

Childcare Offer Step-by-Step Guide



Produced by Ceredigion County Council

October 2018



Childcare Providers Registration

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

TIP:

Please have your CIW registration details and bank/building account details ready before you start.

Step 1:

Click on the following link: <https://clic.ceredigion.gov.uk/ufs/LOGIN.eb>

The following screen should appear. Click on the option '**Register Now**'.



The screenshot shows the Clic (BETA) login and registration page. The header is dark blue with the Clic Ceredigion logo on the left, the text 'Clic (BETA)' in the center, and a 'Cymraeg' button on the right. The main content area is white and contains the Clic Ceredigion logo, a 'Sign-in' button with a key icon, and two input fields for 'Email' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the form, there are two links: 'Recover Password' and 'Register Now'. The 'Register Now' link is highlighted with an orange box, and an orange arrow points to it from the right.

Step 2:

The following screen will appear. Here you will need to register the contact details for the childcare setting. Once you have completed the entire sections click '**Register**'.

TIP:

For voluntary run groups e.g. Cylch Meithrin / Play group / After School Club etc.

Please register with the leaders' contact name and put the generic e-mail address and telephone number for the setting.

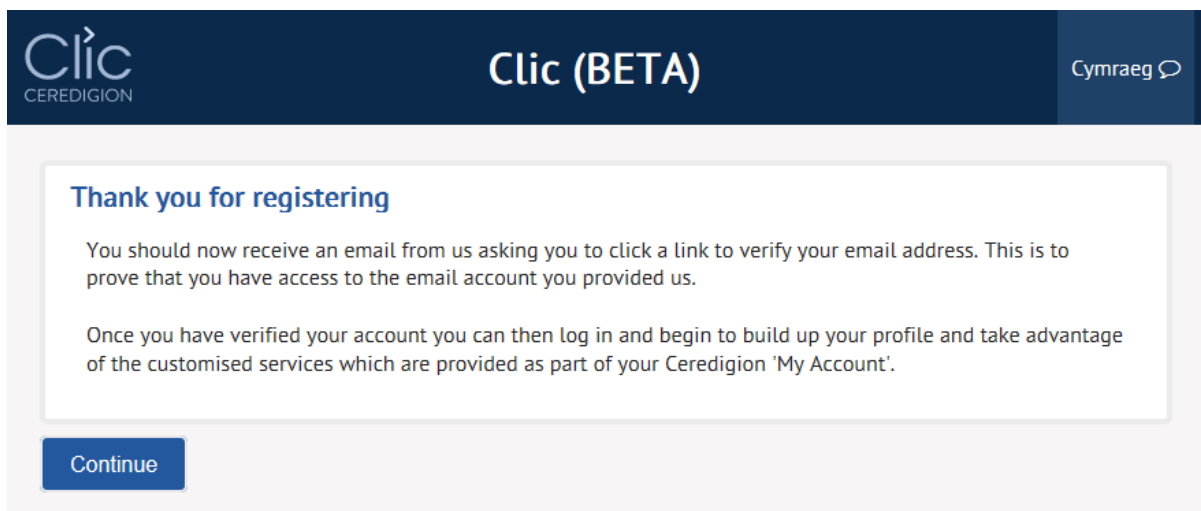
Committees can change and we want to ensure that correspondence is with the setting and not with an individual who has left.

The screenshot shows the 'Clic (BETA)' registration interface. At the top, there is a dark blue header with the 'Clic CEREDIGION' logo on the left, 'Clic (BETA)' in the center, and 'Cymraeg' with a speech bubble icon on the right. Below the header, the form is divided into two main sections: 'Personal Details' and 'Create Password'. The 'Personal Details' section includes fields for Title (a dropdown menu with 'Please select'), Forename, Surname, Email address, Confirm email address, Mobile (Optional), and Telephone (Optional). An orange bracket groups the Email address, Confirm email address, and Telephone (Optional) fields, pointing to a text box on the right that says: 'Please register with the leaders' contact name and put the generic e-mail address and telephone number for the setting. Please ensure you enter a telephone number.' The 'Create Password' section includes a note: 'Your password will need to contain at a combination of at least 8 characters, numbers and symbols.' and fields for Password and Confirm password. At the bottom left, there is a blue 'Register' button and a blue 'Cancel' link. An orange arrow points to the 'Register' button.

