



**Dundee**  
**College**

raising ambition, realising success

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# Introduction

Finding suitable childcare and appropriate funding is an extremely important consideration when coming to college.

Dundee College has a designated Student Childcare Adviser who is a member of the Student Services staff. She is responsible for determining childcare funding requirements and assisting you to arrange suitable childcare whilst at college. You can contact the Childcare Adviser, Maureen Thomson, on 01382 825802.

[childcare@dundeecollege.ac.uk](mailto:childcare@dundeecollege.ac.uk)

This booklet has been produced to provide you with a rough estimate of your financial entitlement and possible childcare in the Tayside area.

It is important that you check your situation with the appropriate people who are listed at the end of the booklet, or 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.

## Learner Services

# STUDENT CHILDCARE

## ASSISTANCE AVAILABLE

A full list of nursery provision, details of registered childminders, playgroups and locally devised childcare initiatives can be obtained from the Early Years and Childcare Teams in each area of Tayside, Angus and Fife.

Parents should satisfy themselves that these facilities are suitable and that their children's needs will be met.

## FUNDING

The Childcare Adviser can help students apply for financial support from the college to help with some of their childcare costs.

Other help may be available from external agencies/new initiatives. Please speak to the Childcare Adviser.

### Eligibility for Funding

- Full-time students who meet residence eligibility\*
- Part-time students registered on the college's Fee Waiver Scheme attending vocational day classes who are in receipt of state benefit such as Employment Support Allowance, Working Tax Credit, Income Support, Housing Benefit, Incapacity Benefit and Invalidity Benefit. Students using ILA may also be eligible.
- Financial assistance is normally available for children up to the age of fourteen.

### Registered Childcare

Students must use registered care i.e. nurseries/carers who are registered with the Care Commission.

### Payments

The college will pay the agreed amount on a fortnightly basis into the **registered carer's bank account**. The student must pay any balance owing to the carer in accordance with the carer agreement.

*\*for information on eligibility please refer to Student Awards Agency for Scotland (<http://www.saas.gov.uk>) and Scottish Funding Council (<http://www.sfc.ac.uk>) or speak to Dundee College Childcare Adviser, Maureen Thomson on 01382 834844*

## **Level of Support**

The amount of financial support given to students will be based on the amount of income coming into the household. Only in exceptional circumstances will financial assistance be given for childcare when there is a partner at home who is not working.

## **Procedures**

Students wishing to apply for assistance must complete the attached application form and provide the relevant documentation to support the application. If you require any assistance in completing the form, the Childcare Adviser can be contacted on 01382 825802.

**To process your application an appointment must be arranged with the Childcare Adviser prior to starting your course. Failure to do this may result in loss of childcare funding or payments being delayed.**

## **Contact Details :**

Maureen Thomson  
Childcare Adviser  
Dundee College  
Old Glamis Road  
DUNDEE  
DD3 8LE

Tel : 01382 834844

e-mail : [m.thomson@dundeecollege.ac.uk](mailto:m.thomson@dundeecollege.ac.uk)

# **Childcare Funding**

## Childcare Financial Assistance

### Full-time

Up to 100% of the full cost of childcare, up to a maximum of £120 per week for 1 child and £185 per week for 2 or more children will be met by the college when the child is being looked after by a registered carer (e.g. nursery/registered childminder).

The amount of financial support given to students will be based on the amount of income coming into the household on the following scale :

College Contribution			Student Contribution			Gross Income
	1 Child	2 or more	1 Child		2 or more	
100%	£120	£185		-	-	£18,000 per annum
75%	£90	£138.75	25%	£30	£46.25	£18,001 - £20,000 per annum
50%	£60	£92.50	50%	£60	£92.50	£20,001 - £25,000 per annum
25%	£30	£46.25	75%	£90	£138.75	£25,001 - £30,000 per annum
0%	£0	£0	100%	£120	£185	£30,001 +

### Lone Parents Childcare Grant (LPCG)

This grant is available to all full time higher and further education students who are lone parents and have formal registered childcare expenses. The LPCG is not income assessed. Please complete the necessary section on the childcare application form and your entitlement of £30.00 per week will be processed.

The LPCG is also available to part time students studying Non-Advanced/Further Education Courses.

### Part-time

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 (e.g. nursery/registered childminder).

