



Addysg gynnar a gofal • Early education and care

# Step-by-Step Guide

## *Parent/Guardian Online Application*

Produced by Pembrokeshire County  
Council

July 2019



## **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](mailto:Clic@ceredigion.gov.uk)**

**or**

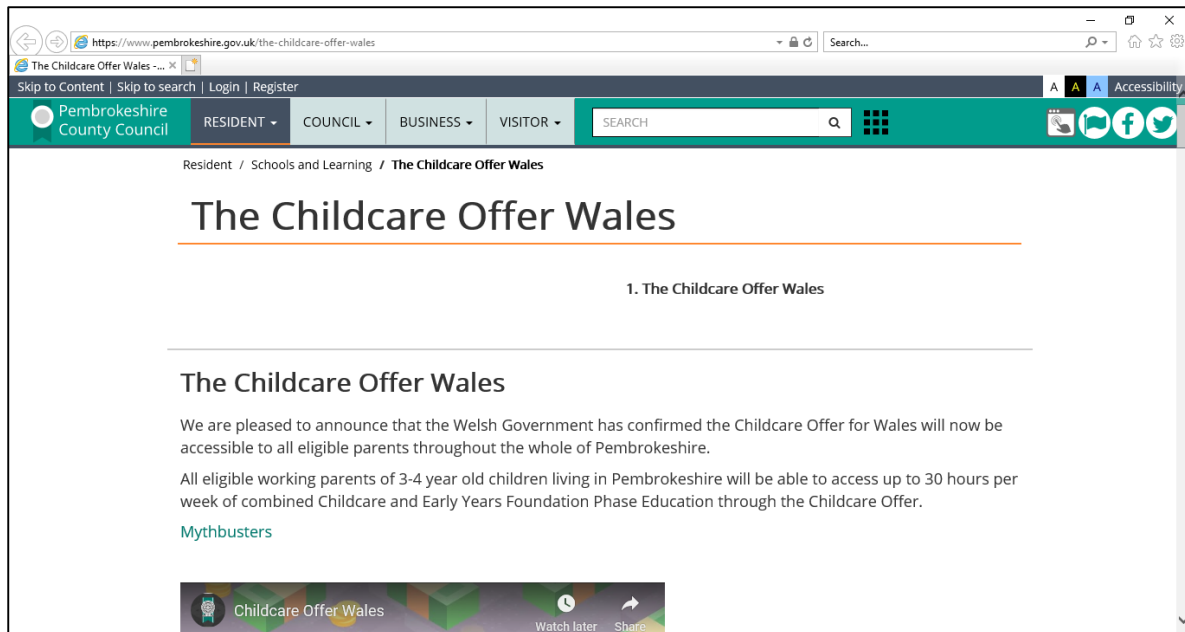
**Pembrokeshire Thirty Hour Childcare Information Officer**

