

How to update your provider profile for family space

Total Steps: 5

Step 1:

- Log onto the provider portal using your usual login details
- Click forms
- Click Childcare Profile form

Step 2: Main Details

- Check the details we hold for you are correct
- If you have a website please add the link to this page
- Click Next Page

Step 3: Age Groups and Opening Times

- You can add rows by clicking Insert Item under each grid
See example below

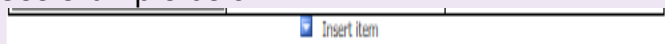
Day	Start Time	End Time
Monday	8:00	17:00
Tuesday	8:00	16:30
Wednesday	8:00	17:00
Thursday	8:00	18:00
Friday	8:00	17:00

 Insert Item

- Complete the number of children you are registered to care for in each age group
- Complete any vacancies you have for each age group
- Complete Maximum number of Registered children you are registered to care for
- Complete total number of vacancies you have
- Complete information regarding age ranges and vacancies you have
- Complete your start and end times (please note this is a 24 hour clock if you open at 8am you'd enter 08:00, if you close at 6pm you'd enter 18:00)
- Tick your availability
- Enter details on how to get to your setting i.e. local train station, tram stop, bus number and stop etc
- Click Next Page

Step 4: Services Offered

- Tick Yes or No to each of the statements on this page
 - Insert schools/providers that you collect from and drop children off at by clicking the Insert Item under the grid
- See example below



- Click Next Page

Step 5: Additional Information and Data Protection

- Please enter information about your funding offer and any additional information about you and your setting to help families who are searching for childcare
- Respond to each of the statements
- Click submit form

Outcome: Your setting will be advertised on our Family Space Croydon website which is where the Local Authority signpost parent/carers to who are looking for early years providers in Croydon

FAQ's

- If your setting is not showing on Family Space Croydon please check that you have not ticked the first statement on the Additional Information and Data Protection Page 'We do not wish our information to be shared with Members of the Public'. If this box has been ticked you will not show on Family Space.

For additional support please email:

child.care@croydon.gov.uk or

Early.learning@croydon.gov.uk