

Instructions for use of the Provider Portal

Introduction

The Provider Portal is a way for childminders/nurseries/pre-schools/after school care and holiday clubs to update their own records of their service provision. These records then appear on the Camden website (Camden.org.uk) and are used by Contact Camden when responding to phone calls and face to face requests for information from parents or carers.

With the internet being the main way that customers find childcare it is important for you to ensure that your details are up to date and accurate. This self- service system is also allows for more frequent changes to your details so you can publicize new features and activities.

The system is very easy and straight forward to use but if you do find yourself getting into any difficulties you can always ring Maggie Coates, Family Information Liaison Officer on 020 7974 3522 or email Maggie.coates@camden.gov.uk

These are also the contact details if you have forgotten your user name or password.

What do my details look like on the internet?

See the childcare search on;

<http://camden.gov.uk/ccm/content/education/pre-school/search-for-childcare-in-camden.en>

The screenshot shows a search result for 'Chaston Nursery and Pre-preparatory School'. The page includes a navigation menu on the left with options like 'Out of school care', 'Nurseries', and 'Out of school learning'. Below the menu are icons for 'Contacts' and 'RSS Feeds'. The main content area is titled 'Chaston Nursery and Pre-preparatory School' and lists 'Childcare provision type: Day Nursery'. It provides contact information (Address, Telephone, Mobile number, Email, Website), session times (Monday to Friday, 08:00-18:00), availability (Open All Year), total vacancies, and a service description. The service description states: 'It is the objective of Chaston Nursery Schools to provide care to all children to a standard of excellence which embraces fundamental principles of good child care practice, and that this may be witnessed and evaluated through the practice, conduct and control of quality care and learning within the nursery settings. It is the objective of the nurseries to provide a friendly, clean, comfortable and safe environment which the children will find stimulating and challenging, and where enjoyment and fun are linked with discovery and learning. Staff are sensitive and responsive to the individual needs of each child.' The page also includes a 'Last inspection report link' and a 'Map of provider location'.

Address	Daily session times	Service description
Chaston Nursery, Chaston Place, London,NW5 4JH	<ul style="list-style-type: none">Monday: 08:00 - 18:00Tuesday: 08:00 - 18:00Wednesday: 08:00 - 18:00Thursday: 08:00 - 18:00Friday: 08:00 - 18:00	It is the objective of Chaston Nursery Schools to provide care to all children to a standard of excellence which embraces fundamental principles of good child care practice, and that this may be witnessed and evaluated through the practice, conduct and control of quality care and learning within the nursery settings.
Telephone 020 7482 0701	Availability Open All Year	It is the objective of the nurseries to provide a friendly, clean, comfortable and safe environment which the children will find stimulating and challenging, and where enjoyment and fun are linked with discovery and learning. Staff are sensitive and responsive to the individual needs of each child.
Mobile number Not Available	Total vacancies	School pick up Not Available
Email info@chastonnursery.co.uk	Vacancy notes Contact provider for details	
Website www.chastonnursery.co.uk	Age groups 3 months to 5 years	
Last inspection report link http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/100611	Costs Contact provider for details	
Map of provider location Map (opens in new window)		

The self-service provider portal will allow you to change;

Mobile phone number

Contact The Family Information Service

Email address

To change; school pickups

Website address

Service description

Fees

Days and time of operation

Vacancy notes

Vacancy age group

Age groups (in months)

You need to inform Ofsted if you change;

Delivery address of provision

Main phone number

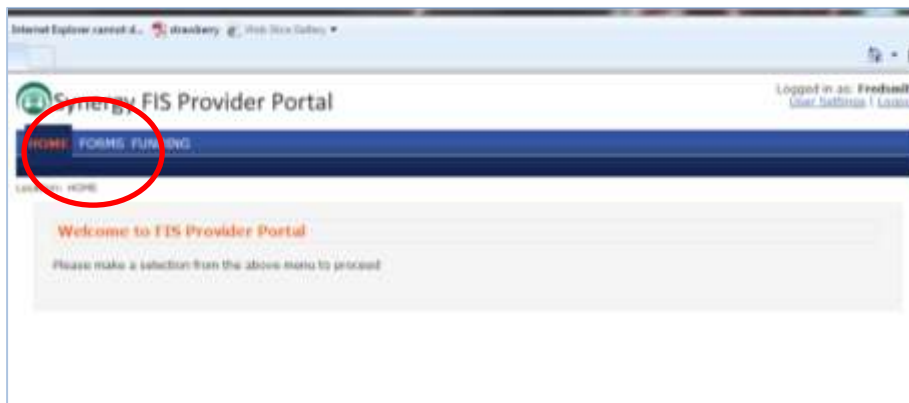
Steps to change or update your information

