

APPLICATION TO PROVIDE 3-4 YEAR OLD FUNDED CHILDCARE PLACES 2017-18

***Setting CSSIW Registration Details***

CSSIW Registration Number:

CSSIW Registration Date:

CSSIW Registered Person’s Name:

CSSIW Date of Last Inspection:

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

***Session Details***

Session days:

Session times:

Session flexibility:

***Setting Details***

Type of Setting: Playgroup 🞎 Day Nursery 🞎 Childminder 🞎 School 🞎

Breakfast Club 🞎 After School Club 🞎 Holiday Club 🞎 (Please tick relevant box)

Name of Setting:

Address of Setting:

Postcode:

Supervisor’s/Manager’s Name:

Setting Telephone No. Supervisor’s Telephone No.

Bilingual correspondence: Yes 🞎 No 🞎 (Please tick relevant box)

Please provide a mobile number for correspondence:

Please provide an email address for correspondence:

Please provide postal address for correspondence:

Postcode:

Number of places available for Childcare Offer children (capacity): (2017-18)

Welsh Medium Provision 🞎 English Medium Provision 🞎 (Please tick relevant box)

**Blaenau Gwent CBC Childcare Offer Team agree to:**

1. Process completed claims within 2 weeks of receipt.
2. Pay providers monthly in advance for childcare bookings made.
3. Check parent eligibility at regular intervals.
4. Make providers aware as soon as possible if parents move into a Temporary Exemption Period (8 weeks) or cease to be eligible for the childcare offer.
5. Collate and submit monthly and termly data to Welsh Government.
6. Adhere to data protection and confidentiality processes.
7. Keep providers informed of all changes and future developments as soon as possible.
8. Give providers 1 months’ notice of any changes to Terms & Conditions.

**We agree to:**

1. Be registered with Care and Social Services Inspectorate for Wales (CSSIW) and operate to national minimum standards.
2. Be willing to act on the advice and guidance provided by Early Years Childcare &Play Team and Flying Start Team (where applicable) and put their recommendations into practice.
3. Once registered, be subject to communication from Welsh Government and their appointed researchers for monitoring and evaluation purposes.
4. Once registered, be subject to regular monitoring by the Local Authority, and submit records of attendance and absence as required.
5. Submit fully complete claims for childcare booked, monthly in advance.
6. Inform Blaenau Gwent CBC Childcare Offer Team immediately if a child fails to attend booked childcare for 2 consecutive weeks, without good reason being provided by a parent/carer.
7. Inform Blaenau Gwent CBC Childcare Offer Team if we become aware of a change of circumstances of a parent, which might affect their eligibility to the childcare offer.
8. Inform Blaenau Gwent CBC Childcare Offer Team immediately if you suspect or become aware of fraudulent behaviour.
9. Give the Local Authority 8 week’s formal notice if the setting intends to withdraw from the Childcare Offer Scheme.
10. 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.
11. Terms & conditions issued by Blaenau Gwent CBC Childcare Offer Team.

***Provider Account Details***

Preference of Payment: BACS 🞎 Cheque 🞎 (Our preferred method of payment is BACS)

Vendors/School ID: if applicable

Bank/Building Society Name and Address:

Postcode:

Building Society Roll Number:

Name of Account:

Account Number: Sort Code:

Email address for remittance slip:

**Data Processing**

Your data will be processed by Blaenau Gwent County Borough 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. Blaenau Gwent County Borough 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. Blaenau Gwent County Borough Council will retain information submitted on the Registration Form for the current year plus 6 years. For further information about how Blaenau Gwent County Borough Council processes personal data and your rights please see our privacy notice on our website - <http://www.blaenau-gwent.gov.uk/en/corporate/privacy-policy>. If you feel that Blaenau Gwent County Borough Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.

Please sign below to confirm you have read and agree with the statements above:

Signature:

Designation:

Date:

**Please return to:**

**Blaenau Gwent County Borough Council,**

**Heart of the Valleys Integrated Children’s Centre,**

**High Street, Blaina**

**NP13 3BN**