

If you wish to pay for before/after-school club by childcare vouchers:

1. Email office@st-johns.keele-staffs.sch.uk detailing the website/company provider for your childcare vouchers (this is not your company name but the actual childcare voucher provider e.g. Busy Bees, Sodexo, Computer Share, etc.).
2. The Office Manager Mrs Newnes will then register with the company in due course.
3. Parents then have to login into their own childcare voucher account and make the appropriate payment into the school, quoting a reference of the child's name.

You will be given a transaction number/receipt when you make a payment.

4. Email the school office with the following remittance form (link):

If you can complete online use the Childcare remittance Form - MS Word

Or to print off, use this PDF version here [Childcare remittance form](#)

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By completing this remittance form it assists the office in processing your vouchers quickly. You will see on the form that if you have more than one child, you need to detail these separately so that we can accurately reference to ParentPay accounts.