



## **Childcare Voucher - Completion Guidance**

Please read these guidance notes and refer to the sample before completing a voucher for the first time. Incomplete or inaccurate vouchers may result in late or non-payment of childcare fees.

### **Section 1.**

This must show student name, full address and a contact telephone number as well as the name/s of the children receiving childcare support.

### **Section 2.**

This must show the childcare providers name (nursery or childminder), their full address, a contact telephone number and email.

The hourly or daily rate must be shown, this is essential for childminders as their payment will be based solely upon the rate shown on the voucher.

### **Section 3.**

This section must clearly show the time that children were 'dropped off' at the childcare provider and the time they were 'picked up' for each day that childcare is provided.

Times must be shown for attendance at College, both morning and afternoon sessions, along the line marked 'T'. There is provision on the vouchers for two morning and two afternoon sessions if required.

College sessions must be signed for along the line marked 'S', by the lecturer who taught that particular session (if the same lecturer is responsible for the am and pm sessions they must sign the voucher for both sessions).

The total hours of childcare support provided must be shown in the box marked 'Total Hours'. This is essential for childminder provision as payment will be based solely upon the hours shown on the voucher.

The 'week commencing' date must show the date of the Monday on each week that childcare is provided, even where learners are not timetabled to attend on a Monday.

**The childcare provider must sign the voucher;** this is evidence of the child's attendance and confirmation of the hours for which childcare was provided. **Without a provider's signature, payment cannot be made.**

**Any queries regarding this guidance should be directed to The Finance Department.**