

Botley Nursery

Voucher Payment Record



Please ensure both sides of this form are completed.

Hopscotch Day Nurseries (Botley) (hereinafter referred to as Hopscotch) accepts payment for childcare services by child care vouchers and the Tax-Free Childcare scheme. Payment by voucher is only available to those parents and carers who have existing accounts with a voucher company as the deadline date for enrolling in the voucher scheme has now passed.

Should you require any additional information as to the benefits of tax credits and childcare voucher schemes, please visit the Inland Revenue's Childcare pages found at: www.hmrc.gov.uk/childcare.

For help with childcare payments related to Tax-Free Childcare, 15 and 30 hours funding, tax credits and more, please visit: www.childcarechoices.gov.uk

Voucher Payment

Parent/Carer's name (completing this form)	<input type="text"/>		
Child's name	<input type="text"/>	Date of birth	<input type="text"/>

Please make sure you use your child's name as the reference with your voucher company.

Voucher company	<input type="text"/>	Voucher value	£ <input type="text"/>
First payment month	<input type="text"/>	What date will the voucher credit us?	<input type="text"/>
Are you paying fully by voucher? Please tick	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, how will you pay the balance? <input type="text"/>

Will another parent/carer be paying childcare vouchers for this child?	Please tick the correct box	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, what will the amount be?	£ <input type="text"/>	If yes, when will the payment start?	<input type="text"/>
If yes, with which voucher company?	<input type="text"/>		

Will your voucher payments be divided between siblings?	Please tick the correct box	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, how will the amount be divided?	<input type="text"/>		
First Child:	<input type="text"/>	Amount	£ <input type="text"/>
Second Child:	<input type="text"/>	Amount	£ <input type="text"/>

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Voucher Payment Terms and Conditions

1. Hopscotch will accept Childcare Vouchers as payment in part or full against childcare invoices.
2. Vouchers must be paid in advance before the 20th of the month. This payment will then be allocated to your child's following month's bill. **Please note vouchers take 3 working days to reach our account once they leave your voucher account.**
3. If you wish to pay your first month's bill with vouchers, please ensure that you notify our Finance Team so that your records can be updated accordingly.
4. Full payment will be taken for all fees due by direct debit until the first voucher payment has been received.
5. Each individual voucher can only be credited against the child that the reference refers to.
6. Notification must be given in writing in advance of any planned voucher payment changes to our Finance Team – finance@hopscotchdaynurseries.co.uk.
7. If voucher payments fall over two months in arrears, the outstanding balances will be collected by direct debit and refunded when vouchers are credited to our account.
8. Both parents can contribute into voucher schemes if they are eligible through their workplace.
9. Please **DO NOT** over pay the value of your child's invoice with your voucher payment.

Acceptance: I acknowledge and accept the Terms and Conditions associated with paying by Tax-Free Childcare payments or Childcare Vouchers.

Parent/Carer's
signature

Date
signed

Data Protection: In compliance with current UK Data Protection Legislation, any information you provide here will be kept secure and treated confidentially. The data collected will only be used by Hopscotch and will not be disclosed to any external sources without your prior consent.