



Childcare Provider Agreement

Parent Details Parent / legal guardian to complete this section

Name Postcode

Employer's Name

This information is required to link parents/legal guardians to their nominated childcare providers.

Childcare Provider Details Please complete, sign and return this form to Sodexo Motivation Solutions by post or fax. (You can find the address and number overleaf)

Organisation Group
Please complete if you belong to a chain of childcare providers

Contact Name Position

Address

Town County Postcode

Email Address

Telephone No. Mobile No.

Correspondence Address (Please complete if correspondence address is different)

Address

Town County Postcode

Type of Childcare Provision

Childminder Nursery Before and/or after school clubs Creche

Nanny Holiday club Independent school Other (please specify)

(Attach a copy of your registration certificate)

All childcare providers applying to accept childcare vouchers must be registered with Ofsted or equivalent.

Childcare Provider Bank Details

Name of Bank Town

Branch Address

County Postcode

Account Name Roll No.

Account Number Sort Code / /

Declaration I have read the terms and conditions overleaf and am in agreement:

Signed
(Childcare Provider)

Print Name

Job Title

Signed
(Sodexo)

Print Name

Job Title

This Agreement - Terms and Conditions

1. Sodexo Motivation Solutions has arrangements with various clients to issue childcare vouchers to their employees who are working parents.
2. By registering with Sodexo Motivation Solutions you agree to accept such vouchers in exchange for the provision of childcare services, subject to reimbursement by Sodexo Motivation Solutions.
3. These terms and conditions and the front sheet to these terms and conditions ("Front Sheet") set out the entire agreement between Sodexo Motivation Solutions and the Childcare Provider (as identified on the Front Sheet) to the exclusion of all other terms. These terms and conditions and the Front Sheet shall together be referred to as the "Agreement". No additions to or variations of this agreement shall have effect unless expressly agreed in writing by Sodexo Motivation Solutions. Only Sodexo Motivation Solutions and the Childcare Provider (and neither the employee recipient of the voucher nor Sodexo's clients) may enforce this Agreement.
4. This Agreement will come into force on the date of counter signature by Sodexo Motivation Solutions as shown on the Front Sheet.
5. Neither party will be liable for any breach of these terms and conditions, caused by circumstances beyond their reasonable control.
6. No vouchers will be processed by Sodexo Motivation Solutions and no payment made to you unless and until the Front Sheet has been executed by the parties and a copy of the Childcare Provider's regulatory body certificate has been provided for Sodexo Motivation Solutions.
7. The Childcare Provider must provide for Sodexo Motivation Solutions a copy of its Regulatory body certificate when returning this Agreement.
8. The Childcare Provider will indemnify Sodexo Motivation Solutions from and against all claims, costs, expenses, liabilities, damages or losses incurred or suffered by Sodexo Motivation Solutions arising directly or indirectly as a result of or in connection with any act or omission of the Childcare Provider or its employees, agents or subcontractors in connection with the provision of childcare services or performance of this Agreement.
9. Either party may terminate this Agreement immediately if the other becomes insolvent or commits a material breach of this Agreement which in the case of any breach capable of remedy is not remedied within thirty (30) days' of written notice requiring such remedy. Otherwise, either party wishing to terminate this Agreement may at any time give to the other no less than sixty (60) days' written notice.
10. Sodexo Motivation Solutions will redeem the vouchers received by the Childcare Provider subject to compliance by the Childcare Provider with these Terms & Conditions.
11. This Agreement shall be governed and construed in accordance with English law and the English courts shall have exclusive jurisdiction to determine any disputes which may arise out of, under or in connection with this agreement.

The Childcare Voucher Service

12. Sodexo Motivation Solutions provides two types of childcare vouchers, e-vouchers and paper.
13. Childcare vouchers may only be accepted by the Childcare Provider in exchange for childcare services. Vouchers must not be exchanged for cash or change given and any attempt to do so will constitute tax evasion. All vouchers must be presented or redeemed by the person named on the voucher or to whom the e-voucher was credited. The value of a voucher is expressed on the face of the voucher or otherwise indicated on the e-voucher remittance (or paper voucher remittance) sent to an employee.
14. The Childcare Provider shall not charge the employee presenting the voucher a handling fee for accepting the voucher.
15. It takes 4 working days to process a voucher payment to a Childcare Provider subject to sufficient funds being available.
16. All instructions to process vouchers received will be entered onto the Childcare Provider's account on the day of receipt or if this is not possible, on the next working day. Sodexo Motivation Solutions will then instruct BACS to make payment to the Childcare Provider on the next working day. Sodexo Motivation Solutions shall not be liable for any failure or delay by BACS to remit payment.

17. If Sodexo Motivation Solutions informs the Childcare Provider that certain vouchers are stolen, fraudulent or otherwise invalid, the Childcare Provider should not accept such vouchers and Sodexo Motivation Solutions will not be liable to the Childcare Provider for redemption of such vouchers.

E-vouchers

18. E-vouchers will be redeemed by the employee accessing his/her internet account and arranging payment directly to your bank account. Sodexo Motivation Solutions shall have no liability to the Childcare Provider for sums owed by the employee for the provision of childcare services paid for in this way.

Paper vouchers

19. Upon receipt, all paper vouchers must have the counterfoil attached. The micro lines in the background must be clearly visible.
20. The Childcare Provider should redeem paper vouchers promptly, (or in any event prior to the printed expiry date), using one of three methods:
 - i. Online: Childcare Providers can submit an online remittance by logging in to www.MySodexo.co.uk using their personal username and password;
 - ii. By telephone: Childcare Providers can submit a telephone remittance by calling **0800 019 2544**;
 - iii. By post: Childcare Providers can send the vouchers, with a remittance form, to Sodexo Motivation Solutions. Sodexo Motivation Solutions recommends that all paper vouchers should be sent using recorded delivery or a similar delivery service to:

**Sodexo Motivation Solutions UK Ltd, FREEPOST,
NAT7103, Camberley, GU16 7BR**

21. Sodexo Motivation Solutions does not accept any liability for vouchers lost in the post or otherwise not received and Childcare Providers should keep a copy of their counterfoils until payment is received.
22. All paper vouchers will have an expiry date and must be valid when received by Sodexo Motivation Solutions (or received by Sodexo Motivation Solutions within five working days after the expiry date).
23. Paper vouchers should not be folded, stapled or defaced in any way as this may delay or void payment.

Your personal details and Data Protection Act

24. To be able to administer the scheme Sodexo Motivation Solutions will need to capture and store personal details (referred to as "Data"). This includes the provision of reimbursement for the vouchers the Childcare Provider accepts, as well as information about the scheme in the form of phone calls, emails, newsletters and letters.
25. Sodexo Motivation Solutions adheres to the Data Protection Act and all Data will be treated as confidential.
26. In addition, unless notified by the Childcare Provider, Sodexo Motivation Solutions may use the Data for the purposes of providing the Childcare Provider with information about its other similar products and services, which includes but is not limited to, multi-retail gift vouchers, incentives and discount services.

No, I do not want to receive this information (opt-out)

Office Address: Unit 5 Albany Court, Albany Business Park,
Frimley Road, Camberley GU16 7QR
Tel: 0800 328 7411 **Fax:** 01276 687025
Registered Address: Sodexo Motivation Solutions UK Ltd,
One Southampton Row, London, WC1B 5HA
Company Registered Number: 2680629

Childcare Vouchers by **sodexo**

CVPA
CHILD CARE VOUCHER PROVIDERS ASSOCIATION