

CHILDCARE POLICY

Prepared by: Head of Learner Services

Policy approved:

Academic Board	6/5/03	Minute	226
Strategic Management Team	7/5/03	Minute	768
Operational Management Team	9/5/03	Minute	23
Curriculum and Quality Committee	19/05/03	Minute	70

Policy implemented : 2003

Policy reviewed by:

Executive	Aug 2006		
Strategic Management Team	14/05/07	Minute:	1224
Curriculum & Quality Committee	14/11/07	Minute:	193

Review date: May 2011

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Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender religion, belief and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Childcare Policy

1. Overview

1.1 The College recognises that learners who are parents of children may have difficulty finding carers for their children whilst they are studying. The College, subject to obtaining funding, aims to help such parents overcome this potential barrier to their learning.

1.2 The College, where viable may run its own childcare provision e.g. Aberdare Day Nursery.

1.3 The College networks with partners to promote the best use of local resources and facilities.

2. Publicity

2.1 The College support for childcare is broadcast through general publicity materials, the learner handbook, induction programme and admission guidance.

3. Childminding Grants

3.1 Grants will be issued within the Financial Contingency Funding (FCF) funding available from DELLS on a first come first served basis. The budget is limited each year.

3.2 The College will pay up to 100% of the total childcare costs depending on the means tested application from the College FCF grant.

3.3 The College pays retainer fees for the period whilst the learner is still regarded as actively enrolled.

3.4 The College will only issue grants towards the cost of **registered minders** and **not** to relatives who undertake the task.

3.5 It is the learner's responsibility to engage the minder and ensure that he/she is satisfied with the minder before entering into the appropriate legal agreement.

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- 3.6 The College accepts no liability for the choice of minder or the care provided by that minder.
- 3.7 Once the learner has chosen a minder the following conditions must be adhered to:
 - 3.7.1 The grant must be activated within four weeks of the intended start date or forfeit the award.
 - 3.7.2 The learner must obtain a weekly invoice from the minder confirming the days that the child/children have attended with them.
 - 3.7.3 The learner must obtain a weekly return signed by their class tutor confirming that his/her have attended all classes on your timetable.
 - 3.7.4 It is the learners' responsibility to ensure that the forms from both minder and tutor are returned by the following Monday to Campus Services at their chosen campus.
 - 3.7.5 The cost involved will then be paid by cheque one week in arrears directly to the minder involved.

4. Crèche Provision

- 4.1 Where the College provides a crèche or similar facility there will be a operating policy specific to the operation of each nursery.
- 4.2 The FCF funding may be used to pay for places at College run facilities.
- 4.3 Places at College facilities are bound to be in demand and will be allocated on a first come first served basis.
- 4.4 The College may make a number of reserved places available to parents who are not learners as part of ensuring the continued financial viability of provision.

5. Child Protection

- 5.1 The College has a separate policy that outlines its approach to child protection.

6. Quality Monitoring

- 6.1 The Learner Grants Officers will annually survey the beneficiaries of childcare support to obtain views on the quality of service.
- 6.2 An annual review of the childcare provision will be undertaken as part of the business planning process.

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7. Funding

- 7.1 The College uses FCF funds provided by DELs to support this policy. This may be used in conjunction with parental contributions and monies available from other projects which occur from time to time such as the current County Borough Council/ESF project 'Genesis'.

8. Policy Review

- 8.1 This policy will be reviewed every 4 years by the Learner Services Officer and any recommendations shall be considered for approval by the Strategic Management Team.