

### Childcare Voucher Provider Information

Please find listed below details of Childcare Voucher providers with whom we currently have agreements to accept payment by voucher, including their reference for Sunhill Daycare. This information is required by your voucher provider in order for them to link your payments to us. Should you wish to use a provider not listed below, including your own company, please ask them to email: [admin@sunhilldaycare.com](mailto:admin@sunhilldaycare.com) with full details.

Voucher Provider	Voucher Reference
Allsave	Sunhill Baby & Toddler Nursery
Computershare (Busybee/Leapfrog)	Ref=0007847132
Care 4	10819902
CCSG	Sunhill Daycare (Europe) Ltd
Cellzone	259680
Edenred/Accor	P254931
Employers for Childcare	Sunhill Daycare (Europe) Ltd
Faircare	Sunhill Daycare (Europe) Ltd
Fideliti	Sun031c
Imagine	85000286
Key Capital	Sunhill Daycare (Europe) Ltd
Kiddi Vouchers	Sunhill Daycare (Europe) Ltd
Kids Unlimited	00000421
Linking Up	Sunhill Daycare (Europe) Ltd
My Family Care (MFCV)	CCASTL08
NW Brown	Sunhill Daycare (Europe) Ltd
PES	Sunhill Daycare (Europe) Ltd
RG Childcare	10566011743
Salary Exchange	TRP0004194
Sodexo	129691
Voucher Solutions	Sunhill Daycare (Europe) Ltd
You at Work	Sunhill Daycare (Europe) Ltd
Xenova	Sunhill Daycare (Europe) Ltd

Please ensure that all vouchers are clearly referenced with the **name of your child and nursery**. Our registered address required to your provider is Sunhill Daycare (Europe) Ltd, PO Box 157, Royston, Herts, SG8 9WY.

Voucher payments must be received before the **1st of the month** in order for them to be credited to your account in time for our Direct Debit collection on the 7<sup>th</sup> of each month, (if the 7<sup>th</sup> falls on a weekend or bank holiday it will be collected the next working day).

Please quote the e-mail address: [payments@sunhilldaycare.com](mailto:payments@sunhilldaycare.com) for the remittance to be sent to.

**PLEASE NOTE THAT APPLICATION FOR PAYMENT BY DIRECT DEBIT IS SUBMITTED TO YOUR BANK FOR PROCESSING 3 WORKING DAYS PRIOR TO THE 7<sup>th</sup> OF EACH MONTH.**

## **Agreement & Terms Payment by Nursery Voucher**

### **Terms**

Sunhill Daycare welcomes all means of reducing the cost of childcare, including the government's nursery voucher scheme. The use of salary sacrifice schemes to issue employees with nursery vouchers, either using employer own schemes or a recognised Nursery Voucher Provider is a tax efficient means of meeting the cost of childcare. However, payment of nursery fees by this method imposes greater administration costs on our organisation. To minimise such costs, Sunhill Daycare agrees to accept payment of nursery fees by vouchers on the following terms:

- I. The Nursery Voucher Provider must be pre-approved by Sunhill Daycare, and able to provide adequate financial references, including details of a payment system (ideally electronic) that complies with our accounting criteria. Initial and continuing acceptance of vouchers issued by a specific Voucher Provider, is at our sole discretion. This agreement does not modify any other Term or Condition for the provision of Childcare by Sunhill Daycare.
- II. Your liability to pay the full agreed cost of your nursery fees on time, is unaffected by our agreeing to accept either part of full payment by nursery vouchers issued by a third party.
- III. Sunhill Daycare agrees to accept payment by nursery voucher subject to the person, on whose behalf the vouchers are issued agreeing to approve payment by Direct Debit of any fees not covered by Nursery Vouchers, or the issue/payment by voucher ceasing or becoming more than one month overdue. Any such payment request will be notified in accordance with Direct Debit Guarantee rules.
- IV. All vouchers issued either paper/electronic must accurately identify you, your child and the nursery attended by quoting the reference issued to you below. **NB It is essential for your Nursery Voucher Provider to quote this reference on all documentation; otherwise, we may not be able to identify your payment and credit your account.**
  - I. If your child is already attending and you are changing to Voucher payment, full fees are payable by direct debit until voucher/electronic payment is received by our bank. Unless otherwise agreed in writing by Sunhill Daycare, our terms of payment using Nursery Vouchers require vouchers (electronic or paper) to be received in time to enable us to redeem funds by 7<sup>th</sup> day of the month, the date by which normal payment by direct debit is due. **Please ensure employers and Nursery Voucher Provider are made aware of these dates**
- V. Any voucher/payment received after our monthly cut off date will be credited to your account in the following month. Please notify us immediately of anything affecting payment of nursery fees using vouchers, e.g. change of employment or company policy, and advise us at least 14 days prior to your final payment by voucher.
- VI. In the event of non-payment by the nursery voucher provider on redemption, your full nursery fee becomes payable immediately by direct debit as in III above.

Sunhill Daycare (Europe) Ltd reserves the sole right to amend or terminate this agreement due to changes in government legislation, company operating requirements or continuing non adherence to this agreement either by the Nursery Voucher Provider or the signatory(s) to this agreement, by giving advance written notice. This agreement supersedes all previous agreements issued by Sunhill Daycare (Europe) Limited for payment using Nursery Vouchers.

**Agreement**

I/we hereby confirm I/we have read and agree to the forgoing terms and conditions for using Nursery Vouchers for full or part payment of my/our nursery fees. I/we further agree that any fee amount not covered by nursery vouchers will be paid in accordance with clause III above on the due date by direct debit, and to give one month's written notice to cancel this agreement.

Nursery:..... Child's Name:.....

Parent: ..... Signed:.....

Parent:..... Signed:.....

Voucher Provider:..... Date:.....

Voucher Amount:..... First voucher payment date:.....

Accepted by Sunhill Daycare..... Position:.....

Date:.....

**Important:**

When changing to voucher payment please ensure you allow sufficient time for the first payment, it is essential to notify us in advance of your normal payment date. Although the amount you have agreed may have been deducted from your salary, it can take several days for Nursery Vouchers to reach us. Please do not hand paper vouchers in at your nursery, ideally they should be sent recorded or special delivery to our accounts department. *If you are concerned about meeting the above payment criteria, please advise us immediately by e-mail/telephone.*

Should you have any further queries please contact: Support Service Tel: 01763 247474 e-mail: [admin@sunhilldaycare.com](mailto:admin@sunhilldaycare.com)

Mail address:  
VP Accounts  
Sunhill Daycare (Europe) Ltd  
PO Box 157, Royston, Herts SG8 9WY