

# Childcare Vouchers / Tax Free Childcare

***For all queries relating to childcare vouchers or tax free childcare payments, please contact: [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk)***

If you would like to use childcare vouchers or tax free childcare to book school-led clubs or any Evendons Explorer sessions, please use the following instructions:

You must **first contact the school** via email to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk) with the following details:

- o Childcare provider name;
- o Child's name;
- o Name of the parent on the vouchers;
- o Reference number if applicable.

**We cannot process Childcare Vouchers without this information.**

Once you have notified the school you wish to pay using vouchers you will be added to a user group within Scopay to allow you to book. If you book in Scopay before your vouchers have been processed, accounts will show as a minus.

The process to credit vouchers into Scopay is manual and may be subject to delay so please bear with us. For tax purposes, **Childcare Vouchers / Tax Free Childcare payments cannot be refunded back to parents under any circumstances.**

## **Screenshot your payment!**

A screenshot is required of the confirmation and must show the Childcare Voucher Provider, the amount and the date paid. Please then email this to [childcarevouchers@evendons-primary.co.uk](mailto:childcarevouchers@evendons-primary.co.uk). You can book your preferred sessions 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 which is 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](mailto:finance@bpet.co.uk)

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