# ELFT HOLIDAY PLAYSCHEME - Application Form for Subsidy

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| --- | --- |
| **Your Details** | |
| Name |  |
| Job title |  |
| Work Address |  |
| Email |  |
| Phone |  |
| Payroll Number |  |
| **Child’s Details** (enter all children if attending the same provider) | |
| Name(s) |  |
| Date(s) of Birth |  |
| Dates Attending Scheme |  |
| Total Days Attending Scheme |  |
| Scheme Type (please circle or delete) | Summer / Easter / Christmas / Half Term |
| **Holiday Playscheme Details** (one provider per form) | |
| Name |  |
| Ofsted Registration Number |  |
| Address |  |
| Contact Name |  |
| Contact Phone no. |  |
| **Costs and Claim** | |
| Cost of scheme per week or day |  |
| Total Cost to you |  |
| Total claimed at **40%** or **Maximum** (see guidelines below) |  |
| **DECLARATION:** I declare that I am the parent/guardian of the child listed above and that she/he is taking a place on the approved holiday play-scheme detailed above. I have read and understand the subsidy guidelines below. I understand that the subsidy is a taxable benefit. | |
| Signature and Date |  |
| Please return this form together with letter headed receipts that correspond to the attendance dates above by email to the current Wellbeing Officer or Advisor at [elft.employee.engage@nhs.net](mailto:elft.employee.engage@nhs.net)  Forms received by 26th of the month will processed for payroll the following month. | |

# ELFT HOLIDAY PLAYSCHEME SUBSIDY GUIDELINES

The Trust offers a 40% subsidy towards cost of Ofsted registered holiday daytime playschemes throughout the school holidays for children between the ages of 4 and 14. This helps staff to accommodate their children during the school holidays to enable them to continue their working duties rather than take time off, especially with 13 weeks of school holidays per year to cover. Please note that this is a taxable benefit.

**Eligibility**

All staff on the ELFT payroll throughout the duration of the scheme applied for are eligible for this subsidy.

The subsidy covers **Ofsted registered** **daytime childcare during the school holidays**. **It does not cover term time, overnight, before school and after school childcare or unregistered providers. It also does not include any other childcare such as nurseys and childminders.**

**Claims are capped per employee**, not per child. The claims are capped as follows:

|  |  |  |
| --- | --- | --- |
| **School Holiday** | Maximum Full Cost | Maximum Claim at 40% |
| Summer holiday | £800 | £320 |
| Easter holiday | £400 | £160 |
| Christmas holiday | £400 | £160 |
| Half term holiday | £200 | £80 |

**Application**

Complete the latest version of the application form, available on the wellbeing & benefits staff intranet page, and submit it to [elft.employee.engage@nhs.net](mailto:elft.employee.engage@nhs.net)

Forms must be submitted together with a full playscheme invoice which must show the **letterhead of your provider and list attendance dates** that correspond to the details on your application.

Your claim must be sent within **2 months** of your child attending the scheme.

**Payment**

If your eligible form and receipts are submitted by **04 of every month**, the 40% is paid in the following month's payroll. Please note that this is a **taxable benefit**.