**Telephone: 01437 776194**

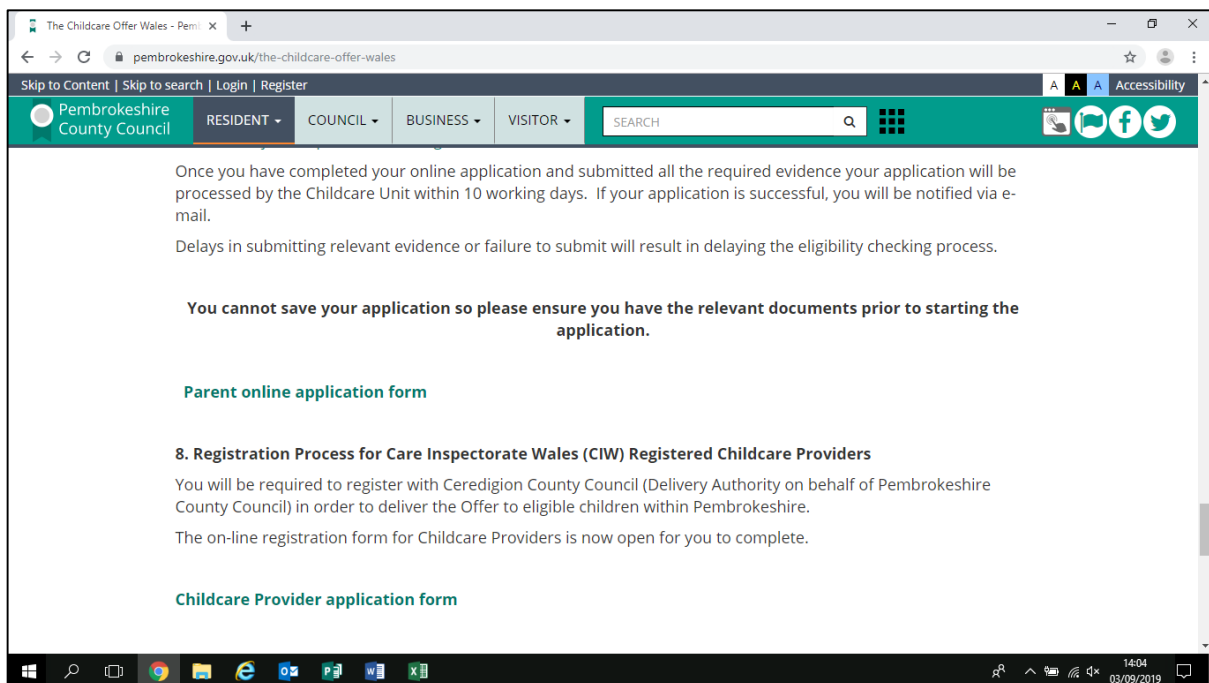
**Email: [ffion.jones@pembrokeshire.gov.uk](mailto:ffion.jones@pembrokeshire.gov.uk)**

**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:



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.

The screenshot shows a web browser window with the URL [https://forms.ceredigion.gov.uk/ufs/childcare\\_eligibility.eb?PRM1=668&ebd=0&ebz=2\\_1562160751287](https://forms.ceredigion.gov.uk/ufs/childcare_eligibility.eb?PRM1=668&ebd=0&ebz=2_1562160751287). The page header includes the Ceredigion logo, the title "Childcare Offer - Parent Registration", and a "Cymraeg" button. The main content area has a blue and white abstract graphic on the left. The text on the page reads: "In order to apply for the childcare offer you will need to read the following terms and conditions: Privacy Notice For The Monitoring Information Returns For Services Used Of The Childcare Offer". Below this, a section titled "What personal data do we hold and where do we get this information?" contains a detailed paragraph about data protection under the GDPR, explaining that personal data is defined as any information relating to an identifiable person, and that the Welsh Government has access to personal and special category data of parents, carers, and children receiving services from local authorities. It also mentions that the data is used for monitoring and evaluation purposes, and that the Welsh Government will not share the user's name with a third party.

Once you have read the terms and conditions, click on 'Registration Application Form':

Check Your Eligibility and Apply - X Childcare Offer - Parent Registration X +

https://forms.ceredigion.gov.uk/ufs/childcare\_eligibility.eb?PRM1=668&ebd=0&ebz=2\_1562160751287

- The number of hours of unpaid childcare you used on average each week prior to taking up the offer
- Basic details of the services provided to you and your child in taking up the childcare offer;
  - The number of hours you have applied for the child under the childcare offer
  - The number of hours your child attends the hours booked under the childcare offer
  - The language provision of the childcare your child is accessing
  - Your preference of language provision for your child to access the offer
  - Your child's attendance at Foundation Phase Nursery Provision
  - The Care Inspectorate Wales (CIW) register number of the childcare provider(s) you are accessing the childcare offer at

**Annex 2**

**Childcare providers delivering services under the childcare offer**

Local authorities provide details of you as a provider delivering services under the childcare offer to [Welsh Government](#), and this includes:

- Your contact details including – name, telephone number, email address and postal address and Care Inspectorate Wales (CIW) registration number
- The language provision of your setting as self-declared to the local authorities and to Care Inspectorate Wales (CIW)
- The number of hours that each child receiving the childcare offer in your setting have booked with you and how many hours they have actually attended
- Any additional costs which parents have incurred through taking up the offer at your setting including; food costs, travel costs, and any additional hours they take up at your setting on top of the childcare offer.

