

childcarepass Carer Registration Agreement

Sponsoring Parent Details (Parent to complete this section)

Name
Postcode
Employer's Name

This information is required to link parents to their nominated Carers.

Carer Details

Please complete, sign and return this form to the parent

Name
Position
Organisation
Address
Town
County
Postcode
e-Mail Address (used to advise if e-voucher payments are made)
Telephone No.

Type of Childcare Provision

Registered Childminder Registered Nursery Out of School Scheme Other

(Attach a copy of your registration or approval certificate)

NB All carers applying to accept childcare vouchers must be registered or approved

Carer Bank Details

Name of Bank
Branch Address
Town
County
Postcode
Account Name
Account Number Sort Code

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

Signed (on behalf of Sodexho Pass).....

Signed (Carer)

Print Name

Job Title

Agreement Date
(to be completed by Sodexho Pass on counter signature)



Terms and Conditions of Agreement

1. Sodexo Pass has arrangements with various clients to issue childcare vouchers to their employees. The Carer has agreed to accept such vouchers as payment for the provision of childcare services subject to reimbursement by Sodexo Pass.
2. Operating Provisions: Sodexo Pass will redeem the vouchers received by the Carer on the following terms:
 - 2.1. Childcare vouchers may only be accepted by the Carer in exchange for childcare services. Vouchers must not be exchanged for cash or change given. 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.
 - 2.2. All paper vouchers must have the counterfoil attached and the following security features:
 - 2.2.1. Holographic laminate on the left side of the front of the voucher with an "SP" mark clearly identified in the hologram.
 - 2.2.2. The micro lines in the background must be clearly visible.
 - 2.2.3. Orange anti-copy and UV fluorescing marks on the back of the voucher.
3. On receipt of a paper voucher, the Carer should send the voucher with a remittance form, to Sodexo Pass promptly or in any event prior to the printed expiry date. Sodexo Pass recommends that all paper vouchers should be sent using recorded delivery or a similar delivery service to:

**Sodexo Pass Ltd,
FREEPOST,
NAT7103,
Camberley,
GU16 7BR**

Alternatively Carers can submit a telephone remittance by calling 0800 328 7411 or sending an e-mail with the voucher numbers and their unique account number as the body of the e-mail to redemption@sodexhopass.co.uk.
4. Sodexo Pass does not accept any liability for vouchers lost in the post or otherwise not received and Carers should keep a copy of their remittance forms with their counterfoils until payment is received.
5. All paper vouchers will have an expiry date and must be valid when received by Sodexo Pass or received by Sodexo Pass within five working days after the expiry date.
6. Paper vouchers should not be folded, stapled or defaced in any way as this may delay or void payment.
7. No vouchers will be processed by Sodexo Pass and no payment made to the Carer unless and until this agreement has been executed by the parties and a copy of the Carer's Regulatory body certificate has been provided to Sodexo Pass (if appropriate).
8. In respect of e-vouchers issued to an employee, these will be redeemed by the employee accessing his/her internet account and arranging payment directly to the carer. Sodexo Pass shall have no liability to the Carer for sums owed by the employee for the provision of childcare services paid for in this way.
9. All instructions to process e-vouchers or paper vouchers received will be entered onto the Carer's account on the day of receipt or if this is not possible, on the next working day. Sodexo Pass will then instruct BACS to make payment to the Carer on the next working day. Sodexo Pass shall not be liable for any failure or delay by BACS to remit payment.
10. The Carer may not charge the employee presenting the voucher a handling fee for accepting the voucher.
11. If Sodexo Pass informs the Carer that certain vouchers are stolen, fraudulent or otherwise invalid, the Carer should not accept such vouchers and Sodexo Pass will not be liable to the Carer for redemption of such vouchers.
12. The Carer must provide to Sodexo Pass a copy of its Regulatory body certificate when returning this agreement.
13. Neither party will be liable for any breach of these terms and conditions where caused by circumstances beyond their reasonable control.
14. The Carer will indemnify Sodexo Pass from and against all claims, costs, expenses, liabilities, damages or losses incurred or suffered by Sodexo Pass arising directly or indirectly as a result of or in connection with any act or omission of the Carer or its employees, agents or subcontractors in connection with the provision of childcare services or performance of this agreement.
15. This agreement will come into force on the date of counter signature by Sodexo Pass shown below.
16. 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 30 days of notice requiring such remedy. Otherwise, either party wishing to terminate this agreement may at any time give to the other no less than 30 days' written notice.
17. These terms and conditions set out the entire agreement between Sodexo Pass and the Carer to the exclusion of all other terms. No additions to or variations of this agreement shall have effect unless expressly agreed in writing by Sodexo Pass. Only Sodexo Pass and the Carer (and neither the employee recipient of the voucher nor Sodexo's clients) may enforce this agreement.
18. 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.

Sodexo Pass Ltd.

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Member of Sodexo Alliance