

How to add costs to the provider portal

Total Steps: 2

Step 1: Log onto the provider portal

- Click on my details tab.
 - Click on costs.
 - Select age group.
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Step 2: Add your fees & costs

- Click on Add Row
- Cost Type – use dropdown menu and select rate, consumables or activity
- Effective Date – select date these charges became effective i.e. 01/09/2026
- Unit Type – select ad-hoc, hour, session
- Unit Price – type in price
- Notes – add any notes
- Click on Add row and repeat until you have added all your costs
- When all fees/costs added click save
- Please complete these steps for each age group

Outcome: Your costs and fees will now be visible on the family space website for parents & carers to view.

If you are caring for 10 or more children at any one time you must publish your charges online either on your website or Family Space Croydon. Please refer to A1.40 & A1.41 of the Early education and childcare statutory guidance [Early education and childcare - GOV.UK](https://www.gov.uk/guidance/early-education-and-childcare)

For additional support please email:

child.care@croydon.gov.uk or

Early.learning@croydon.gov.uk