

How to add/update childcare vacancies to Family Space Croydon

Total Steps: 1

Step 1: Log onto the provider portal

- Click forms.
 - Click Vacancy Update From.
 - Add the number of vacancies you have for each age group
 - To add a new row please click Insert Item, underneath the grid
- See example below

Age Group	No. Registered For	No. of Places Available	No. Currently Caring For	Vacancies
0-1	6			
1-5	9			
5-7	12			1

 Insert Item

- Add total number of vacancies you have
- Add additional information about those vacancies
- Click submit form

Outcome: Family Space Croydon will be updated to show that you have vacancies, this will help parent/carers who are looking for providers to care for their children.

For additional support please email:

child.care@croydon.gov.uk or

Early.learning@croydon.gov.uk