Step-by-Step Guide

Parent/Guardian Online Application

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Parent/Guardian Online Application

Thank you for showing an interest in becoming a supplier for the Childcare Offer. Ceredigion County Council is the delivery authority for your local authority. This means we will be dealing with your registration application, parents’ applications and making your payments etc. You will need to register with Ceredigion County Council if you decide to become a supplier for the offer.

If you have any queries you can contact Ceredigion County Council through the following contact details:

Telephone: Clic Ceredigion - 01545 570881
E-mail: Clic@ceredigion.gov.uk

or

Pembrokeshire Thirty Hour Childcare Information Officer
Telephone: 01437 776194
Email: ffion.jones@pembrokeshire.gov.uk
Step 1 – Click on the following link:
https://www.pembrokeshire.gov.uk/the-childcare-offer-wales

Step 2 – Scroll down page and click on ‘Parent online application form’, this will take you to the Clic Ceredigion website:

Once you have completed your online application and submitted all the required evidence your application will be processed by the Childcare Unit within 10 working days. If your application is successful, you will be notified via e-mail.

Delays in submitting relevant evidence or failure to submit will result in delaying the eligibility checking process.

You cannot save your application so please ensure you have the relevant documents prior to starting the application.

Parent online application form

8. Registration Process for Care Inspectorate Wales (CIW) Registered Childcare Providers
You will be required to register with Ceredigion County Council (Delivery Authority on behalf of Pembrokeshire County Council) in order to deliver the Offer to eligible children within Pembrokeshire.

The on-line registration form for Childcare Providers is now open for you to complete.

Childcare Provider application form
Tip: You cannot save your application so please ensure you have the following documents prior to starting, as you will be required to provide relevant evidence in order to prove your eligibility:

- Copy of child’s birth certificate
- Proof of address – Latest Council Tax Bill or an utility bill dated within the last 3 months
- Last three months’ pay slips for all applicants (If you are self-employed please provide a copy of your most recent self-assessment Tax return form known as SA103)

You will also need the following details in hand:

- All parents National Insurance Numbers
- Agreed childcare providers hours and days
- Employers contact details, including: Address, telephone number and email

Step 3 – You will need to read the terms and conditions before you can begin the application.
Once you have read the terms and conditions, click on 'Registration Application Form':

Step 4 – You will need to confirm whether you have discussed your requirements with your childcare provider:
Step 5 – Type your postcode in the box and click on ‘Check Postcode’:

Step 6 – Once you have completed the eligibility checker, the following screen will appear. Here you will need to read the information on the screen and then click on ‘Registration form’ to begin your application:
Step 7 – You have now successfully reached the registration form. Please complete all the mandatory fields and click ‘Next’ to continue:

Continuation screen of the application form (step 8)…
Step 8 – You will need your child’s birth certificate number at hand to complete the following step. Once you have completed the mandatory fields, click ‘Next’ to continue:

Step 9 - Here you will need to provide where does/will your child access the Foundation Phase Nursery Hours during term time. This will determine how many funded Childcare hours you will be entitled to. Once you have completed this section click ‘Next’ to continue:
Step 10 – Please choose your Childcare Provider from the drop down list and complete all mandatory fields. Once you have completed this section, click ‘Next’ to continue:

Step 11 – Please choose the relevant eligibility from the list shown and continue to complete ‘further details’ about you as a parent/guardian. 

You will need your National Insurance number at hand for this section. Once you have completed all the mandatory fields, click on ‘Next’ to continue.
Continuation screens of the application form (step 11)…
Step 12 - In this section you will need to upload the relevant documentation to support your application. This can be done by:

- Taking a photograph of the documentation and upload them to the documents/desktop on your computer/phone/tablet; ensuring they are of a high resolution.
- OR scan the documentation and saving it to your documents/desktop.

Once you have saved all the relevant documents into your documents/desktop, click ‘upload file’:

Tip: Do not press ‘Next’ until you have uploaded ALL the relevant documents to your application.
**Step 13** – Click on ‘choose file’. This will then take you to your documents:

![Image of choose file button](image1)

**Step 14** – locate the relevant document and then press ‘open’:

![Image of file selection](image2)
Step 15 – Once you have chosen a document, click ‘upload’:

![Upload Screen]

Step 16 – Once you have uploaded a file, you will be taken back to the previous page (can be seen below).

![Previous Page]

**REPEAT STEP 12, 13, 14 AND 15 TO UPLOAD ALL RELEVANT EVIDENCE**
**Step 17** – Once you have uploaded all the relevant files, click ‘next’ to continue:

![Image of the uploading process](image1)

**TIP:** ensure all the relevant documents you have uploaded to the application is listed here before you continue.

**Step 18** – For evaluation purposes, please answer the following questions before you submit your application. Once completed, click ‘submit’ to complete your application:

![Image of the evaluation questions](image2)
What’s next?

- Once you have clicked submit, you will then receive an email to confirm that your application has been successful and an unique reference number (W1 xxxxxxxx). Keep this number safe as you might need it in future when enquiring about your application.

- Ceredigion County Council’s Childcare Unit will receive an e-mail to confirm an application has been made.

- It will take 10 – 15 days for your application to be approved.

- Once it is approved, you and your chosen childcare provider will receive an e-mail to notify that it has been approved.