The amount of financial support given to students will be based on the amount of income coming into the household on the following scale :

College Contribution			Student Contribution			Gross Income
	1 Child	2 or more	1 Child		2 or more	
100%	£80	£110		-	-	£18,000 per annum
75%	£60	£82.50	25%	£20	£27.50	£18,000 - £20,000 per annum
50%	£40	£55	50%	£40	£55	£20,001 - £25,000 per annum
25%	£20	£27.50	60%	£60	£82.50	£25,001 - £30,000 per annum
0%	£0	£0	100%	£80	£110	£30,001 +

## Payments

- **Registered Care**

The college will pay the agreed amount on a fortnightly basis into the **registered carer's bank account**. The student must pay any balance owing to the carer in accordance with the carer agreement.

- **Payment Exceptions**

**No payment will be made to cover the College main holiday weeks (October, Christmas and the Easter period) Induction days, or any extra costs incurred during the second week of the October school holiday or school In-Service Days.**

- **Attendance**

Continued payment from the Childcare Funds will be subject to satisfactory attendance and performance by the student. (Attendance will be monitored throughout the session.)

**(NB :** The college will not be responsible for notice period to carers where a student has failed to notify the Childcare Adviser of non attendance at college while continuing to use childminding services)

## Applications

Applications for financial assistance will be considered by the Childcare Adviser and authorised by a member of the college executive. Students will be notified of the outcome of their applications within fourteen days (except during summer holiday) of their application with appropriate documentation being received.

Applicants who are unhappy with any aspect of the service or with the outcome of their application should discuss the matter with the Guidance manager in the first instance. If they are still unhappy they have access to the College Suggestions and Complaints procedure.

## **Student Responsibilities**

It is the responsibility of the students :

- To complete all relevant paperwork for childcare funding. Failure to do so may result in loss of childcare support.
- To notify the Childcare Adviser and the carer if they decide to withdraw from their course of study before the end of session. The students will be liable for childcare costs accrued beyond their leaving date.
- To provide notice of termination to the carer. The students will be liable for costs accrued by not providing the appropriate period of notice.
- To notify the Childcare Adviser of any period of absence. The college will not be responsible for any payments to carers where a student has failed to notify any such absence and has continued to use childcare facilities.
- To satisfy themselves that their children are happy with the carer.

**The college, outwith helping students to find appropriate carers and assisting in meeting some of their childcare costs, assumes no other responsibility towards the children.**

## **Additional Information**

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

If you are in receipt of certain benefits such as Income Support/Job Seekers/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 [www.dundee.gov.uk](http://www.dundee.gov.uk)

## **Working For Families (Dundee) (Discover Opportunities)**

Working for Families can assist students with any deposit required (prior to start of term) by a childminder or nursery.

### **Student Eligibility:**

- Lone Parent
- Low income
- Working tax credits
- Receipt of benefits
- Asylum seekers

Working for families can also help support people into education, employment and training. For further information contact Dundee WFF on 01382 434519/434106 or <http://www.dundee.gov.uk/workfam>

## **Working for Families Angus**

For further information contact: 01241 432972

## **Working for Families Fife**

For further information contact: 08451 555555

## **101 Project**

Operate an advice and information service for one parent families. Their funding is aimed primarily at parents who wish to enter education, training or employment.

Contact on 01382 501972 or [www.opfs.org/aboutus/projects/dundee.htm](http://www.opfs.org/aboutus/projects/dundee.htm)

## **Childcare Provision**

### **After School Clubs**

If you require details of After School Clubs and childcare places available in your area please contact:

Dundee Childcare Information Service on 01382 433900 or  
[www.dundee.gov.uk/education/childcareinfo](http://www.dundee.gov.uk/education/childcareinfo)

Angus Childcare Information Service on 01307 461848

Perth & Kinross Childcare Information Service 0845 601 4477

Fife Childcare Information Service 01592 414838

### **Registered Childminders**

If you require details of Registered childminders in your area please contact :

Dundee Childcare Information Service on 01382 433900 or  
[CIS@dundee.gov.uk](mailto:CIS@dundee.gov.uk)

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

### **Private Nurseries**

Ark Nursery, 1 High Street, Dundee.  
Tel : 01382 202120

Buttons & Bows, 3-5 Raglan Street, Dundee.  
Tel : 01382 453656

Busy Bees Nursery, 56A Crossgate, Cupar.  
Tel : 01334 656656

Daisies Kindergarten, Old Mill Complex, Brown Street, Dundee.  
Tel : 01382 227488

Great Beginnings, 3 Shiell Street, Broughty Ferry.  
Tel : 01382 477165

Haddington Nursery, 50 Haddington Crescent, Dundee.  
Tel : 01382 817871  
Haddington Nursery 261 Old Glamis Road Dundee  
Tel: 01382 817871