Make sure to keep a note of the password! You will need this every time you log into the system.

Step 3:

Once you've clicked 'Register' the following screen will appear.



Step 4:

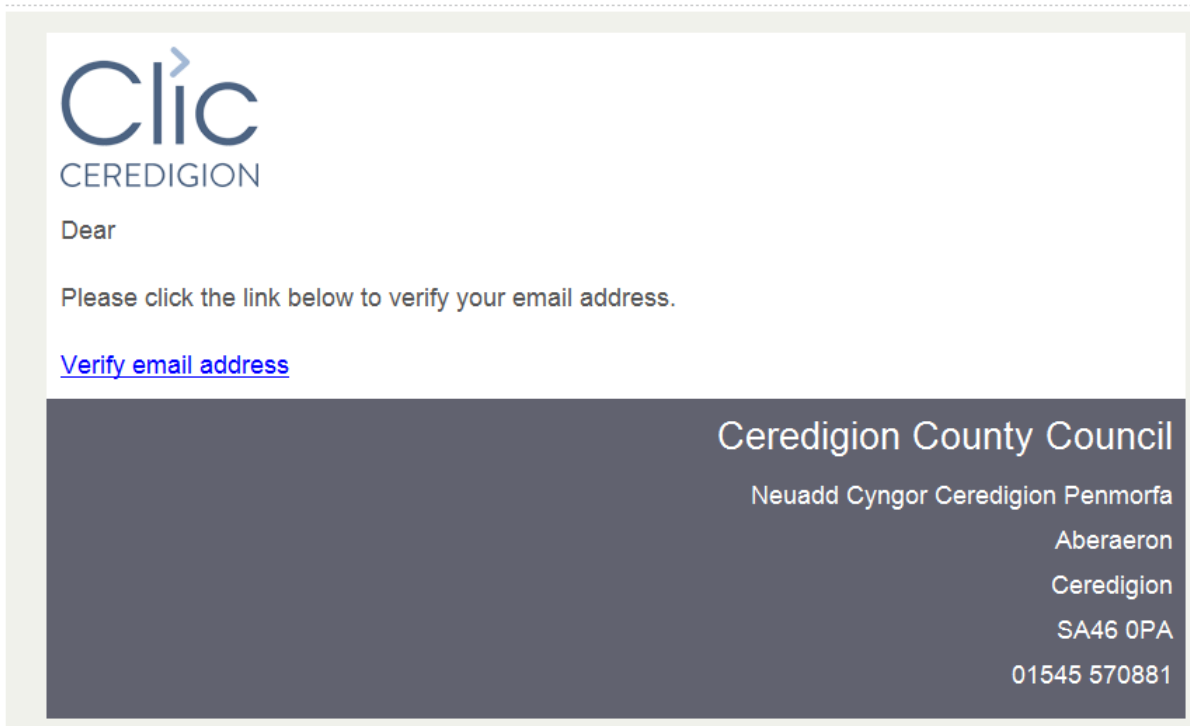
You will now receive an e-mail from Clic Ceredigion (see below), you **MUST** verify the link in the e-mail if you are to proceed with the process.

Please verify your email address

☐ no-reply@ceredigion.gov.uk

Sent:


To:



Step 5:

Now that you have created an account, you can now log back into the system and begin on the registration process.