**Registration Application Form**

**Step 4** – You will need to confirm whether you have discussed your requirements with your childcare provider:

Check Your Eligibility and Apply - X Childcare Offer - Parent Registration X +

https://forms.ceredigion.gov.uk/ufs/childcare\_eligibility.eb?PRM1=668&ebd=0&ebz=2\_1562160751287

**Clic CEREDIGION** **Childcare Offer - Parent Registration** Cymraeg

**Cynig GOFAL PLANT CYMRU The CHILD CARE Offer for WALES**  
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**Llywodraeth Cymru Welsh Government**

**Eligibility Checker**

Have you discussed your requirements with your childcare provider? Yes ☐ No ☐

**Step 5 – Type your postcode in the box and click on ‘Check Postcode’:**

Check Your Eligibility and Apply - X Childcare Offer - Parent Registration - X

https://forms.ceredigion.gov.uk/ufs/childcare\_eligibility.eb7PRM1=6688ebd=0&ebz=2\_1562160751287

**Eligibility Checker**

Have you discussed your requirements with your childcare provider? Yes ☒ No ☐

This eligibility checker will help you to find out if you are entitled to apply for the government-funded Childcare Offer for three and four year olds of working parents.

You are eligible for the Offer if:

- All parents reside in area of Pembrokeshire
- You have a child aged 3 to 4.
- Earn the equivalent of 16 hours at National Living Wage or National Minimum Wage per week.

**PLEASE DO NOT APPLY FOR THE OFFER MORE THAN 8 WEEKS BEFORE YOUR CHILD'S START DATE AT A CHILDCARE SETTING.** Any applications received before the 8 weeks will be rejected and a new application will have to be submitted.

Postcode

**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:

Check Your Eligibility and Apply - X Childcare Offer - Parent Registration - X

https://forms.ceredigion.gov.uk/ufs/childcare\_eligibility.eb7PRM1=6688ebd=0&ebz=2\_1562160751287

Before completing the registration form, please check with your childcare provider to ensure that they have registered to become an approved provider of the Childcare Offer.

As this registration form cannot be saved, **YOU MUST** ensure you have the following information before you start:

(Evidence required can be scanned documents/photographs in .pdf or .jpg format):

- Scan/photograph of your Child's birth certificate.
- All parents National Insurance Numbers.
- Scans/photographs Parent's last three months wage slips.
- Scan/photograph of a proof of residency, (e.g. most recent Council Tax Statement, a Bank Statement or utility bill dated within the last 3 months).
- Agreed childcare providers hours and days.
- Employers contact details, including: Address, telephone number and email.
- Scan/photograph of any Department for Work and Pensions letter or current employers letter that would qualify parents for the Childcare Offer if not currently in work.

**What happens next?**

You can approach up to two childcare providers and agree the arrangements of hours and days of provision with them. Without this information you will not be able to complete the registration form.

Please complete the registration form ensuring that you identify the correct childcare providers in the drop down box on the form.

It is important that you let us know immediately if the hours of childcare changes, you switch to another provider or your address or your work circumstances change.

Any changes to your hours or provider will take effect from the first Monday of the following month.

We may contact you from time to time to verify that you are still eligible for the funding.

**Registration Form**

**Step 7** – You have now successfully reached the registration form. Please complete all the mandatory fields and click 'Next' to continue:

The screenshot shows a web browser window with the URL [https://forms.ceredigion.gov.uk/ufs/ENQUIRY.eb?PRM1=668&ebd=0&ebz=2\\_1562160751287](https://forms.ceredigion.gov.uk/ufs/ENQUIRY.eb?PRM1=668&ebd=0&ebz=2_1562160751287). The page title is "Childcare Offer - Parent Registration". A note at the top states: "All fields are required unless marked as 'Optional'".

