



Reference number: .....

# Puddleducks Nursery 10% discount for LQ member Organisations

Please return to [admin@puddleducks.org](mailto:admin@puddleducks.org) with subject including applicant's name.

If presenting this form, your organisation has been approached by an employee or member wishing to avail of a 10% discount at **Puddleducks Nursery, 5 Glengall St, Belfast**. Due to additional capacity we are offering this incentive to registered members of the Linen Quarter network and their employees.

Due to the possibility for misuse, we ask employers to validate the use of the discount by employees of Linen Quarter members only.

Name of Employee: .....

Role of Employee in your organization: .....

Organisation Title: .....

Organisation Registered Address: .....

.....  
.....

Correspondence Name: .....

Email: .....

Tel: .....

Date of application:.....

Please tick to confirm that your organisation are a registered member of Linen Quarter BID

Please tick to confirm that your organisation are happy to receive further information regarding Puddleducks Nursery in relation to services for your employees.

By Post

By Email

By Telephone

# Process for claiming discount

- 1) Initial contact is to be made by the parent/ guardian interested in using Puddleducks Nursery. They will be offered an initial consultation and walkaround. If they decide to enrol their child/ use the offer, they then should do step 2 onwards. Contact options are available online via [www.puddleducksnursery.org](http://www.puddleducksnursery.org) .
- 2) The parent/ guardian will be given a referral form that needs to be signed by the LQ member employer. The LQ register employer then must contact [admin@puddleducks.org](mailto:admin@puddleducks.org) to register their employee for the discount with a copy of the completed form. The employee then will proceed to register in the normal manner. The discount will not be applied without the form being signed and validated between Puddleducks and the employer.
- 3) The discount is then calculated and applied before billing for the first three months of childcare fees and is calculated at 10% of the pro rata fee. This is prior to tax allowances or subsidy being calculated.
- 4) The three months become live from the sessions accounted for in their first billing cycle, and will finish with the last billing cycle within the three calendar months. These dates will be identified prior to commencement, and a breakdown of the fees will be provided for both discounted and normal fees.

## Notes & Restrictions

Additional days before or after this period will not be included. Any additional fees are not eligible for discount e.g. late pick up charges.

If the parent is delayed in getting validation from their employer, but chooses to commence with Puddleducks, the offer will start when validation is complete.

*The discount is not transferable to any prospective service user, and is limited to those employed within the LQ BID network. Users of the offer must have their employer registered and validated by Puddleducks.*

*Puddleducks Nursery, a trading name within Belfast Central Mission are within their rights to withdraw this offer at any time. In this instance, those already offered the discount will continue to do so until their original expiry date. Puddleducks staff are also within their rights to refuse discount, if the validation information is insufficient or incomplete.*

*The transaction, and any future contracted payments are directly between the service user and the service provider, with the employer holding no financial liability for the actions of the service user or service provider. The employer takes no ongoing responsibility relating to payment for services, and their involvement is purely as a control mechanism for the use of the offer.*

*The offer is strictly only for new users of Puddleducks Day Nursery. Children already registered for the service are not eligible. However, if an eligible parent or guardian already has children in Puddleducks, they can avail of the offer for newly registered children only.*