

People Guides

CHILD CARE SUPPORT

Our goal is to have engaged and helpful colleagues who will deliver ever improving customer service.



Manchester Airports Group

1 INTRODUCTION

We recognise the demands made on working parents and aim to provide colleagues with the opportunity of support with child care provisions. This is achieved through a child care voucher scheme which colleagues can use to pay their own child care provider. The voucher scheme is in place at all sites across the Group. Alternatively, colleagues at the Manchester site may take advantage of a local nursery facility.

For colleagues based at Manchester Airport you cannot use Computershare Child Care Vouchers to pay for your salary sacrificed Little Flyers Nursery fees. As both benefits are operated on a salary sacrifice basis, for tax reasons you cannot use both benefits in conjunction.

This guide supports the MAG Family Friendly Policy and outlines the support available. In all cases, the providers have a website and telephone number which colleagues should use to contact them directly.

The Schemes are subject to HMRC regulations, which may change from time to time.

Scope

All employees across the Group.

2 AT BOURNEMOUTH, EAST MIDLANDS, HUMBERSIDE AND MANCHESTER

Child Care Vouchers are available through **Computershare Voucher Services**.

2.1 Child Care Vouchers

Childcare Vouchers are an employee benefit available to all eligible working parents. The vouchers scheme benefits both basic and higher rate taxpayers.

Vouchers can be used to pay for all types of registered childcare for children aged 0-16 years old, including holiday clubs, before and after school clubs, childminders, nannies, nurseries and play schemes.

By joining the scheme, you would be entitled to exchange a portion of your gross salary for Childcare Vouchers, up to the value of **£243 per month**, or **£55 per week**. This portion of your pay is exempt from tax and National Insurance Contributions, which means that you can make savings of up to **£933 (subject to individual circumstances) per parent per year** on your childcare costs. Both parents can take Childcare Vouchers, which increases the potential saving to **£1,866 (subject to individual circumstances) per family, per year**.

A further advantage of the scheme is that there is no need to change your existing childcare provider. If they're not already registered to accept child care vouchers they can do so very simply and at no charge.

2.2 How Does It Work?

You would make the saving by entering a 'salary sacrifice' agreement with the Company. You 'exchange' part of your gross salary before tax and National Insurance deductions. The Company in effect passes on your payments to Computershare, who send the paper or electronic vouchers to you. You then use them to pay your child care provider. The Computershare scheme

Manchester Airports Group

is flexible, so you can send payments to the carer of your choice. If you use numerous carers (for example, an out of school club and a childminder) you can split the value of your vouchers between both.

2.3 Links to Other Benefits

2.3.1 Maternity/Adoption/Paternity Pay

If you're taking Childcare Vouchers and plan to take maternity, paternity or adoption leave, your payments during the period will be reduced by a salary sacrifice. This does depend on your dates and when you are paid.

Your payments during leave will be based on your salary in the weeks prior to taking leave and if your salary is lower as a result of a salary sacrifice, your payments during the period will be correspondingly lower. If you wish to avoid this situation you should opt out of the childcare voucher scheme no later than the 24th week before your/your partner's Expected Week of Childbirth (EWC) or Matching Week.

If you continue to receive vouchers and your pay (not including statutory payments) during leave is not sufficient to fund the vouchers, the Company will make the deductions on a loan basis, to be repaid from your first monthly salaries on your return. If you don't return you'll be required to repay in a one-off lump sum.

2.3.2 Tax Credits

If you're already receiving Working Tax Credits or Child Tax Credits you should contact Computershare or HMRC to discuss any effect the vouchers may have as a reduction in pay may affect your entitlement to tax credits.

2.3.3 Pension

Employees who contribute to either the BOH Norwich Union Scheme, EMIA Pension Scheme or the MAG Pension Scheme will continue to pay pension contributions on their salary and the value of the salary sacrifice.

2.3.4 State Second Pension

Salary sacrifices can have an affect on the State Second Pension. This will not apply to employees in the Greater Manchester Local Government Pension Scheme, the East Ridings Local Government Pension Scheme or EMIA Pension Scheme as the Schemes are contracted out of the State Second Pension.

2.3.5 Salary Increases

The amount of salary sacrifice will be included in any calculation of salary increase (in other words, any increase will be applied to your total salary).

