



<<student name>>

<<address 1>>

<<address 2>>

<<address 3>>

<<address 4>>

<<postcode>>

<<Date>>

Dear <<Name>>

Notice of Entitlement for Care to Learn <<year>>
 <<young parent forename>> <<young parent surname>>
Learner reference number: <<reference number>>

We are pleased to confirm that you are eligible to receive support from Care to Learn, based on the information you have provided in your 2010/11 application. This support is available up to <<28 August 2011>>.

You are eligible for support up to £160 per child per week (or up to £175 per child per week if you live in London).

Care to Learn will only be paid if you:

- are under 20 years old when your course starts
- enrol onto a valid learning programme in England (we explain what we mean by valid learning programme on the other side of this letter)
- continue to attend your learning programme. If you leave, Care to Learn cannot continue to be paid
- register your child(ren) with a valid Childcare Provider and continue to use a valid Childcare Provider (we explain what we mean by a valid Childcare Provider on the other side of this letter)

Once you have started your learning programme, your Learning Provider will need to tell us each month if you are still attending your course. Your Childcare Provider will also need to tell us each month if your child(ren) is still in childcare with them.

What you must do next:

- **Please take PART A - Childcare Provider Letter and Registration Form, to your Childcare Provider. They must complete the form and return it to us in the prepaid envelope provided.**
- **Please take PART B - Learning Provider Letter and Registration Form to your Learning Provider. They must complete the form and return it to us in the prepaid envelope provided.**
- **We may also be able to help you with your travel costs. Please see details on the other side of this letter about what could be paid. If you wish to claim travel costs you will need to discuss this with your Learning Provider and they will need to enter the details of what you want to claim on the Learning Provider Registration Form.**

If you require any further help or advice, please contact your support worker or an adviser at your school, college or Connexions, or call the Learner Support Service on **0800 121 8989**.

Yours sincerely

Learner Support Service

Additional Information about Care to Learn

Your application has been assessed in line with the published eligibility criteria. That assessment shows that you are eligible for Care to Learn based on the information you provided in your application for 2010/11.

Valid Learning Provider / Programme

To get help from Care to Learn you must be undertaking learning that has at least some public funding. Your Learning Provider will be able to tell you whether your chosen course is eligible for this scheme. The learning can be any level from unaccredited up to Further Education. Higher Education courses are not eligible. If you are on an Apprenticeship you must have non-employed status.

Valid Childcare Provider

You must use childcare provision that is registered with Ofsted. The childcare provision may be:

- Registered on the Ofsted Early Years Register; or
- Registered on the compulsory and/ or voluntary part of the Ofsted General Childcare Register; or
- Registered with Ofsted as a school that also offers childcare provision such as breakfast or after school clubs; or
- Specialist provision on the Care Quality Commission's register if general childcare provision is not suitable for the child. These cases are considered on a case by case basis.

If you want a relative to look after your child, we can only pay them if they are registered as above, live apart from your child, and are also providing registered care for children they are not related to.

Your Childcare Provider will be able to tell you whether or not they are Ofsted registered. If you need help finding suitable childcare in your local area please call the Affordable Childcare Helpline 0800 2 346 346 or visit your local Family Information Service.

How the Childcare Costs will be paid

Payments for childcare will be made directly to your chosen childcare provider(s). They will be paid monthly in advance.

Travel Costs

You may be able to receive help with the cost of your travel between your home and your Childcare Provider, but the total of childcare and travel costs must not be more than the weekly maximum allowed for this scheme. If you need support with the costs of travel you must talk to your Learning Provider. They will need to enter details of what you want to claim on the Learning Provider registration form.

You should only claim for any **additional** travel costs that are necessary to take your child(ren) between childcare and home. For example if your usual return journey from home to college costs £4 per week and you have to pay a total of £10 per week to also take your child between home and childcare, you should claim £6 per week from this scheme.

Payments for travel costs (if applicable) will be made direct to your Learning Provider, who will then either pass the money on to you or make arrangements for your travel.

What you must do next

- You must take **Part A** of this NoE to your **Childcare Provider** as soon as you have agreed your childcare arrangements with them. The NoE confirms to your Childcare Provider that you are eligible to receive support from Care to Learn. Your Childcare Provider must complete the enclosed Childcare Provider Registration Form and return it to us, as soon as possible, in the prepaid envelope provided. If you have more than one Childcare Provider you can obtain additional copies of the registration form by calling the Learner Support Service on **0800 121 8989**
- You must take **Part B** of this NoE to your **Learning Provider** when you discuss your learning options with them. The NoE confirms to your Learning Provider that you are eligible to receive support from Care to Learn. Your Learning Provider must complete the enclosed Learning Provider Registration Form and return it to us, as soon as possible, in the prepaid envelope provided. If you have more than one learning provider you can obtain additional copies of the registration form by calling the Learner Support Service on **0800 121 8989**
- When you have successfully enrolled for Care to Learn with your Childcare Provider and Learning Provider, and they have both registered with us, we will send you a Payment Plan to confirm the childcare and travel payments that will be made. We will send a Payment Plan with details of the Childcare Payments to your Childcare Provider, and a Payment Plan with details of any travel payments to your Learning Provider.

If any of your details or circumstances change (e.g. name and address), call the Learner Support Service on 0800 121 8989.