# Childcare vouchers – how they work

If you have a childcare voucher account (usually through your employer) this money can be used for Nursery Sessions or Wrap around care. It cannot, unfortunately,  be used for Activities Clubs.

The set-up process is as follows:

-   In the first instance you would need to register us a school within your account.

-   You can then allocate how much to send to Highfield. (note - some parents split the amounts with other childcare providers).

-   Depending on the childcare account (as they all operate slightly differently)  we will either :

* receive a monthly email OR
* we log on to the Childcare Provider Account we hold as a school and can also see what has been allocated to us

Please ensure you enter your child’s name as the reference when making payments to us. Payments arrive directly to the school bank account so this is important to allocate the payments to the relevant pupil

-    Lastly, please send an email to [info.highfield@sfet.org.uk](mailto:info.highfield@sfet.org.uk) entitled “Child Care Voucher allocation” specifying how much money you would like allocated to the following payment items:   Breakfast club/After school short sessions/After school long sessions or Nursery fees.  It can be split as you wish.

-    These amounts will then appear as a credit on your ParentPay account when actioned and care will be offset against these amounts.