The form is divided into two main sections:

- Contact Details:**
  - Title (optional):** A dropdown menu with "Please select" as the current selection.
  - Forename:** A text input field.
  - Surname:** A text input field.
  - Telephone:** A text input field.
  - Email Address:** A text input field.
- Address:**
  - Postcode:** A text input field.
  - Find Address:** A green button.

Continuation screen of the application form (step 8)...

The screenshot shows the continuation screen of the application form. The URL is the same as in Step 7. The page title is "Childcare Offer - Parent Registration".

The form section is titled "Language Preferences (optional)".

It contains the following fields and options:

- What is your primary language?** A dropdown menu with "Please select" as the current selection.
- In what language would you prefer to receive the following:**
  - Electronic Correspondence:** Radio buttons for Welsh, English, and Bilingual.
  - Paper Correspondence:** Radio buttons for Welsh, English, and Bilingual.
  - Service Provision:** Radio buttons for Welsh, English, and Bilingual.
  - Spoken:** Radio buttons for Welsh, English, and Bilingual.

At the bottom left, there is a green "Next" button, which is circled in purple. A blue arrow points to the "Next" button from the right.

**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:

Childcare Offer - Parent Registration

### Details of the Child

Legal Forename(s)

Legal Surname

Known as

Date of birth (dd/mm/yyyy)

Birth Certificate Number

Is the child's permanent home address different from yours? Yes ☐ No ☐

Is this child currently under a Care Order? Yes ☐ No ☐

Is the child a 'Looked After' child (in public care) or a previously 'Looked After' child? (e.g. are they fostered or have they ever been fostered?) Yes ☐ No ☐

Is the child a twin or triplet etc (one of multiple birth)? Yes ☐ No ☐

**Next**

**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:

Childcare Offer - Parent Registration

This application covers term and holiday time. If however you wish to apply for just holiday time, [please click here.](#)

### Early Education / Foundation Phase Nursery (FPN) Provision

The childcare offer is a maximum of 30 hours of combined education and childcare. From the term after a child's 3rd birthday, Pembrokeshire County Council currently funds 10 hours of FPN provision in a Cylch Meithrin/Playgroup or in a nursery class within a school. This means that eligible parents will qualify for 20 hours of additional childcare during term time.

In which of the following does/will your child access their Early Education / Foundation Phase Nursery entitlement?

**Next**



**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:

You may access the offer at up to two different childcare providers for the childcare offer element so long as they are registered with Care Inspectorate Wales.

**Provider 1**

If your childcare provider is not listed below then it's possible that they have not yet registered with us, please ask them to contact the Childcare Unit on 01437 764551 to discuss.

Name

Language medium of provision

Hours of childcare to be provided per week

Please only enter the number of Childcare Offer hours you are applying for. DO NOT include the Early Education / Foundation Phase Nursery hours.

Number of days per week

Start Date

End Date

Would you like to add a second provider? Yes ☐ No ☐

[Back](#) [Next](#)

**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.

**Childcare Offer - Parent Registration**

**Parents / Guardians**

**Eligibility Details**

Eligibility ☒ All parents, or co-habiting couples, in the household work an equivalent of 16 hours or more on national minimum wage or national living wage

☐ One parent in my household is employed and one parent has substantial caring responsibilities based on specific benefits received for caring.

☐ Both parents in my household are employed but one is temporarily away from the workplace on parental, maternity, paternity or adoption leave.

☐ Both parents in my household are employed but one or both parents are temporarily away from the workplace on statutory sick pay.

☐ One parent is employed and one parent is disabled or incapacitated based on receipt of specific benefit in my household.

[Parent/Guardian One - Further Details](#)

Continuation screens of the application form (step 11)...

The image displays two screenshots of a web form titled "Childcare Offer - Parent Registration".

