

*childcare choice*

Information for Parents



# Reducing the cost of childcare

## Do you want to save up to £1,195 on your childcare costs?

Childcare costs can often put a strain on your finances. But if your employer implements a childcare voucher scheme you can save as much as £1,195 on your childcare costs each year. This is because from April 2006 childcare vouchers are tax and National Insurance exempt up to a maximum of £55 per week. The savings you make can be doubled if both you and your partner take the full allowance.

Childcare Choice offers you a convenient and easy way for you to pay for your childcare with electronic vouchers.

### How It Works

1. Once your employer has the Childcare Choice voucher scheme in place you complete the salary sacrifice form provided and state the amount of vouchers you wish to take each pay period
2. Your carer must complete the Carer form and provide you with a copy of their registration documentation/approval certificate
3. All forms should be returned to your HR department to confirm your participation in the scheme
4. You receive your vouchers on payday

## The following carers are eligible to accept Childcare Choice vouchers

### Registered and approved childcare includes:

- Registered childminders, nurseries and playschemes
- Out-of-hours school clubs on school premises run by a school; or local authority
- Childcare schemes run by school governing bodies under the 'extended schools' scheme
- Childcare schemes run by approved providers, for example an out-of-school hours scheme or a provider approved under a Ministry of Defence accreditation scheme
- In England only, childcare given in the child's own home by a person\* approved to care for your child or children
- In England only, childcare given in the child's own home by a domiciliary worker or nurse\* from a registered agency who cares for the child or children
- In Scotland only, childcare given in the child's own home by (or introduced through) childcare agencies\*, including sitter services and nanny agencies, which must be registered
- Approved foster carers (the care must be for a child who is not the foster carer's foster child)

\*Childcare provided in the child's own home will not qualify if the person approved to give that childcare is a relative of the child.

## Savings of up to £1,195\*

\* Based on full allowance of £2,916 per year taken in vouchers



# Frequently Asked Questions

## Will any carer accept Childcare Choice e-vouchers?

Most carers are happy to accept Childcare Choice vouchers as a guaranteed hassle free form of payment – as payment is made directly into their bank account.

## Will it cost my carer anything to join the scheme and accept vouchers?

There is no cost whatsoever to your carer for joining the scheme and accepting Childcare Choice vouchers. You simply arrange payment directly into your carer's bank account via your online account.

## When will my vouchers arrive?

E-vouchers are credited to your online account on payday.

## Is there a limit to the amount of vouchers I can order?

The amount of childcare vouchers you can take tax and NI exempt is capped at £55 per week (£243 per calendar month).

## What if my current carer isn't eligible to accept vouchers?

The care you use must be registered or approved for the tax and NI exemption to apply – which is why you must provide Sodexo Pass with a copy of the relevant documentation. If your carer is not currently eligible to accept vouchers full information on the approval process is available on the following website

[www.childcareapprovalscheme.co.uk](http://www.childcareapprovalscheme.co.uk).

## Can I change my carer?

Yes. Simply login to your account, click on the Carer details tab at the top of the screen and follow the 'add new carer' link.

## How do I join the scheme?

You must join the scheme through your employer.

Contact your HR Manager or Sodexo Pass on **0800 328 7411**. Alternatively email [info@sodexhopass.co.uk](mailto:info@sodexhopass.co.uk) for more information.





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