



**The Manor**  
Preparatory School

## CHILDCARE VOUCHERS

The Manor accepts payment of fees and wrap around care, by childcare vouchers from a significant number of different schemes. It is important for the school to adhere to the terms and conditions of each scheme and to ensure that our obligations to HM Revenue & Customs are met. The Scheme is therefore run under the following terms and conditions:-

1. Vouchers may be used to contribute towards the cost of school fees until the child is of compulsory school age. Children are of compulsory school age on the 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> September following their 5<sup>th</sup> birthday.
2. After a child's 5<sup>th</sup> birthday, contributions can only be used for wrap around care after the termly fee invoice has been issued.
3. Payments can be received for wrap around care no matter what age the child is, so long as it's outside the normal school hours and on the premises.
4. Wrap around care includes before school clubs, breakfast club, after school clubs, Extended Day and Manor Fun. Lunchtime clubs, weekend activities and trips are not eligible. To help parents identify which clubs are eligible, we have marked each club with the time of day they occur and also if they are off-site.
5. Vouchers may not be deposited in advance i.e. before a child starts at the school.
6. All extras or fees not covered by vouchers must be paid by cheque or electronic transfer by the start of each term.
7. When choosing this method of payment, please remember that it is your responsibility to ensure voucher payments are being made by your provider company when they are due.

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## CHILDCARE VOUCHER APPLICATION FORM

To apply to use Childcare Vouchers to pay towards your child's school fees, please complete the online application form on the Forms page of our website [www.manorprep.org/Forms](http://www.manorprep.org/Forms)