**Top Screenshot:**

- Parent/Guardian One - Further Details**
  - Name: [Text input]
  - National Insurance Number: [Text input]
  - Date of Birth: [dd/mm/yyyy date picker]
- Employer Details - First Applicant\***
  - Employer name: [Text input]
  - Employer address: [Text area]
  - Employer phone: [Text input]
  - Employer email: [Text input]
  - Average Weekly Hours Worked: [Text input]
  - Annual Salary: [Please select dropdown]
- \* If you are self-employed please complete details regarding your business

**Bottom Screenshot:**

- Employer details continuation**
  - Employer address: [Text area]
  - Employer phone: [Text input]
  - Employer email: [Text input]
  - Average Weekly Hours Worked: [Text input]
  - Annual Salary: [Please select dropdown]
- \* If you are self-employed please complete details regarding your business
- Do you have a second employer?** Yes ☐ No ☒
- Is there a second parent/guardian cohabiting/living at the same household/address?** Yes ☐ No ☒
- Navigation: Back button and Next button (highlighted with a blue arrow).

**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.

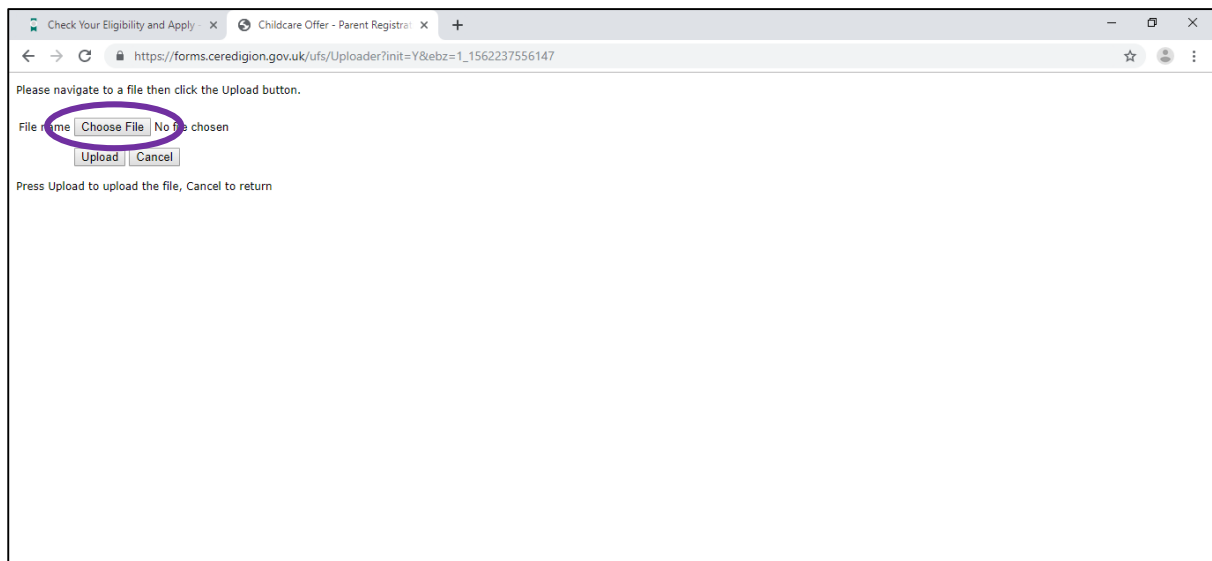
Once you have saved all the relevant documents into your documents/desktop, click 'upload file':

The screenshot shows the 'Supporting Documents' section of the 'Childcare Offer - Parent Registration' form. The header includes the 'Clic CEREDIGION' logo and the title 'Childcare Offer - Parent Registration'. The main heading is 'Supporting Documents'. The text states: 'In order to check that you meet the eligibility for the offer, you must provide the following documentation. Please ensure that scanned documents are of a high resolution:'. A bulleted list follows: 'Last three months' payslips (for each parent); Child's Birth Certificate; Current Council Tax payment form, utility bill or bank statement (dated within the last 3 months)'. It then provides instructions for self-employed individuals and those receiving benefits. A red line of text at the bottom of the section reads: 'Once you have completed this form, your reference number will be: W040719-84051. Please ensure you complete all sections and click on submit at the end of the form.'

