

Staff bulletin

Important information for all staff

11 JUNE 2007

Launch of our childcare voucher scheme

To demonstrate our commitment to providing family-friendly initiatives and encouraging new parents to return to work after maternity leave, the NHS National Waiting Times Centre has now approved the launch of our employee childcare voucher scheme.

This means that all staff at the Golden Jubilee National Hospital and Beardmore Hotel and Conference Centre who are working parents, with children under 16, are entitled to childcare vouchers regardless of tax status.

About childcare voucher schemes

Childcare vouchers allow working parents the opportunity to save tax and National Insurance on the cost of their childcare.

- Higher rate taxpayers can save up to **£1196*** per year per parent.
- Basic rate taxpayers can save up to **£962*** per year.
- The scheme is available for children up to the age of 16 who use registered or approved childcare.

- Both parents can take part in the scheme, potentially doubling the savings.

*subject to individual circumstances

Where can I use the vouchers?

Childcare vouchers can be used for registered or approved:

- independent nursery schools
- day nurseries
- playgroups
- crèches
- holiday clubs or schemes
- before and after school clubs
- registered childminders
- nannies and au pairs (must be with an agency that is registered with the Care Commission in Scotland).

How does it work?

Under the childcare voucher scheme you can request up to **£55 per week (£243 per month)** in non-taxable childcare vouchers which are exempt from National Insurance contributions.

You make the saving by entering a 'salary sacrifice' agreement with your employer (NHS NWTC). Working parents 'exchange' part of their gross salary before tax and National Insurance deductions, requesting up to the cap value in childcare vouchers.

Who is providing this service?

Our childcare voucher scheme will be provided by Busy Bees, who run a number of schemes for NHS clients. Busy Bees Childcare Vouchers were launched in 1998 and today the company employ over 200 staff who are all dedicated to the management and administration of childcare voucher schemes.

More information

From Monday 11 June 2007, you can call Busy Bees on 08000 430 860 to receive your parent pack. Your parent pack includes all the necessary information you need to sign up for our childcare voucher scheme. You can also e-mail them at enquiries@busybeesvouchers.com For more information, you can visit their website at www.busybees.com, which has a dedicated section for NHS employees and frequently asked questions.

We will also be holding a staff presentation at 10am on Wednesday 20 June 2007 in the conservatory. You will have the opportunity to ask questions to a representative from Busy Bees and get assistance to join our childcare voucher scheme.

