EVERY STEP FUNDING PROGRAMME

Putting families first is at the heart of all that we do at the Jersey Child Care Trust (JCCT). With our vision that every child in Jersey has access to the nurture, care and learning they need to thrive, we provide direct services for children and their families to enable children to have their best start.

About the Programme

The programme aims to remove barriers to accessing childhood education and care by providing a range of funding opportunities for families facing financial challenge.

Please note: All hours of funding detailed below are per week. Funded hours can only be accessed through regulated providers.

Option 1 - Government / JCCT

Upfront payments for Government offer of 15 hours childcare for 2-3 year olds.

If paying for childcare in advance is not possible, you can **self-refer** and JCCT can pay the childcare provider on your behalf. You will need to demonstrate that you cannot pay these costs in advance. If you are receiving 15 hours free childcare through the JCCT, you cannot claim an additional 15 hours through the Government scheme. The child will be eligible the September after they turn 2 years old for one academic year.

Option 2 / 3 / 4 / 5 - Every Step Funding Programme

The funding options below must be supported by a professional who knows your family e.g. someone at your child's school, nursery, childminder, Brighter Futures, Health Visitor, Family Partnership Worker (for a full list please see our website). The following options are only available to families who are in financial need and are unable to fund childcare themselves.

2nd birthday

We can fund 15 hours of childcare from your child's 2nd birthday up until the September in the school year they turn 3 years old.

2-3 year olds

We can provide 15 hours of childcare during the school holidays for 2-3 year olds.

3-4 year olds

We can provide up to 30 hours of childcare during the school holidays for 3-4 year olds in their NEF year.

Primary age children

We can provide up to 30 hours of childcare during the school holidays for up to 10 weeks a year. Families can access up to 300 hours of childcare for children in their school reception year up to the September they start secondary school.

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SECTION 1

Child Details

Child's Name

Child's Date of Birth

Child's Gender — Please select

Child's Social Security Number

Child's Home Language

Child's Ethnicity

English Speaking — Please select

Family Details - Main Carer

Main Carer Name

Do you have parental responsibility? ○ Yes ○ No

Social Security Number

TIN Number
Tax Identification Number

Home Address

Mobile Number

Email Address

Home Language

English Speaking — Please select

Employment Status

○ Full time (more than 30 hours a week) ○ Part time (less than 30 hours a week) ○ Not working

Please give details of the nature of employment and working hours.

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SECTION 1

Family Details - Parent/Guardian 2

Parent/Guardian Name

Do you have parental responsibility? ○ Yes ○ No

Social Security Number

TIN Number
Tax Identification Number

Home Address

Mobile Number

Email Address

Home Language

English Speaking Please select

Employment Status ○ Full time (more than 30 hours a week) ○ Part time (less than 30 hours a week) ○ Not working

Please give details of the nature of employment and working hours.

Family Circumstances

Have you been living in Jersey for more than 5 years? ○ Yes ○ No
(This does not stop you being entitled to our support).

Do you claim Income Support? ○ Yes ○ No
If yes, we will need you to complete an Authority to Disclose form which we will email to you.

On average, childcare for 15 hours per week costs £125

Are you able to fund a childcare place? ○ Yes ○ No

Are you currently experiencing debt? ○ Yes ○ No

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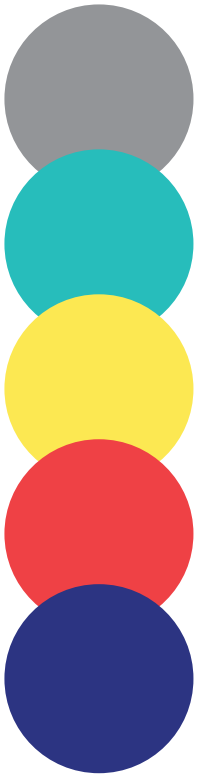
SECTION 1

Breakdown of monthly income and expenditure

Net Salaries of both Parents/Guardians (after Soc Sec, ITIS, Pension)			
Other income amount		Other income source	
Rent		Food	
Mortgage		Loans monthly repayments	
Utilities		Travel petrol and other costs	
Savings and investments		Other	
Any further information			

Please note it is likely you will be requested to provide evidence of financial information.