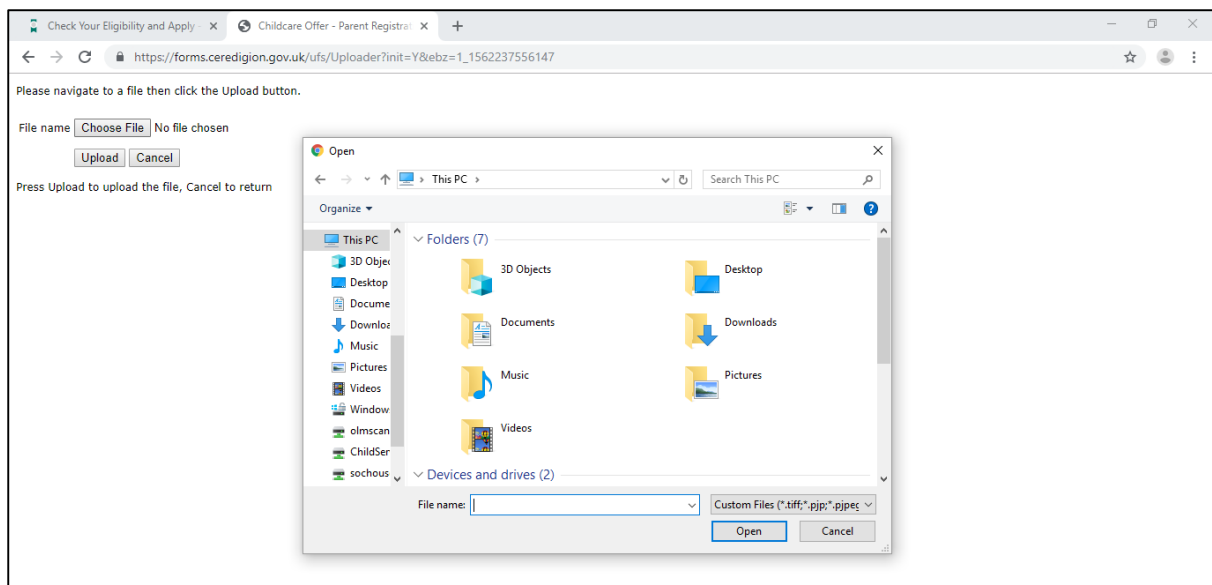
This screenshot shows the 'Attach Files Here' section. It repeats the red reference number: 'Once you have completed this form, your reference number will be: W040719-84051. Please ensure you complete all sections and click on submit at the end of the form. Your application won't be saved until the submit stage has been completed.' It provides an alternative submission method: 'Alternatively you can send a copy of your documents addressed to the: Childcare Unit, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE.' A warning states: 'Failure to provide the relevant information will result in a delay in the form being processed. Applications will be approved within 10 working days of receiving all required evidence, providing that eligibility has been met.' The 'Attach Files Here' box contains the text 'You can upload up to 10 documents or photos. Each file must be less than 20MB.' and a blue 'Upload File' button, which is circled in purple. At the bottom are 'Back' and 'Next' buttons.

