

# Childcare voucher





## Childcare Voucher (Sample)

### Section 1 – Student Details

Student Name	Jenny Jones
Address	22 John Street Consett, Co Durham, DH8 0ZZ
Telephone No.	01207 555555
Name of Child (No. 1)	John Jones
Name of Child (No. 2)	

### Section 2 – Provider Details

Name of Childcare Provider	M Poppins		
Address:	44 John Street, Consett, Co Durham DH8 0ZZ		
Email Address	mpoppins@gmail.com		
Tel. No.	01207 566666		
Hourly Rate	£5.00	Daily Rate	

### Section 3 – Sessions Used (T = Time of Session S = Signature of Lecturer)

Verification of attendance at Child Care Provider			Verification of attendance at College					
	Drop-Off Time	Pick-Up Time	AM Sessions (start and finish time)		PM Sessions (start and finish time)			
Monday	8.30 am	4.30pm	T	9.00 - 10.30	11.00 - 12.00	T	1.00 - 2.30	2.45 - 4.00
			S	A Teacher	T White	S	D Black	A Teacher
Tuesday	9.00am	4.00pm	T	9.30 - 11.30		T	1.30 - 3.30	
			S	B Brown		S	A Teacher	
Wednesday	8.30 am	5.00pm	T	9.00 - 10.00	10.30 - 12.00	T	1.30 - 3.00	3.15 - 4.30
			S	A Teacher	D Black	S	T White	A Teacher
Thursday	12.30pm	5.00pm	T			T	1.00 - 3.00	3.15 - 4.30
			S			S	B Brown	B Brown
Friday	8.30am	12.30pm	T	9.00 - 12.00		T		
			S	A Teacher		S		

Total Hours  Week Commencing-Monday  Childcare Providers Signature

**Ensure vouchers are completed in full and forwarded to the Finance Department or financial.support@derwentside.ac.uk on a weekly basis, incomplete vouchers may result in late or non-payment.**

### Section 4 – For Office Use Only

Hourly Rate  Daily Rate  Total Amount Payable  BACS Payment Date