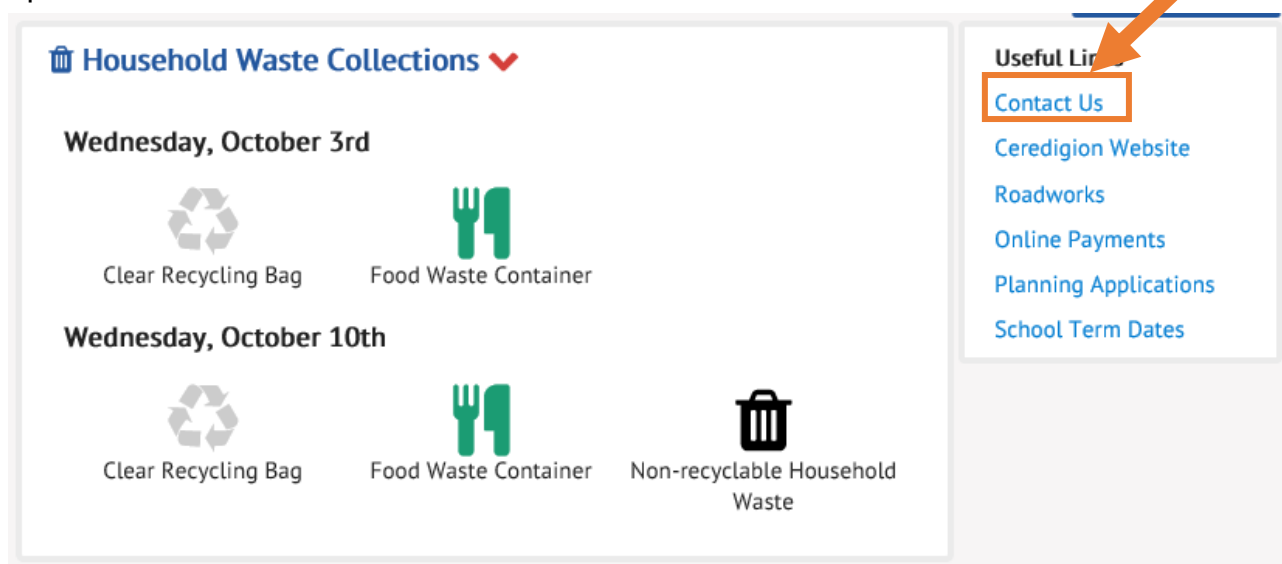
Enter the e-mail address and password you used to create an account.



The screenshot shows the Clic Ceredigion website's sign-in page. At the top, there is a dark blue header with the Clic Ceredigion logo on the left and a 'Cymraeg' button on the right. The main content area is white and features the Clic Ceredigion logo, a 'Sign-in' button with a key icon, and two input fields for 'Email' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the sign-in box, there are links for 'Recover Password' and 'Register Now'. A large blue arrow graphic is on the left side of the page. At the very bottom, a small copyright notice reads '© 2018 Cyngor Sir CEREDIGION County Council'.

Step 6:

You should arrive at a screen similar to this. It is known as the 'dashboard'. Click on the option '**Contact us**'.



The screenshot shows the Clic Ceredigion dashboard. The main content area is titled 'Household Waste Collections' with a red downward arrow. It lists collection dates: 'Wednesday, October 3rd' and 'Wednesday, October 10th'. For each date, there are icons and labels for 'Clear Recycling Bag' and 'Food Waste Container'. On the right side, there is a 'Useful Links' section with a list of links: 'Contact Us', 'Ceredigion Website', 'Roadworks', 'Online Payments', 'Planning Applications', and 'School Term Dates'. An orange arrow points to the 'Contact Us' link, which is highlighted with an orange box.

Step 7:

From the list of electronic forms choose the option '**Childcare Provider Registration**' form from the list. Then click '**Next**'.

Please choose one of our forms from the list below:

- ☐ Childcare Provider Monthly Claim Form
- ☒ Childcare Provider Registration
- ☐ Garden Waste
- ☐ General Enquiry
- ☐ Household Waste Collection (Tier One)
- ☐ Moving out of your Home

Step 8:

You have now successfully reached the registration form.

Welcome to the online registration form to become a provider for the Childcare Offer for 3 to 4 year olds.

Please have your CIW registration number and bank account/building society details to hand ready to complete the form.

By completing this application and agreeing to the terms and conditions you will become a supplier for the 'Childcare Offer' programme for Ceredigion funded by Welsh Government.

If you have any difficulty registering please contact the Childcare Unit on 01970 633034 or email gofalplant@ceredigion.gov.uk

We need your details so that we can contact you if necessary. The details you provide in this form will not be used for any other purpose.

All fields are required unless marked as 'Optional'

Please complete all mandatory fields.

Have your CIW registration details and bank/building account details ready before you start.

Childcare Provider
Cymraeg

Carys Davies

All fields are required unless marked as 'Optional'.

Contact Details

ⓘ If you need to change or update your details, you can do this through the 'Your Details' section in your online account area.