2.3.6 Post-Childcare Vouchers

When you no longer require childcare vouchers, the whole of your salary will once again become liable for tax and national insurance contributions.

Manchester Airports Group

2.3.7 Further Information

Our childcare voucher scheme is run by Computershare who will provide all the relevant information to help you decide if you would like to take up this opportunity.

<http://www.computersharevoucherservices.com> or Freephone: 08000 430 860.

3 AT MANCHESTER SITE ONLY

The **Little Flyers** childcare facility, managed by kidsunlimited, is based on Thorley Lane, Ringway, near Manchester Airport. You cannot use Computershare childcare vouchers to pay your salary sacrificed Little Flyers Nursery fees.

3.1 Enrolling

If you're an employee of Manchester Airport and would like to consider enrolling your child in the Little Flyers Nursery you should contact them at the earliest possible opportunity on 0845 365 2900. If you'd like to visit the nursery to view the facility and the standards of care provided, you may arrange an appointment to do so.

3.2 Allocating Places

Where there are competing demands on nursery places, a points system is used to allocate places based on individual needs and the requirements of the Company. It's therefore in your interests to complete an enquiry form as soon as you know you'd like a place, even before your baby is born. Making this application doesn't commit you to using the nursery but enables kidsunlimited to pre-plan to meet your request where possible.

3.3 Further Details

3.3.1 Age Range:

3 months minimum to 5 years maximum.

3.3.2 Hours of Opening:

Full Day Sessions: 0730 to 1800. Half-Day Sessions: 07.30-13.00 or 13.00-18.00

3.3.3 Shift Patterns:

The nursery is very flexible in accommodating varying and irregular shift patterns. However, they do need to know when a place will be required and cannot guarantee to provide ad hoc cover. Unused pre-booked sessions will be charged. Additional sessions need to be agreed and paid directly to the nursery.

3.3.4 Fees

Fees are reviewed annually and include lunch, afternoon tea, milks and nappies. All food is freshly prepared on the premises. Any changes to fees will be effective from the September and will be communicated in advance to all parents.

Manchester Airports Group

Discounted rates are available for both MAG employees and Manchester Airport Service Partner employees. The nursery also accepts children from parents that do not work at the Airport.

There are two options for paying your fees:

- Pay directly to kidsunlimited; (or)
- Make your child's place in the nursery part of your total remuneration package; this means that Payroll will deduct the fee directly from your salary, which would result in a reduction of your tax and possibly, national insurance contributions. kidsunlimited would then invoice the Company directly for your child's place.

If you choose this option, the nursery facility part of your remuneration package will be calculated on joining the scheme and can then only be reviewed once a year in February or in the event of the following lifestyle changes:

- Marriage;
- Divorce;
- Birth or adoption of a child;
- Death of a partner or child;
- Diagnosis of serious illness or injury;
- Child leaving the nursery.

3.3.5 Maternity/Adoption/Paternity Leave

Your contributions will continue to be paid during your leave period. If you wish to continue to contribute during any period of unpaid leave you will need to make arrangements to do so directly with the Little Flyers. Alternatively, if your payments are not sufficient to fund any deductions and these are made on your behalf, these will be considered a loan which you will be required to repay in full in your first salary payments on return. If you don't return you'll be required to repay in a one-off lump sum.

3.3.6 Standards Of Care

The local authority monitors standards and the outcome of the yearly inspections is fed back to users at a specially convened nursery users meeting. Nursery users meetings are in any case held every six months or so. There is a nursery committee. Members of this committee are elected on a yearly basis by the MA nursery users. There is also a permanent non-elected member.

3.4 Further Information

Further information, together with the kidsunlimited online enquiry form may be found at www.kidsunlimited.co.uk Telephone: 0845 365 2900.

4 REVISION HISTORY

Date	Revision Description	Revised By
23 October 2008	Issue	Helen Tomlinson
10 November 2008	Revision to Scope – pg 2.	Helen Tomlinson
18 February 2009	Revision to Introduction & Scope – pg 2.	Helen Tomlinson
10 June 2010	Change name of voucher provider & update fees	Vickie Blackhurst

This guide is approved by:
John Hampton, Head of Group Reward & Employment Policy
Child Care Support (MAG)
Page 5 of 5
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