £20,000	£100.00	£130.00**	£140.00	£150.00**
£20,001 - £25,000	£ 75.00	£105.00**	£105.00	£135.00**
£25,001 - £30,000	£ 37.50	£ 75.00**	£ 52.50	£105.00**
Over £30,000	£ 0.00	£ 0.00	£ 0.00	£ 0.00

\*This amount includes the Lone Parent Childcare Grant Element

### Example:

Gross Household income is £17,999, if the childcare costs for one child is £160 per week, then the college contribution is £120 (max) per week for a couple and £150 (max) for a lone parent.

### Part-time Students

Up to 100% of the full cost of childcare for one child up to a maximum of £80.00 per week for one child and £110 per week for 2 or more children will be met by the college when the child is being looked after by a registered carer.

Gross Household Income	Maximum College Contribution Per Week	
	1 Child	2 or more Children
£18,000 or below	£80	£110
£18,001- £20,000	£60	£82.50
£20,001- £25,000	£40	£55
£25,001-£30,000	£20	£27.50
£30,001 +	£0	£0

**\*\*Please note the above figures may change due to 2017/18 College allocation of Funds from the Scottish Government**

## **Procedures**

### **How is it Paid**

If your application is successful, the funding will be paid directly to the childcare provider fortnightly in arrears once the childcare forms and invoices have been submitted by the provider.

### **College Holidays**

The College will pay a 50% retainer to nurseries and childminders during the College October, Christmas and Easter holidays and students will be required to cover the remaining childcare costs.

Out of school care clubs and playgroups will not be paid during college holiday weeks

College holidays weeks are:-

- **9th October, 2017 to 16<sup>th</sup> October 2017 - 1 week only**
- **Friday 22nd December 2017 to Monday 8<sup>th</sup> January 2018**
- **Monday 2<sup>nd</sup> April 2018 to Monday 16th April, 2018**

Holidays taken out with the normal College holiday periods will be treated as a normal absence. Therefore, we will not make any payment for that period. It will be your responsibility to meet this cost.

### **What is not covered?**

There will be no payments for deposits, registration, annual joining fees or induction days. Please note, out-of-school clubs will not be paid during college holiday weeks. If you have any concerns please discuss them with the Childcare Advisor.

### **Changes in Circumstances**

Any changes to your circumstances after the submission of your application must be made in writing e.g. Change of income, timetable, childcare provider, hours of care, holiday periods, etc.



## Notice Period to Childcare Provider

It is the student's responsibility to provide notice of termination to the childcare provider (generally this can be up to 4 weeks). The student will be liable for any cost due by not providing the appropriate period of notice.

The College will not be responsible for outstanding fees occurred by the student.

## Attendance

Attendance will be monitored throughout the academic year and if your attendance is found to be below 100% at any one time, childcare funding will be **suspended** and you will be liable to pay full childcare costs. If you have been absent for a period approaching 4 weeks, your funding will automatically stop until such time you have returned to your studies.

## Childcare Funding Case Studies

### Case 1

"Michelle is starting her NC Animal Care and she needs childcare for her two year old daughter. Her partner is unemployed at the moment but seeking full time employment. She has just applied for childcare funding from the college".

**Michelle** is not eligible for any financial assistance with her childcare costs as the college cannot help students if their partners are currently unemployed and at home. However, when the partner starts working and Michelle submits proof of this, then the College can consider her for funding.

### Case 2

"Kirsty is a mother of three and unemployed. She is hoping to start her Access to Nursing course soon. Her partner is employed and their current joint household income is just below the acceptable funding limit. Kirsty is worried that according to the childcare funding threshold, she will only be eligible for the minimum childcare support. She is confused about her eligibility for college funding as her partner has changed jobs recently and should qualify for more support from the college".

**Kirsty** will only be eligible for the minimum childcare award from the college. The amount of childcare depends on student's household income based on the partner's P60, however, if there has been a significant drop in the household

income, the college will ask to provide this evidence of change in circumstances, such as partner's new employment contract and recent wage slips

### Case 3

"Fiona is currently studying HNC Accounting. She will need a childcare provider soon as her mother is unable to look after her little girl anymore. She has just applied for a childcare support from the college. However, her SAAS award letter has been rejected, as she did not apply for the maximum support from the SAAS, including full loan.

