

Childcare Provider Agreement Form

This form supersedes any previous form held by Employers For Childcare Trading Limited, please ensure all relevant signatories have signed the form.

Childcare Provider Details

Name of Childcarer/facility:

Address:

Facility address:	Correspondence address (if different):
Postcode:	Postcode:

Mobile: Telephone:

Email**:

***Required for notification of payments*

Bank Details of Childcare Provider

Name of bank:

Address:
Postcode:

Account in the name of:

Sort code: Account no:

Roll number if applicable:

Local registering authority/trust: Registration number if applicable:

Name of Parent: Name of Employer (if known):

Newsletter Consent

Please tick here if you would like to add your email address to the Childcare Provider Newsletter distribution list to receive information provided by Employers for Childcare. Newsletters may include:

- Updates on the work of Employers For Childcare including new services
- Invitations to relevant events
- Invitation to enter Family Friendly Employer Awards
- Invitations to participate in research

You can choose to unsubscribe at any time.

For more information on how we use your data please view our [Privacy Notice](#).

By signing below, I confirm that I have read and understood the Terms and Conditions overleaf.

Please note: We can only discuss the Voucher Account with the signatories below. Please add as many signatures as required.

* Signed by Childcare Provider:	<input type="text"/>	Name:	<input type="text"/>	Date:	<input type="text"/>
* Signed by Childcare Provider:	<input type="text"/>	Name:	<input type="text"/>	Date:	<input type="text"/>
* Signed by Childcare Provider:	<input type="text"/>	Name:	<input type="text"/>	Date:	<input type="text"/>

Please return to:

Employers For Childcare Trading Limited
Blaris Industrial Estate, 11 Altona Road, Lisburn, BT27 5QB

Tel: 028 9267 8200

Email: admin@employersforchildcare.org

FOR INTERNAL USE ONLY

Date of Confirmation		Confirmed by (Name)	
Email/Postal Date		Staff Signature	

Terms and Conditions

Service Charges

Employers For Childcare Trading Limited does not charge childcare providers for using this service.

Expiry Conditions

Vouchers issued by Employers For Childcare Trading Limited do not have an expiry date.

Payment Arrangements

Requests received from parents to pay their childcare provider are processed every working day. Payments are made electronically into your bank account within 3 banking days providing there are sufficient funds in the parent's account.

Segregation and Protection of Client Monies

All monies received by Employers For Childcare Trading Limited will be maintained in accounts held at a UK approved bank and segregated from Employers For Childcare Trading Limited's own money. The monies will be afforded suitable protection in accordance with Employers For Childcare Trading Limited's own Client Money Policy and in the event of the insolvency of Employers For Childcare Trading Limited, the monies will remain protected and not subject to claim by creditors.

Data Protection

Employers For Childcare Trading Limited is registered with the [Information Commissioner's Office](#). All personal data maintained by the Supplier will be maintained in accordance with the relevant legislation. As we operate the scheme on behalf of an employer, we will only hold, use or otherwise process such of your data to provide you with the Childcare Voucher administration service. This may include communicating with clients regarding updates to the Childcare Voucher scheme.

Personal data will only be disclosed in accordance with current UK legislation, that is, to persons who have the relevant legal or regulatory powers, or to any other person appointed by us for the purpose of providing this service.

You have a right to request details of the personal data we hold about you.

For more information on how Employers For Childcare Trading Limited processes data please view our [Privacy Notice](#). By signing up to and using this service, you are agreeing to the terms set out in this notice.

Liability

Whilst we will take all reasonable care in providing this service, as a member of the Childcare Voucher Providers Association (CVPA) we can confirm that we maintain an appropriate level of Private Indemnity Insurance in the event of losses arising from negligence on our part.

Contact

Employers For Childcare Trading Limited
Blaris Industrial Estate
11 Altona Road
Lisburn
BT27 5QB
Email: hello@employersforchildcare.org
Telephone: 028 9267 8200

Complaints

Employers For Childcare Trading Limited has a Complaint Handling Policy which fully meets the requirement of the [Childcare Voucher Providers Association \(CVPA\)](#) Code of Practice. All complaints received will be treated in accordance with this Policy. If you wish to receive a copy of this policy or register a complaint about our service, please write to the address above.

If you are dissatisfied with Employer For Childcare Trading Limited's response, your complaint can be escalated to the CVPA.