

Childcare Voucher



Childcare Voucher (Sample)

Section 1 – Student Details

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

Section 2 – Provider Details

Name of Childcare Provider	<i>M Poppins</i>		
Address:	<i>44 John Street, Consett, Co Durham DH8 0ZZ</i>		
Email Address	<i>mpoppins@gmail.com</i>		
Tel. No.	<i>01207 566666</i>		
Hourly Rate	<i>£6.00</i>	Daily Rate	

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

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

Total Hours *32 hours*
Week Commencing-Monday *e.g. 09/09/24*
Childcare Providers Signature *M. Poppins*

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