

Childcare Voucher Instructions

★ If you wish to pay using Childcare vouchers you must first contact the school via email (childcarevouchers@evendons-primary.co.uk) with the following information:

- Childcare Provider Name
- Childs Name
- Name of the parent on the vouchers
- Ref number if applicable

Without this information we cannot process Childcare Vouchers

★ Once you have notified the school you wish to pay using vouchers you will be added to a group within SchoolsBuddy to allow you to book.

- If you book something in SchoolsBuddy before your vouchers have been processed, accounts will show as a minus.

★ The process to credit vouchers into SchoolsBuddy is manual. Please make the amounts you transfer as large as possible. This will help to reduce the amount of times you need to do this and ensure we can keep your account up to date.

- A screenshot is required of the confirmation and needs to show the Childcare Voucher Provider, the amount and the date paid. Please then email this through to childcarevouchers@evendons-primary.co.uk. You can book while this is being processed by the school.

★ Here is a list of Childcare providers we currently use and our account numbers (if you wish to use a provider not listed please call the school office on 0118 979 1054:

- Sodexo - 910958
- Care-4 - 77340383
- Computershare - 0026710887
- Fideliti - EVR054C
- Edenred - P21299779
- RG Childcare (Reward Gateway) - 70993020760
- Gemelli - EV6174
- Kiddivouchers - no account number
- Happy People - no account number
- Busy Bee -

You will need to provide the following information to Busy Bee:

- School Name - Evendons Primary School
- School Address - 161 Finchampstead Road, Wokingham, Berkshire. RG40 3HD
- Contact Name - Tracey Sansom
- Contact Number - 0118 9791054
- OFSTED No. - 140953
- Email remittance to - finance@bpet.co.uk

★ Any questions please email childcarevouchers@evendons-primary.co.uk