Happy Days Nursery, 2 Old Claverhouse Road, Dundee  
Tel : 01382 500873

Jack & Jills Nursery, Unit 9/10 Eco Park, Carseview Road, Forfar.  
Tel : 01307 461002

Kiddycare Nursery, 112 Cowgate, Dundee.  
Tel : 01382 225357

Little Scholars, Lawers Drive, Panmurefield Village  
Tel : 01382 477555

Little People Nursery, Baird Avenue, Dundee.  
Tel : 01382 811830

Nursery Rhymes, 333 Brook Street, Broughty Ferry  
Tel : 01382 738400

Oranges & Lemons Nursery:  
Clement Park, Dundee  
Tel : 01382 611361

Dunsinane Avenue, Dundee.  
Tel : 01382 810476

Constitution Street, Dundee.  
Tel: 01382 205300

Belsize Road, Broughty Ferry  
Tel: 01382 737935

Explorer Road, Dundee.  
Tel: 01382 561477

Rainbow Nursery, Strathkinnes High Road, St Andrews.  
Tel : 01334 470642

Sweeties Daycare, 137 Strathern Road, Broughty Ferry  
Tel : 01382 779338

Technotots Nursery, Brunel Road, Dundee  
Tel : 01382 619333

The Red Squirrel Nursery, West Green Park, Liff.  
Tel : 01382 585378

The Teddy Bear Club, Thomas Wise Place, Dundee  
Tel : 01382 641577

The Wendyhouse Nursery, Forfar.  
Tel : 01307 461961

The Wendyhouse Nursery, Kirriemuir.  
Tel :01575 572244

Tiddlywinks Nursery School, Muirhead.  
Tel : 01382 581581

Whitfield Community Early Years Centre, Tranent Grove, Dundee.  
Tel : 01382 438644

Thistle Street, Dundee.  
Tel : 01382 827000

Simpson Court, Dundee.  
Tel : 01382 626700

Wonderland Nursery, Arbroath.  
Tel : 01241 871700

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.

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

This web address will give you information on Working Tax Credit and Child Tax Credit, or telephone the helpline on 08453003900.

[www.oneparentfamilies.org.uk](http://www.oneparentfamilies.org.uk)

[www.parent-to-parent.org](http://www.parent-to-parent.org)

[www.gingerbread.org.uk](http://www.gingerbread.org.uk)

Support for One Parent Families

[dundee.familysupport@barnardos.org.uk](mailto:dundee.familysupport@barnardos.org.uk)

This web address will give you information on support available for children with learning difficulties up to the age of 19.

[www.parentingacrossscotland.org](http://www.parentingacrossscotland.org)

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

Check if you are entitled to claim free nursery/school milk.

[www.childcareathome.org.uk](http://www.childcareathome.org.uk)

Angus Childcare Information Service on 01307 461848 or e-mail [EDNACP@angus.gov.uk](mailto:EDNACP@angus.gov.uk)

Perth & Kinross Childcare Information Service on 0845 601 4477 or e-mail [childcare@perthgrammar.pkc.sch.uk](mailto:childcare@perthgrammar.pkc.sch.uk)

Fife Childcare Information Service 01592 414838 or e-mail [linsey.brown@fife.gov.uk](mailto:linsey.brown@fife.gov.uk)

## Contacts

### Dundee College

Student Guidance Adviser

Tel: 01382 834844

Childcare Adviser

Tel: 01382 825802

Learning Support

Tel: 01382 834910

### Funding

Bursaries and EMA

Tel: 01382 834870

SAAS

Tel: 08451111711

### Childcare External Agencies

Discover Opportunities

Working For Families (Dundee)

Tel: 01382 434519

Working For families (Angus)

Tel: 01241 432972

Working For families (Fife)

Tel: 08451 555555

Single parents and Income Support

Tel: 01382 373000

### Family Support websites

[www.oneparentfamilies.org.uk](http://www.oneparentfamilies.org.uk)

[www.childcareathome.org.uk](http://www.childcareathome.org.uk)

[www.gingerbread.org.uk](http://www.gingerbread.org.uk)

[www.dundee.gov.uk/education/childcareinfo](http://www.dundee.gov.uk/education/childcareinfo)

[www.familysupport@barnardos.org.uk](mailto:familysupport@barnardos.org.uk)



scotland's colleges

[www.dundeecollege.ac.uk](http://www.dundeecollege.ac.uk)

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