

## Childcare Offer – Next Steps

I have been informed I am eligible for the Childcare Offer and  
have been issued with a Unique Reference Number



I currently use childcare

1. Confirm your childcare provider is registered to provide the Childcare Offer provider, using the online search function (see attached) or via the Family Information Service – contact details below.
2. If registered, give a copy of your approval letter/email to the provider and book your childcare requirements.
3. The provider will provide a contract to cover the booked childcare. Additional hours/services may be booked to meet parents/carers needs but these would be charged to the parent/carer.
4. Complete Childcare Booking Confirmation Form, quoting your reference number and return to the Childcare Offer Team via My Services online, email or post.
5. If your current provider is not registered please ask them to contact the Family Information Service to register.



I do not currently use childcare

1. Consider your options for childcare and what might suit your child's needs best.
2. Check the registered Childcare Offer providers within your preferred area using the online search function (see attached) or via the Family Information Service – contact details below.
3. Make contact with a few providers to discuss your requirements and arrange visits to allow you to check on suitability.
4. Once you have decided on a provider make your booking, giving a copy of your approval letter/email to the provider.
5. The provider will provide a contract to cover the booked childcare. Additional hours/services may be booked to meet parents/carers needs but these would be charged to the parent/carer.
6. Complete Childcare Booking Confirmation Form, quoting your reference number and return to the Childcare Offer Team via My Services online, email or post.

### Notes:

Parents may choose childcare providers from outside Blaenau Gwent, where that provider chooses to register with the Childcare Offer Team. These providers will not be shown on the online search directory so parents/carers will need to contact the Family Information Service to check if a provider has registered.

The provider list will be updated as Blaenau Gwent providers register with us.

Family Information Service Contact Details;

Freephone Telephone: 08000 32 33 39

Email: [fis@blaenau-gwent.gov.uk](mailto:fis@blaenau-gwent.gov.uk)