Title (optional)

Mrs

Forename

Carys

Surname

Davies

Telephone (optional)

Email Address

Address

Address

Town/City

County

Postcode

Language Preferences (optional)

What is your primary language?

Welsh

In what language would you prefer to receive the following:

Continuation screen of the application form...

Childcare Offer
Cymraeg

Application To Provide 3-4 Year Old Funded Childcare Places

Setting CIW Registration Details

Childcare providers will be required to be registered with Care Inspectorate for Wales (CIW) to deliver the Childcare Offer, for children age 3 and 4.

CIW Registration Number

CIW Registration Date

dd/mm/yyyy

CIW Registered Person's name

CIW Date of Last Inspection

dd/mm/yyyy

Setting Details

Name of Setting

Address of Setting

Supervisor's / Manager's Name

Supervisor's Tel

Please provide postal address for correspondence


Is this the same address?

Yes

No

Welsh Medium Provision

English Medium Provision



January

Provider Account Details (BACS)

Bank/Building Society name and address

Building Society Roll Number

Name of the Account

Account Number

Sort Code (00-00-00)

Email address for remittance

I agree to:

1. Be registered with Care Inspectorate for Wales (CIW) or equivalent in England to deliver the Childcare Offer.
2. Be willing to act on the advice and guidance provided by the Childcare Offer Team, Early Entitlement Team and Flying Start Team and put their recommendations into practice.
3. Work effectively with the Development Officers from umbrella organisations to raise standards in settings.
4. Once registered, be subject to communication from Welsh Government and their appointed researchers for monitoring and evaluation purposes.
5. Once registered, be subject to regular monitoring by the Local Authority, and submit records of attendance and absence as required.
6. Acknowledge that the provision of resources by the Local Authority Childcare Offer Team is for the purpose of supporting the funded Childcare Offerchildren and that should the setting cease to offer Childcare Offer places, these resources are subject to review.
7. Give the Local Authority 8 weeks formal notice if the setting intends to withdraw from the Childcare Offer Scheme.
8. Ensure that all relevant parties e.g. proprietor, manager, supervisor, staff, management committee etc are all made fully aware of the requirements for registration as a Childcare Offer provider.

Your data will be processed by Ceredigion County Council only for the specific purposes of processing and administering your registration for the Childcare Offer.

The processing of your personal data is necessary in order to obtain the essential information required to enter into an agreement with you to provide services under the Childcare Offer.

Ceredigion County Council may share your data with other local authorities, the Welsh Government, approved social research organisations and audit bodies to carry out research and/or analysis. Ceredigion County Council will retain information submitted on the Registration Form for the current year plus 6 years.

Once you have completed all the relevant fields and agreed to the terms and conditions of the offer click **SUBMIT**.

You will then receive a reference number.

What next?

- You will receive an e-mail to confirm that your application to register has been successful.
- Ceredigion County Council's Childcare Unit will receive an e-mail to confirm an application has been .
- It will take 10 – 15 days for your application to be approved.
- Once it is approved, you will receive an e-mail to notify that it has been approved.

Creditor Number:

- Following your confirmation e-mail that you have been approved the Childcare Unit will send you an e-mail to confirm what your creditor number is.
- **Please keep this safe. You will need your creditor number when you use the system to complete your monthly claims for payments and complete your registers of attendance.**

Childcare Provider Terms and Conditions 2018

Terms and Conditions of the Childcare Offer is available as a separate document.

Monthly Claim Guidance

The Monthly Claims **MUST BE COMPLETED** within the
FIRST 4 WORKING DAYS OF EACH MONTH.

Step 1:

Sign in to the Customer Portal - <https://clic.ceredigion.gov.uk> using the e-mail address and password that you used to create the account.

TIP:

If you didn't make note of the password and have forgotten it, click on the recover password and follow the guidance.



The screenshot shows the Clic (BETA) login page. At the top, there is a dark blue header with the Clic Ceredigion logo on the left, the text 'Clic (BETA)' in the center, and a 'Cymraeg' button with a speech icon on the right. Below the header is a large white box containing the Clic Ceredigion logo and the text 'Sign-in'. There are two input fields: 'Email' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the white box, there are two links: 'Recover Password' and 'Register Now'.

