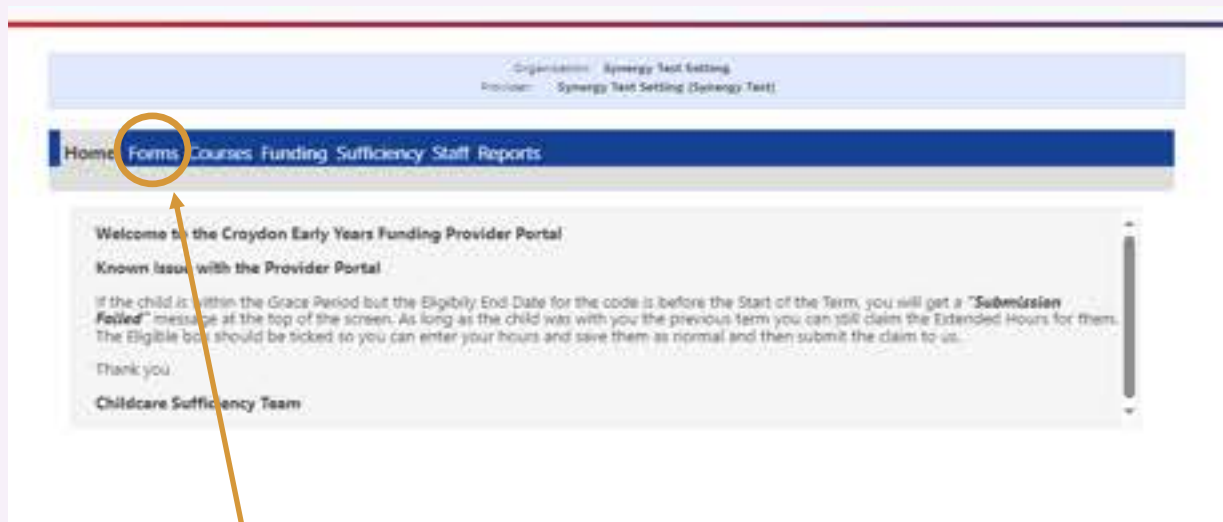


# Guide on how to update childcare profile form on the Provider Portal

## 3 Step Process

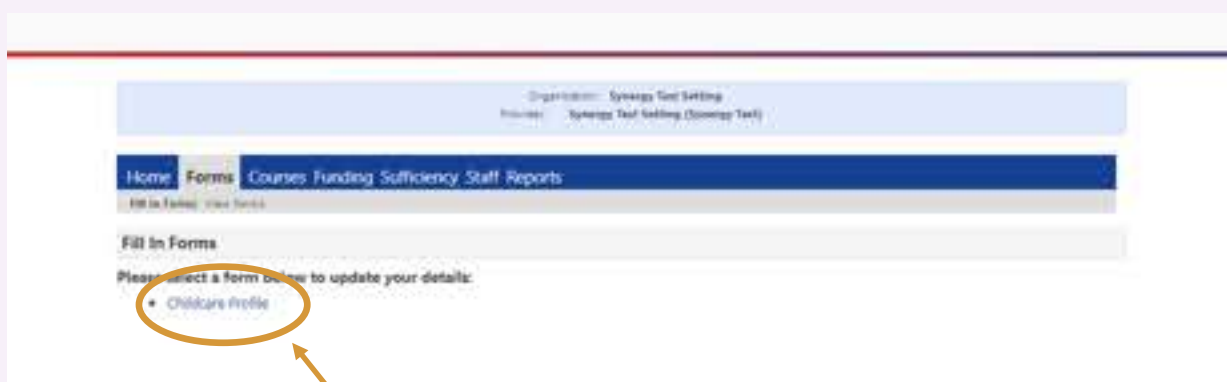
1

Accessing the Forms section on Synergy



Log on to the Provider Portal with your usual login details

Click on forms:

