



## CHILDCARE VOUCHERS

### Introduction

Childcare voucher schemes are a government led initiative designed to support working parents with their childcare costs. It provides employees with the opportunity to have a proportion of their salary paid in childcare vouchers. The vouchers can be used to pay for childcare provision, taken with an Ofsted registered childcare provider. This enables employees to save money, as they do not pay Income Tax or National Insurance Contributions on the part of the salary that they take in vouchers.

Stepping Stones is an authorised Childcare Provider and accepts Childcare Vouchers for full or part payment of its childcare provision, to include Day Care, Out of School and Holiday Clubs.

### Application Forms

Parents/carers should approach their employer for an application form to join their employer's scheme. For details of our contacts please request a parents information sheet.

### Payments of Account Made by Childcare Vouchers

Stepping Stones accepts no responsibility for the management of payments made, other than to claim for remittances submitted by parents/carers via their Childcare Voucher scheme, and to allocate them to the outstanding account. Payments made by vouchers to Stepping Stones must be managed/maintained by parents/carers and their chosen childcare voucher provider and employer. Due consideration must be made concerning the value of vouchers remitted and the date of remittance, to ensure that accounts are settled within the required period. If vouchers are to be remitted across a number of weeks, parents/carers must advise the Centre management of these arrangements by completing and submitting the invoice remittance slip circling "vouchers", along with details of when payments will be made. Outstanding accounts must be cleared by the end of the current term and any shortfall in vouchers must be paid by an alternative method such as cash, cheque or online banking prior to the last week of the current term.

### Overpayment

Overpayment made by vouchers will not be refunded in cash under any circumstances, and will be banked or carried forward as credit for use for childcare provision with Stepping Stones until expiry (normally 1 year if paper voucher and 5 years via electronic – although this is subject to HMRC guidelines/changes). Further information concerning this can be found at [www.HMRC.gov.uk/childcare/](http://www.HMRC.gov.uk/childcare/). Stepping Stones cannot provide a cash refund for any overpayment, due to the tax implications and rules of these schemes.

### Scheme Rules

Parent/carers must ensure that they are fully aware of any specific restrictions with their voucher provider's scheme. This to include notice periods for making changes to payment, refunds and termination thereof.



Last Reviewed: July 2021  
Next Review: July 2022