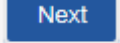
Step 2:

Once you have successfully logged on, Click on the **'Contact Us'** link.



The screenshot shows the Clic Ceredigion homepage. On the left, there is a section titled 'Household Waste Collections' with a dropdown arrow. Below this, there are two dates: 'Wednesday, October 3rd' and 'Wednesday, October 10th'. For each date, there are icons for 'Clear Recycling Bag' and 'Food Waste Container'. For the 10th, there is also an icon for 'Non-recyclable Household Waste'. On the right, there is a 'Useful Links' section with a list of links: 'Contact Us', 'Ceredigion Website', 'Roadworks', 'Online Payments', 'Planning Applications', and 'School Term Dates'. An orange arrow points from the 'Contact Us' link in the 'Useful Links' section to the 'Household Waste Collections' section.

Step 3:

Select the 'Childcare Provider Monthly Claim Form', then click  which is at the bottom of the page.



Clïc
CEREDIGION

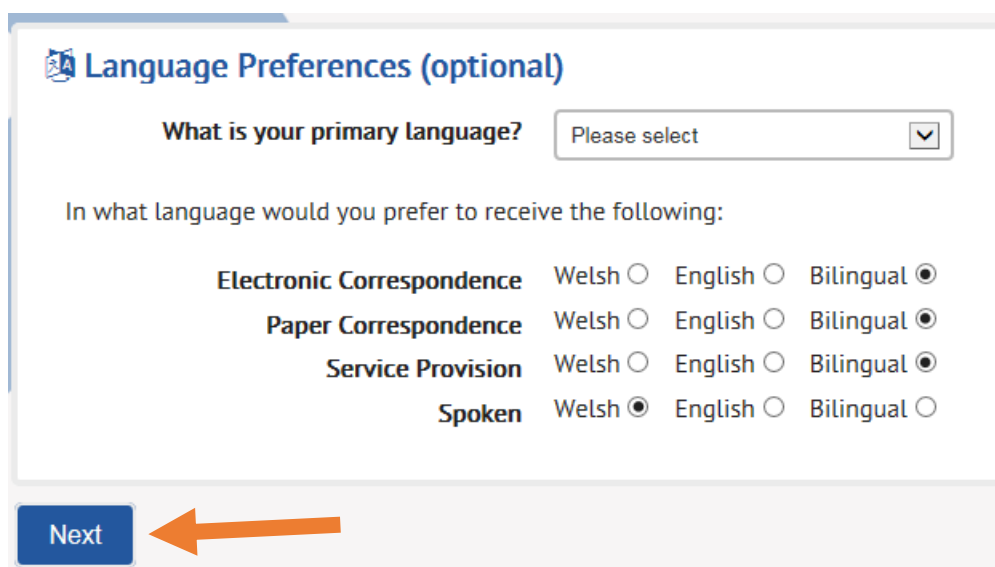
Service Request


Please choose one of our forms from the list below:

- ☐ Application for a Disablement Reduction
- ☐ Birth Registration
- ☐ Blocked drains
- ☐ Childcare Offer Parent Registration Form
- ☒ Childcare Provider Monthly Claim Form
- ☐ Childcare Provider Registration

Step 4:

Select your language preference, then click 'Next'.



 **Language Preferences (optional)**

What is your primary language?

In what language would you prefer to receive the following:

Electronic Correspondence	Welsh <input type="radio"/>	English <input type="radio"/>	Bilingual <input checked="" type="radio"/>
Paper Correspondence	Welsh <input type="radio"/>	English <input type="radio"/>	Bilingual <input checked="" type="radio"/>
Service Provision	Welsh <input type="radio"/>	English <input type="radio"/>	Bilingual <input checked="" type="radio"/>
Spoken	Welsh <input checked="" type="radio"/>	English <input type="radio"/>	Bilingual <input type="radio"/>

Next

Step 5:

Enter your Creditor Number in the box (see below), then Click on 'Start'. You will have received an e-mail from Ceredigion County Council with your Creditor Number.