Which option are you applying for:



- ○ **Option 1**
  Upfront payments for government offer of 15 hours childcare for 2-3 year olds.
- ○ **Option 2**
  From child's 2nd birthday - 15 hours of childcare.
- ○ **Option 3**
  2-3 year olds - 15 hours of childcare during the school holidays.
- ○ **Option 4**
  3-4 year olds - up to 30 hours of childcare during the school holidays.
- ○ **Option 5**
  Primary age children - up to 30 hours of childcare for up to 10 weeks during the school holidays.

If youareonly applying for Option 1, please move on to complete **Section 3**.

If you are applying for Options 2, 3, 4 or 5, your application will need to be supported by a professional who knows your family.

This professional will need to complete **Section 2** and you will need to complete **Section 3**.

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SECTION 2 (only complete Section 2 if you are applying for Options 2, 3, 4 or 5)

Professional Details

Professional's Name

Telephone Number

Agency
please specify

Email Address

Other Agency Involvement

Does the child have a Child in Need Plan?

Are either parent care leavers?

Professional Declaration

I understand that submission of this application form does not guarantee funding will be awarded.

I support the submission of this application and believe criteria of the programme have been met.

Signature of Professional

Date

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SECTION 3

Main Carer Declaration

I understand that submission of this application form does not guarantee funding will be awarded.

I give permission for my data to be held/processed by JCCT for the purpose of the Every Step Funding Programme.

I confirm that the information about me and my family is correct and if any circumstances change in relation to the information submitted on this form, I will tell the JCCT.

I confirm that if my child is awarded funding, I will allow and enable developmental assessment to take place to show developmental progress that my child has made during the funding period.

I give permission for my personal data to be processed and stored in accordance with the Privacy Policy on the JCCT website (jcct.org.je).

Data Protection

The information on this form will be processed in accordance with the Data Protection (Jersey) Law 2018. Please see the Data Protection Statement below for the Every Step Funding Programme.

I confirm that I have read the Data Protection Statement below.

Signature of Main Carer _____ Date _____

Data Protection Statement

The Jersey Child Care Trust is a Controller under the Data Protection (Jersey) Law 2018. All personal information including any special category data provided by you on this form or by a professional or agency on your behalf is collected and processed solely for the purpose of the Every Step Funding Programme.

We have a duty to share information:
1. if required by law; by order of the Court; or to protect the safety of a data subject;
2. with relevant professional agencies where there is a child protection or safeguarding concern;
3. with the Children, Young People, Education and Skills Department (CYPES) for the purpose of processing childcare payments and in accordance with our data sharing agreement with CYPES;
4. with third party organisations (including CYPES, Brighter Futures and Family Nursing and Home Care) to help the JCCT with the decision-making process.

You have a right to:
- access the personal information we hold about you;
- correct your personal data;
- withdraw your consent for the purpose for which the information is held but we may have to withdraw support;
- erase personal data from our records (unless there is a reason not to do so);
- restrict the processing of your data unless this affects the funding;
- raise a concern with the Jersey Child Care Trust about the handling of your personal information. If you are not satisfied with the result of your enquiry, you have a right to complain to the Information Commissioner by emailing enquiries@joic.org

Unsuccessful applications will be kept for a period of 12 months from the date of receipt, following which they will be destroyed. Successful applications will be stored electronically for the duration of the funding. After this time, the information will be stored in electronic format only at the Jersey Child Care Trust in line with our Retention Policy.

View our full Privacy Policy here. Should you wish to receive a hard copy of our Privacy Policy, please let us know.

Contact Information

If you have any questions in relation to this policy on our website, please email us at info@jcct.org.je

Address:

Jersey Child Care Trust
Pip's Place
15 Union Street
St Helier
JE2 3RF

Telephone: 01534 629901
Website: jcct.org.je