

**Coronavirus School and Childcare Assistance for Critical Workers**  
**Caerphilly County Borough Council's (CCBC) Application Process**

We are accepting applications for school and childcare hub placements for children where all adults in the family home are critical to the COVID-19 response and cannot be safely cared for at home. Every child who can be safely cared for at home should be and only where there is no safe alternative should you apply. Parents must apply using the Application Form available from the following webpage: <https://www.caerphilly.gov.uk/Coronavirus>

CCBC may contact parents to discuss individual circumstances to ensure the most appropriate provision is allocated

CCBC will assess the application; this may take up to 5 working days

CCBC may contact childcare providers to negotiate space and funding of places

If your application is approved you will either be allocated to a **CCBC School / Childcare Hub** or a **Non-maintained Childcare Provision**. CCBC will email you with the outcome of your application

**CCBC School / Childcare Hub**

CCBC will send child and contact details to the hubs

The staff at the hub will contact you to discuss your requirements and arrange a start date

The staff at the hub will submit weekly attendance data to CCBC that will be submitted to Welsh Government

**Non-maintained Childcare Provision**

Childcare providers need to contact [childcareoffer@caerphilly.gov.uk](mailto:childcareoffer@caerphilly.gov.uk) to sign up to provide placements, this is to ensure we can process payments and monitor vacancies

If the child/children are not already attending, CCBC will send child and contact details to the provider

If the child/children are not already attending, the childcare provider will contact the parent to discuss your requirements and arrange a start date

The childcare provider will inform CCBC of booked hours and CCBC will agree a funding rate and process payments in arrears

The childcare provider will submit weekly attendance data to CCBC that will be submitted to Welsh Government

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