

# Childcare Voucher





### Section 1 – Student Details

Student Name	
Address	
Telephone No.	
Name of Child (No. 1)	
Name of Child (No. 2)	

### Section 2 – Provider Details

Name of Childcare Provider		
Address:		
Email Address		
Tel. No.		
Hourly Rate		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			T			T	
			S			S	
Tuesday			T			T	
			S			S	
Wednesday			T			T	
			S			S	
Thursday			T			T	
			S			S	
Friday			T			T	
			S			S	

Total Hours		Week Commencing-Monday		Childcare Providers Signature	
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**Ensure vouchers are completed in full and forwarded to the Finance Department or [financial.support@derwentside.ac.uk](mailto: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	
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