

Childcare Provider Registration Form



Childcare Provider Details

Please complete in CAPITAL LETTERS ONLY

Childcarer _____
 Business Name _____
 Address _____

 Postcode _____
 Telephone _____
 Fax _____
 *e-mail _____

Bank Name _____
 Bank Address _____

 Account No. _____
 Sort Code _____
 Account Name _____

**required for schedule confirming breakdown of voucher payments made to you*

Type of Childcare Provision

Tick which applies

Registered childminder Registered Nursery
 Out of school scheme Nanny
 Other (please specify) _____

Registration or Approval Details

Registration or Approval number (if applicable) _____
 Registration or approval body _____
 Certificate Issue Date _____
 Certificate Expiry Date (if applicable) _____

Please attach a copy of your registration or approval certificate

We (the childcarer) agree to the terms and conditions stated below.

The childcarer agrees to:

1. Provide information, as requested by ClariCare in relation to the operation of the childcare voucher scheme;
2. Accept vouchers as payment for its childcare service but not deal in them for any other reason;
3. Ensure that the value of the vouchers paid by ClariCare is allocated entirely to the cost of childcare provided to the named employee (which may be less than the cost of the childcare);
4. Keep complete records of all transactions involving ClariCare vouchers;
5. Have and maintain a UK bank account which can receive BACS payments and provide details of the bank account to ClariCare. Any changes must be notified to ClariCare with a minimum of 14 days notice;
6. Accept full responsibility and any costs associated with providing the wrong bank account details;
7. Provide a copy of your registration certificate, which will be the last one issued to you by the relevant approval body;
8. Provide full details to ClariCare Limited of any changes to your registration status;
9. Take full responsibility for informing ClariCare Limited of any changes to your bank account, any costs incurred by ClariCare Limited may be charged to you;
10. If you are paid funds in error you agree to return payment immediately to ClariCare Limited without charge within a reasonable timescale;
11. Raise any administration queries by email to admin@claricare.co.uk.

Confidentiality & Data Protection

The childcarer agrees not to use or communicate any confidential information regarding ClariCare that has been acquired through participation in the ClariCare voucher scheme. The childcarer shall comply with the Data Protection Act 1998 and process data only as necessary to administer the ClariCare voucher scheme and not use it to compete or to promote its own or a third party business.

Registration with OFSTED and other legal requirements

The childcarer confirms that all requirements necessary to operate legally have been complied with and that registration particulars given are correct. The childcarer shall immediately give notice in writing to the other ClariCare and the parent if the childcarer's registration with the appropriate authorities as a provider of childcare expires or is terminated, or if they are convicted of any criminal offence (other than a road traffic offence) and in these circumstances any party may terminate this agreement forthwith.

Print name _____ Signature _____ Date ____ / ____ / ____

By signing this you agree to the terms and conditions outlined by ClariCare Limited (above).

Post to: Applications Dept, ClariCare Limited, Clarendon House, Greenstiles Lane, Swanland, Yorkshire, HU14 3NH OR Fax to: 01482 633869

Please attach a copy of your registration or approval certificate

Terms and Conditions for Childcare Providers

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