**Fiona** is not eligible for any college financial assistance with her childcare costs. In order to receive any financial assistance from the college she must have applied for the maximum support from the SAAS, including the full loan. When Fiona applies for the maximum support from the SAAS, she must submit evidence, then the College can consider her for assistance.

### Case 4

Alison has been accepted onto FE Hairdressing level 5 course and is worried about childcare providers and the costs. Alison is a lone parent with two children under 5 year old and currently receiving Income support and Housing benefit, but wants to apply for the college Bursary and come off her benefits.

**Alison** is entitled to receive the max childcare funding and the lone parent grant from the College and can remain on all her benefits until her youngest child reaches 5 year old. If Alison stays on her benefits, she will still be required to apply for the books and travel bursary award.

## **Dundee City Council and Angus Council - Free Meals and Clothing Grants**

If you are in receipt of certain benefits such as Income Support/Job Seekers Allowance/Working Tax Credit you may be able to apply for free school meals and clothing grants.

To be eligible, children must:

- Attend a school designated by the local authority
- Live at the same address as the adult making the application

Nursery children may be eligible for free school meals; however, this may not be applicable depending on the times they attend nursery.

An application form can be obtained from any school or downloaded from the council website

<http://www.dundee.gov.uk/a2z/freemeals/>

[http://www.angus.gov.uk/info/20163/education\\_grants\\_and\\_benefits/123/free\\_school\\_meals](http://www.angus.gov.uk/info/20163/education_grants_and_benefits/123/free_school_meals)

## **Pre-School Funding**

Every Child aged 3 or 4 years old, whose parents wish it, is entitled to 600 hours of early learning and childcare in either a Council nursery or a partner nursery or a playgroup. As of August 2015, this will extend to any 2 year old children who are, or have been at any time since turning 2, looked after or subject to a kinship care order or from a workless household/parents.

5 days of 3hrs 10 minutes over 39 weeks which equates to 600 hours statutory entitlement.

Contact your local Council for more information about free early education and childcare provision in your local area.

## **Discover Opportunities**

Discover Opportunities in Dundee have trained staff that can help families with money and or debt issues. These services offer assistance with money and debt advice, through providing support and assistance, enabling clients to make fully informed decisions regarding their debt.

Discover Opportunities Centre  
22 – 24 Crighton Street  
Dundee  
DD1 3AN

Telephone 01382 431167

[http://www.discoveropportunities.org.uk/35\\_WorkandMoney.html](http://www.discoveropportunities.org.uk/35_WorkandMoney.html)

## **Towards Employment Team – based in Arbroath**

Helping individuals into employment, training and education.

The team provide advice and assistance on a range of employability issues. The team administers childcare and personal development funds that can provide short-term financial assistance towards their clients reaching their goal

For further information contact: 01241 438160

[www.angusahead.com/.../work\\_and\\_finance/83/towards\\_employment\\_team](http://www.angusahead.com/.../work_and_finance/83/towards_employment_team)

## **Angus and Dundee Childcare Information Service**

Angus and Dundee Childcare Information service promotes and supports the objectives of quality, affordable and accessible childcare and their families.

If you require a list of local authority, private and voluntary sector nurseries in Angus and Dundee, please phone the information helpline on 08452777778 or view individual provider service details online at [www.scottishfamilies.gov.uk](http://www.scottishfamilies.gov.uk)

## **Perth & Kinross Childcare Information Service**

Perth and Kinross childcare information service holds information on all types of childcare, childcare agencies, parenting courses, support groups and much more, please phone the help line on 0845601477

<http://www.pkc.gov.uk/article/1812/Childcare-and-Family-Information-Service>

## **Fife Childcare Information Service - 01592 583145**

Fife's childcare & Early Years' Service provides a range of information on childcare, early years and pre-school education services, please call the helpline on 01592 583146 or email: [Fife.ChIS@fife.gov.uk](mailto:Fife.ChIS@fife.gov.uk)

A more extensive list for Dundee and surrounding areas can be accessed at [www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk) or by telephoning Dundee Childcare Information Service on 01382 433900.

