

Guide on how to complete an Estimate Headcount

9 Step Process

- 1 Log on to the Provider Portal with your usual login details
- 2 Click on 'Funding' at the top of the screen
- 3 Click 'Estimates' at the top of the screen
- 4 Click the term you are completing the headcount for (e.g. Summer).
- 5 Click the age group you are completing the headcount for (e.g. 2 year old).
- 6 Enter the number of hours a week you are claiming for the age group. E.g. one 2 year old would be 15:00 (if attending 15 hours) Two 2 year olds would be 30:00.
- 7 Click calculate
You will see that the system will calculate the hours claimed for the term.
- 8 Click 'Send Claim'
You will see that the 'Send Claim' button will become a light shade of blue.
- 9 Click the 'Change' button to check another age group.
Repeat the steps 4-8.

To Note:

Working parent codes must be valid from the last day of the previous term. E.g. dated prior to 31st December to use in January

Working parent codes can not be used in a new setting during a grace period

All working parent codes must be checked and validated prior to offering a place

Failure to send the claim correctly will result in funding not being received.

For additional support please email:

child.care@croydon.gov.uk or Early.learning@croydon.gov.uk