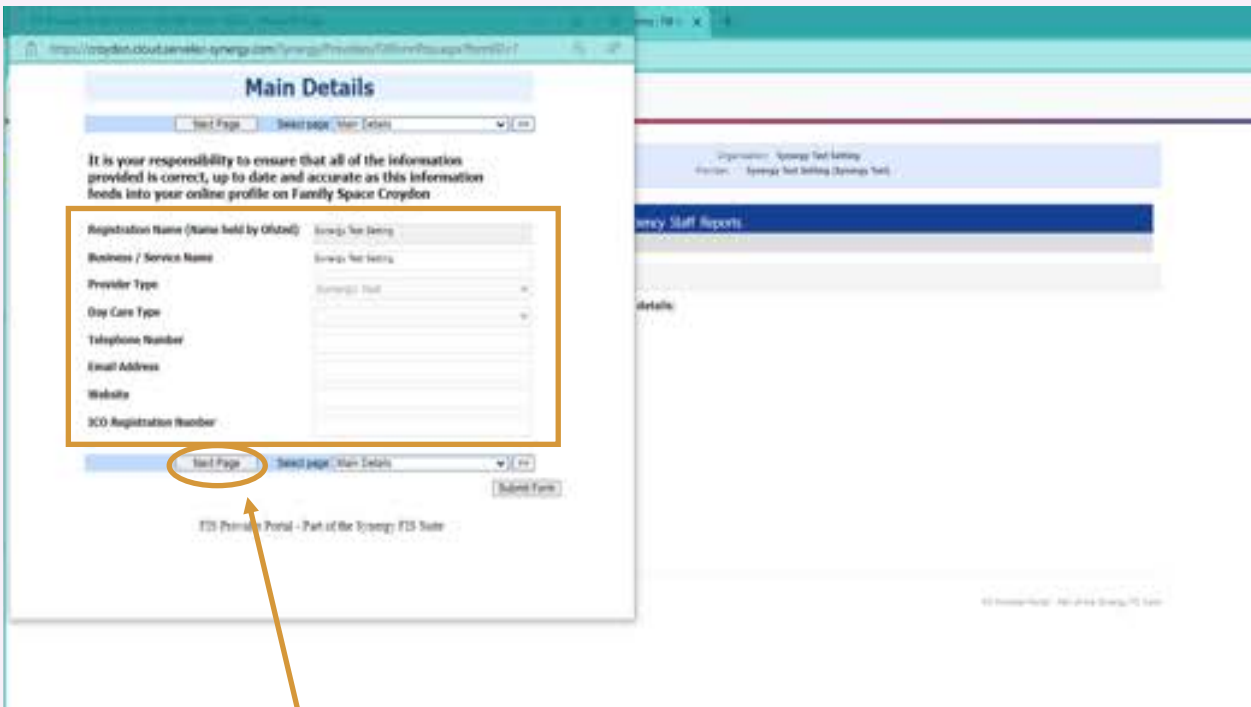


Click childcare Profile:

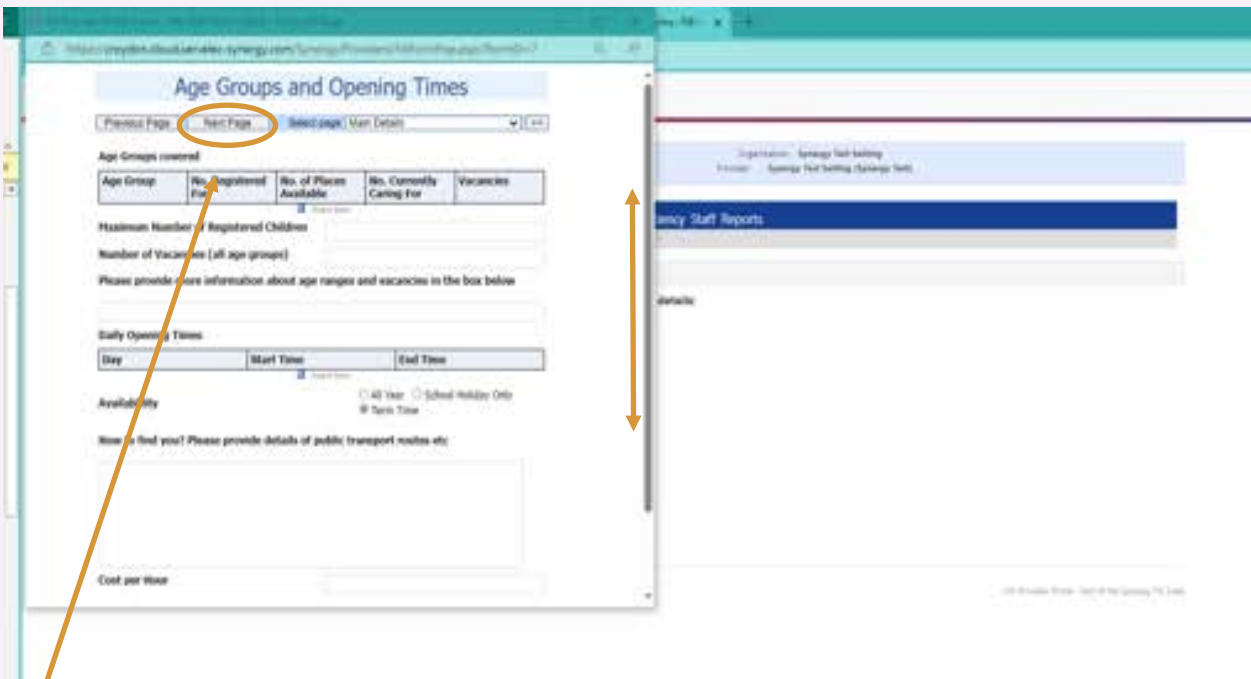
This will open a new page titled 'Main Details'

# 2

## Completing the Required Fields



Complete all fields  
Click Next Page:



