



The Manor

Preparatory School

Tax-Free Childcare Scheme

The tax-free childcare scheme has been introduced by the Government as the Childcare voucher scheme is now closed to new applicants.

This scheme enables eligible parents to receive a contribution from the Government of 20% of their childcare costs, up to £500 every 3 months (an annual limit of £2,000 per child). Parents pay money into a childcare account and have the payments topped up by the Government.

For more information about how the scheme operates and to register please visit the Government website at:

<https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>

The Manor is registered for this scheme and parents can therefore make payments to The Manor under this scheme as follows:

1. The scheme can be used to contribute towards the cost of approved childcare. This includes the cost of school fees until the child is of compulsory school age. Children are of compulsory school age on the 1 January, 1 April or 1 September following their 5th birthday.
2. After a child's 5th 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 of 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. All extras or fees not covered by these payments must be paid by cheque or electronic transfer by the start of each term.

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 January, 1 April or 1 September following their 5th birthday.
2. After a child's 5th 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.

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