

# Tutor Handbook Appendix E

## Crèche/Childcare Funding Request form

This form should be completed by providers arranging crèche/childcare provision funded by Kirklees Adult Learning.

Separate forms are available for learners wishing to make their own arrangements through registered OFSTED childminders/nurseries.

<b>Learning Provider</b>	<b>Contact Name</b>	<b>Contact No</b>	
<b>Course Name</b>			
<b>Venue Name/Address</b>			
<b>Start Time</b>		<b>End Time</b>	
<b>Start Date</b>		<b>End Date</b>	
<b>No of crèche sessions</b>			
<b>Anticipated costs</b>			
<b>Crèche/childcare provider (name and address)</b>			
<b>OFSTED registration No</b>			

**Please send the form in advance of the course start date to:**

14-19 Adult Learning Team, Kirkgate Buildings, Second Floor, Byram Street, Huddersfield, HD1 1BY

Following receipt of the form you will be advised if crèche/childcare provision can go ahead.

Upon completion of the course **your** invoice should be sent to Adult Learning along with course registers showing names of learners who have taken advantage of crèche/childcare provision along with registration of children.

<b>To be completed by Adult Learning Team</b>	
Date request received	
Approved By	
If not approved brief reason why	
Cost Code	
Provider Informed (who/how/when)	