Cyngor Sir
CEREDIGION
County Council

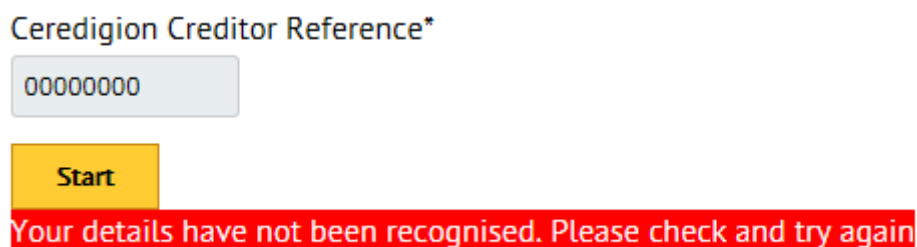
Childcare Monthly Claim/Attendance

Email address

Ceredigion Creditor Reference*

Start

If the message below is displayed, please check the creditor number and try again;



Ceredigion Creditor Reference*

Start

Your details have not been recognised. Please check and try again

Step 6:

The below options will then appear, click on 'Make a Claim'.



Cyngor Sir
CEREDIGION
County Council

Childcare

Make a Claim

Record Attendance

Finish

Step 7:

Please read the instructions on the different claim actions which are shown at the top of the childcare monthly claim list. There will be a line for each Child for each eligible week.

Childcare Monthly Claim/Attendance

Provision

Please confirm that the children listed below are still registered at your setting and that you are eligible to claim for their **Booked Hours** for each week.

For Children that you are claiming for, please select **Claimed** option from the drop down list.

For any children that you are **not** eligible to claim for in certain weeks e.g. for a holiday week, then please select the **Declined-Holiday** option or if a child is no longer receiving this provision, please let us know by selecting the **Declined-Leaver** option

Displaying 1...24 of 24 records

Week Starting	Name	Booked hours	Days per week	Provision start date	Provision end date	Claim Action (for each line)
03/09/2018	Marge Irene Jones	20	3	04/09/2018	03/09/2019	Claimed
10/09/2018	Marge Irene Jones	20	3	04/09/2018	03/09/2019	Claimed
17/09/2018	Marge Irene Jones	20	3	04/09/2018	03/09/2019	Declined-Holiday
24/09/2018	Marge Irene Jones	20	3	04/09/2018	03/09/2019	Declined-Leaver
03/09/2018	Zebedee O'Donnell	1	1	04/09/2018	05/09/2018	Claimed
03/09/2018	Zebedee O'Donnell	2	2	11/09/2018	15/09/2018	Unclaimed

Once [ALL](#) the lines have been updated click on

Submit Claim

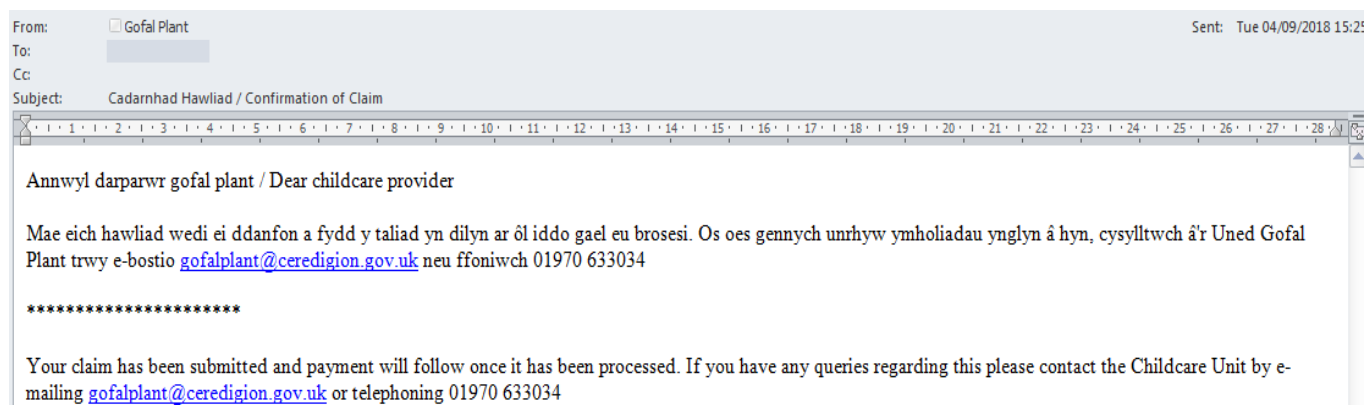
This message will appear - **Hawliad wedi ei gyflwyno / Claim submitted**

TIP:

- If you are happy that the hours booked and the number of days booked are correct please click on the option **CLAIMED**.
- Only click on **Declined –Holiday** if you as a provider are closed due to being on holidays. Don't select this if the child is on holiday.
- Declined leaver needs to be used only if the child has left your setting.
- Click on **Finish** to complete and not just close the page!