**Tip:** Do not press 'Next' until you have uploaded ALL the relevant documents to your application.

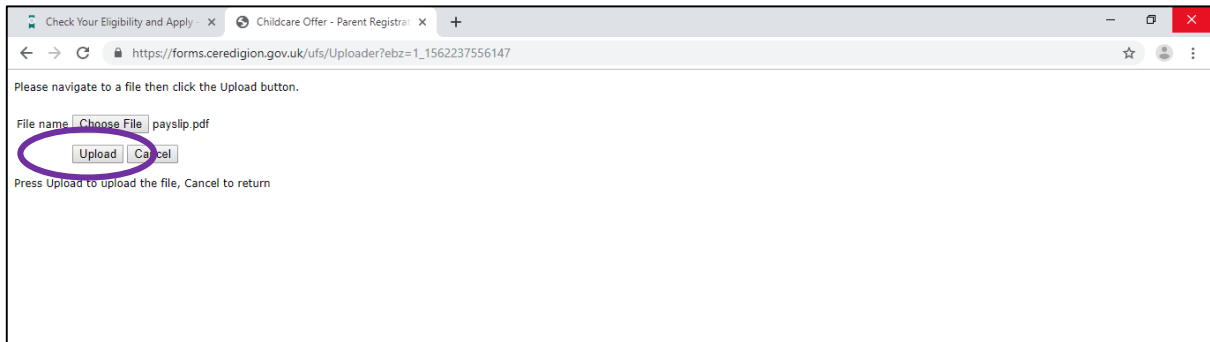
**Step 13** – Click on ‘choose file’. This will then take you to your documents:



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

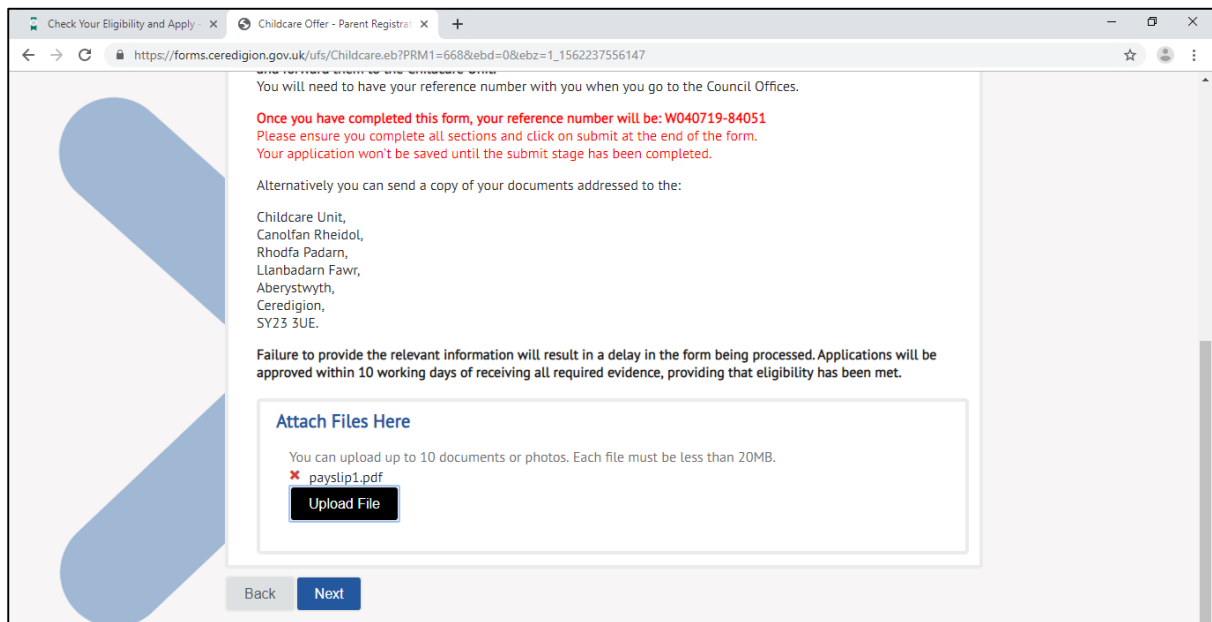


**Step 15** – Once you have chosen a document, click ‘upload’:



The screenshot shows a web browser window with the URL [https://forms.ceredigion.gov.uk/ufs/Uploader?ebz=1\\_1562237556147](https://forms.ceredigion.gov.uk/ufs/Uploader?ebz=1_1562237556147). The page contains the following text: "Please navigate to a file then click the Upload button." Below this, there is a "File name" field with the text "Choose File | payslip.pdf". The "Upload" button is circled in red. Below the buttons, it says "Press Upload to upload the file, Cancel to return".

