



WORKPLACE NURSERY BENEFIT EMPLOYEE INFORMATION PACK





WHAT IS THE WORKPLACE NURSERY BENEFIT?

This is an employer supported benefit.

It enables employees who choose to use a nursery setting for the care of their child, to save money as a result of reduced tax and national insurance payments. This benefit can be used from birth up to the age of 5 (or when the child goes to school).

This benefit is a partnership between your employer and a nursery. You are required to be actively involved in a phone meeting with the nursery within the first 6 weeks of the benefit being selected by yourself. In this meeting you are acting as a representative of the company. During the meeting we discuss the plans for the nursery for the period of the contract and agree how the monies from the company can be used to best effect.

In order for you to access a workplace nursery place, your employer must partner with a chosen nursery. The cost of a workplace nursery place, includes all of the benefit administration costs. This cost is recouped from your gross salary.

To meet the legislative conditions, the following steps must be undertaken:

- The company provides additional funding of £1,200 a year to the partnered nursery. This is paid to the nursery at £100 per month. This money is paid in addition to the cost of the nursery place.

You can use this benefit from your child's birth up to them going to school



FREQUENTLY ASKED QUESTIONS

How much do my fees need to be in order to use this benefit?

Your nursery fees must be at least £650 per month in order to use the benefit. There is a cost to use the benefit, which is included in the employees gross deduction.

My fees vary each month; can I still use this benefit?

Yes. The nursery confirms the fees to us in writing, before the start of the contract. If fees need to change either up or down during the contracted period, we need at least 6 weeks' notice. We can then invoice your employer for the correct amount, the month before the fees are due to be paid.

I get some free hours from the government. Can these be taken into account?

The nursery will make us aware of the nursery fees needed, which we will confirm with you before we invoice. They are able to deduct the free hours from your bill and inform us of the outstanding amount. If the nursery isn't aware at the beginning of the agreement, as long as we are given 6 weeks' notice from the nursery, we can alter the fees.

How long is the agreement term?

The contract is 12 months in length. Once you have a contract in place, we would contact you 2 months prior to its end date, to see if you wish to have another contract set up.

My child is going to school in September - can I still set up a contract?

This is at the discretion of your employer.

What if I want to leave my employment or move nurseries during the agreement?

The agreement is contractual between your employer and your nursery for a 12 month period. If you no longer wish to use the benefit, you must give Enjoy Benefits 1 months' written notice. We will then set your fees to zero. Your employer will however continue to pay the £100 a month additional funding to the nursery. Please read your company's policy documents with regards to the operation of the Workplace nursery benefit. The nursery fee deduction will stop. You will need to pay the nursery for any ongoing nursery fees yourself.

Is there a capped amount as to how much I can have deducted?

No, the only things you need to be mindful of are; if the salary deduction would take you below minimum wage. If so, you wouldn't be able to deduct the full amount, only as much as your salary allows. Secondly, if you are considering applying for a mortgage please contact your broker to discuss how this may affect your application.

FREQUENTLY ASKED QUESTIONS

Can I split the nursery fees over mine and my partner's salary?

Ideally the full nursery fees would come from one salary. You would choose to use the parent with the higher salary, allowing you to make the most savings. This makes it less complicated for the nursery receiving the payments.

How much funding does my nursery receive?

The nursery will receive £100 additional funding from your employer each month (£1200 extra per year). This is money that is to be used for the running and upkeep of the nursery. You may decide that it is used for resources and activities which the nursery may not normally be able to afford. Examples include: the purchase of new outdoor equipment, staff training, paying for outsourced companies like Zoolab to come into the nursery, specialised lessons such as language, dance, sports, yoga, day trips, books, items for a sensory room or garden area etc.

I have more than one child in nursery; can I use the Workplace Nursery Scheme for both of their fees?

Yes. If both children are in the nursery from the start of the first agreement then both children will be added onto one contract. If one child starts later than the first child then two separate agreements are set up and the nursery will receive two lots of funding. Again, the only thing to monitor is that the deduction of both fees doesn't take you below minimum wage.

Does my employer only partner with one nursery?

No, they can partner with as many nurseries as they like.

How do I get started?

Please contact us using your company access key (this will be in the launch email).

If you would like to find out how much you can save, please create an account with Enjoy Benefits using the company access key provided. If you have any problems creating an account you can call Enjoy Benefits on 0800 088 7315.



For more information about the Workplace Nursery Benefit
please call:

0800 088 7315

or visit **workplace-nursery.net**

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