## **Useful Websites and addresses**

[www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk)

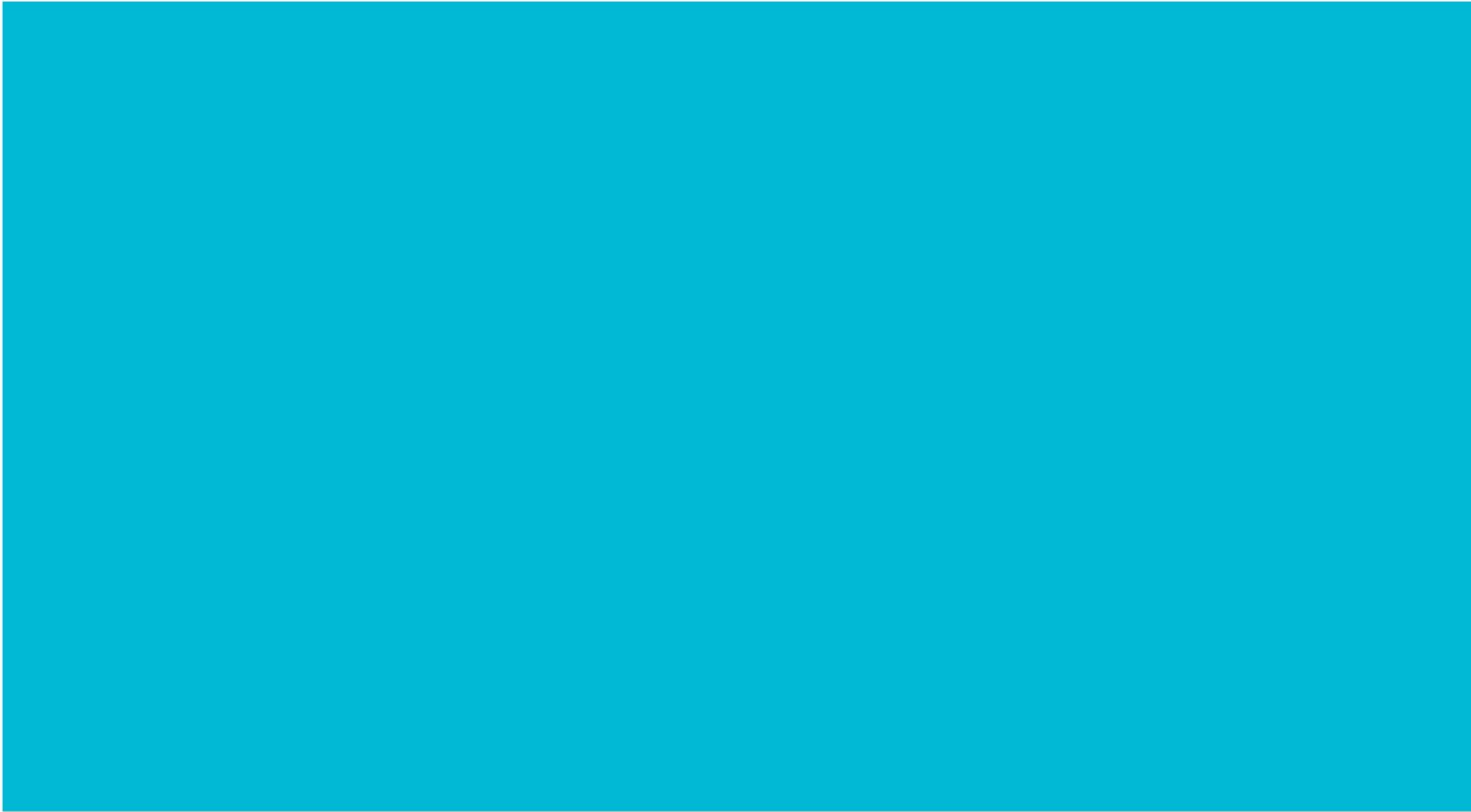
This web address will give you information on childcare providers for every area in Scotland. Easy to navigate to find a Nursery and Out of School Care

[www.childcare.co.uk](http://www.childcare.co.uk)

This web address will give you information on childminders for every area of Tayside/Angus and Fife

<http://www.hmrc.gov.uk/>

This web address will give you information on Working Tax Credit and Child Tax Credit, or telephone the helpline on 0845 3003 900.



Dundee and Angus College is a charity registered in Scotland: No. SC021188.  
Certain projects managed by Dundee and Angus College are supported by European Funding.