Step 8:

You will receive a confirmation email that your claim has been submitted (below).



- Once the claim has been submitted the Childcare Unit will check that this is correct.
- Once all claims have been submitted within the first four working days of the month the Childcare Unit will generate a payment run which is sent to Finance to generate the payments.
- You will then receive a remittance note from Ceredigion County Council Finance Team. The remittance note will list the payments for the children being funded. There won't be any children's names on the remittance note. However, you will see the **Unique Reference Number** for each child.
- Payment will be made by BACS into your account by the second or third week of the month.
- Any Overpayments will need to be re-paid to Ceredigion County Council.

Recording

Attendance

Guidance

At the end of each week or month you will **have to Record Attendance** for the actual hours the child/children have actually attended your setting under the Childcare Offer. You cannot claim for weeks in advance.

Please follow Step 1 to 5 of the Monthly Claim Guidance in order to log on to Record Attendance.

Once you have complete these steps please follow the guidance below.

Step 6:

The options below will appear, click on '**Record Attendance**'.



Cyngor Sir
CEREDIGION
County Council



Make a Claim

Record Attendance

Finish



Step 7:

Select a **Month** from the drop-down menu, then select one of the weeks (**Week Commencing**) within that month to display the children claimed for within that period.

Once the week has been selected, the following information will be displayed. Please complete the appropriate information for each Child.

ALL fields should be completed for ALL lines.

Record Attendance


Select a Month
01/09/2018 ▼

Week Commencing
03/09/2018 ▼

Displaying 1...6 of 6 records

Week Starting	Name	Booked hours	Days per week	Actual hours	Actual days	Language provided	Attended Nursery Foundation Phase?	Attendance record status
03/09/2018	Marge Irene Jones	20	3	<input type="text"/>	<input type="text"/>	Please select ▼	Please select ▼	Unrecorded ▼
03/09/2018	Zebedee O'Donnell	1	1	<input type="text"/>	<input type="text"/>	Welsh medium provision ▼	Please select ▼	Unrecorded ▼
03/09/2018	Zebedee O'Donnell	2	2	<input type="text"/>	<input type="text"/>	English medium provision ▼	Please select ▼	Unrecorded ▼
03/09/2018	Zebedee O'Donnell	3	3	<input type="text"/>	<input type="text"/>	Welsh medium provision ▼	Please select ▼	Unrecorded ▼
03/09/2018	Zebedee O'Donnell	1	1	<input type="text"/>	<input type="text"/>	Welsh medium provision ▼	Please select ▼	Unrecorded ▼
03/09/2018	Zebedee O'Donnell	12	2	<input type="text"/>	<input type="text"/>	English medium provision ▼	Please select ▼	Unrecorded ▼

I confirm that the information recorded has been checked and is correct.

Submit Attendance 

Finish

Once all the fields are completed click on '**Submit Attendance**'.

The message below will appear to confirm that all the fields are complete and the attendance for that week has been recorded;

Mae'r presenoldeb hyn wedi ei gofnodi / This attendance has been recorded

If not, then an error message will appear in its place stating that some fields may not have been completed.

Repeat this step for all the weeks within the month before clicking on 'Finish'.

Please note you only report on the number of hours you are being funded for under the Childcare Offer. Any hour's parent's use above the offer doesn't need to be included.

Attended Nursery Foundation Phase – You will need to report here if you are aware that the child does take up their entitlement to the Foundation Phase Nursery element either at your setting or with another provider. This information is used for Welsh Government's monitoring purposes.

We hope these guidance notes will be of help to you. If you do have any queries at any point please contact the Childcare Unit by telephone 01545 570881 or e-mail

Clic@ceredigion.gov.uk