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



The screenshot shows a web browser window with the URL [https://forms.ceredigion.gov.uk/ufs/Childcare.eb?PRM1=668&ebd=0&ebz=1\\_1562237556147](https://forms.ceredigion.gov.uk/ufs/Childcare.eb?PRM1=668&ebd=0&ebz=1_1562237556147). The page contains the following text: "You will need to have your reference number with you when you go to the Council Offices." Below this, it says "Once you have completed this form, your reference number will be: W040719-84051". It then says "Please ensure you complete all sections and click on submit at the end of the form." and "Your application won't be saved until the submit stage has been completed." Below this, it says "Alternatively you can send a copy of your documents addressed to the:" followed by the address: "Childcare Unit, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, Ceredigion, SY23 3UE." Below the address, it says "Failure to provide the relevant information will result in a delay in the form being processed. Applications will be approved within 10 working days of receiving all required evidence, providing that eligibility has been met." Below this, there is a section titled "Attach Files Here" with the text "You can upload up to 10 documents or photos. Each file must be less than 20MB." Below this, there is a red 'x' icon and the text "payslip1.pdf". Below the text, there is a button labeled "Upload File". At the bottom of the page, there are "Back" and "Next" buttons.

**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:

Check Your Eligibility and Apply - x Childcare Offer - Parent Registration x +

https://forms.ceredigion.gov.uk/ufs/Childcare.eb?PRM1=668&ebd=0&ebz=1\_1562237556147

Your application won't be saved until the submit stage has been completed.

Alternatively you can send a copy of your documents addressed to the:

Childcare Unit,  
Canolfan Rheidol,  
Rhodfa Padarn,  
Llanbadarn Fawr,  
Aberystwyth,  
Ceredigion,  
SY23 3UE.

Failure to provide the relevant information will result in a delay in the form being processed. Applications will be approved within 10 working days of receiving all required evidence, providing that eligibility has been met.

**Attach Files Here**

You can upload up to 10 documents or photos. Each file must be less than 10MB.

- x payslip1.pdf
- x payslip2.pdf
- x payslip3.pdf
- x proof\_of\_address.pdf
- x birth\_certificate.pdf

Upload File

Back Next

**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:

Check Your Eligibility and Apply - x Childcare Offer - Parent Registration x +

https://forms.ceredigion.gov.uk/ufs/Childcare.eb?PRM1=668&ebd=0&ebz=1\_1562237556147

Childcare Offer - Parent Registration Cymraeg

**Monitoring Information**

As this is a pilot scheme we have been asked by Welsh Government to gather monitoring information for evaluation purposes.

How much do you currently spend on childcare per month? (£)

How easy or difficult do you find it to afford childcare?

- Very Difficult
- Somewhat Difficult
- Neither Easy nor Difficult
- Somewhat Easy
- Very Easy

**About my child**

We are collecting this information to help evaluate the accessibility of the Childcare Offer

Child's ethnicity Please select

## Continuation screens of the application form (step 18)...

I do not intend for my child to attend Foundation phase nursery (optional) ☐

My child has previously accessed a Flying Start Setting

I think my child may have a health, behaviour or development issue which may require extra care or help

Parent 1's ethnicity

On average, how many hours per week do family or friends look after your child, unpaid, while you are working?  
Hours (optional)

On average, how many hours per week do you use paid childcare for your child while you are working?  
Hours (optional)

By submitting this application form I declare that I understand that Pembrokeshire County Council may seek verification of any of the facts supplied. In addition I understand that if any of this information is found to be false, misleading or missing, this may result in Pembrokeshire County Council deciding not to provide you with 'the Offer'.

Parent's full name

**IMPORTANT:** After you click on the Submit button there will be a delay for a few seconds. Please **DO NOT** click on the button again. You will be taken to another page to complete the application.

## 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.