Complete all fields (ensure to scroll down)  
Click Next:

Age Group | No. Registered For | No. of Places Available | No. Currently Caring For | Vacancies

Maximum Number of Registered Children

Number of Vacancies (all age groups)

Please provide more information about age ranges and vacancies in the box below

Daily Opening Times

Day	Start Time	End Time

Availability  All Year  School Holidays Only  Term Time

How to find you? Please provide details of public transport routes etc

Cost per Hour

Previous Page **Next Page** Select page User Details Submit Page

ITIS Provider Portal - Part of the Strategic ITIS Suite

Complete all fields

Click Next Page:

Services Offered

Previous Page **Next Page** Select page User Details

Access to a Garden?  Yes  No  
Further Details (if applicable)

Cater for Children with Special Dietary Requirements?  Yes  No  
If Yes, please provide further information below

Caters for Children with Additional Needs?  Yes  No  
If Yes, please provide further information below

Offers Emergency Care?  Yes  No  
Further Details (if applicable)

Offers Overnight Care?  Yes  No  
Further Details (if applicable)

Open Bank Holidays?  Yes  No  
If Yes, which ones?

Open over Christmas?  Yes  No  
Further Details (if applicable)

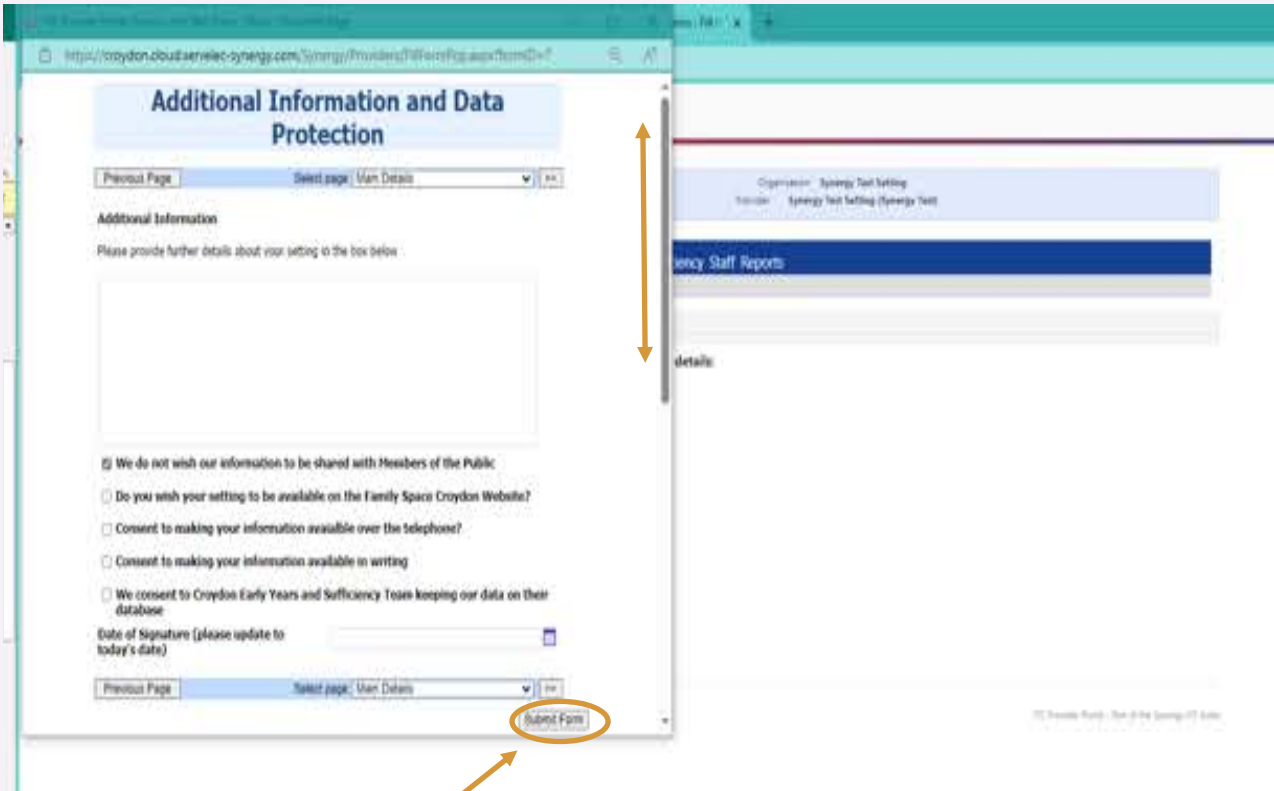
Part?  Yes  No

Complete all fields by answering all the questions (ensure to scroll down)

Click Next Page:

# 3

## Submitting data



Complete all the fields (ensure to scroll down)

Click Submit Form:

**For additional support please email:  
child.care@croydon.gov.uk or  
Early.learning@croydon.gov.uk**