1. Contact Maggie Coates on 020 7974 3522 so that a user name and/or password can be issued.
2. Login to childcare portal site at;
<http://camden.gov.uk/ccm/content/education/pre-school/working-as-a-childminder/?page=12#section-12>

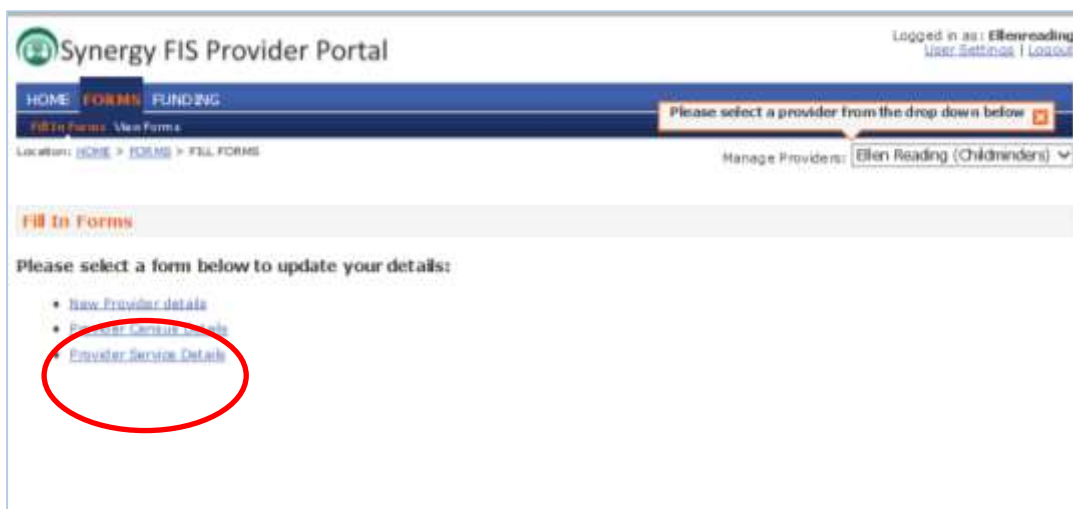
3. Save this to your favorites!
The first screen you will see will look like this;



The second screen will look like this;



4. Choose the “Forms” option outlined in red.



5. Select the “Provider Service details” option which will take you to this screen;

Provider details

Name Camden Town Nursery

Site 1 The Openfield Centre

Site 2 228 Eversholt Street

Address **Site 3**

Town London

Postcode NW1 1RD

Telephone 020 7974 1859

Mobile 07091 234 8801

Email mark.brennan@camden.gov.ukADM2

Website www.camden.gov.ukADM2

Service Description

Our activities are carefully selected in line with the EYF5 framework to ensure children's optimal development. Your child will have the comfort of daily routines together with exciting activities like rhyme time & story time, groups and age-appropriate home-based creative play, as well as outdoor games and activities.

We teach about the importance of being together, self-care, sense of community. We practice confidence building, expressing feelings, belonging to a group and provide a secure base for exploring new things, freedom of expression and conflict resolution.

Type in any changes to mobile phone number, email or website.

The service description is up to 150 words of free text which you can use to give details of what makes your service unique.

Costs

Per Hour £

Per Day £

Per Week £

Per Session £

Per Term £

Select this if you would like the public to contact you for cost details.

Daily Hours

Day	Start Time	End Time
Monday	↕	0:00 - 19:00
Tuesday	↕	0:00 - 19:00
Wednesday	↕	0:00 - 19:00
Thursday	↕	0:00 - 19:00
Friday	↕	0:00 - 19:00
Saturday	↕	0:00 - 0:00
Sunday	↕	0:00 - 0:00

Insert here

Availability Type All Year School holiday only Term Time

Vacancy Notes

There is 1 vacancy left at time of writing. Please contact for more details. Additional notes added here for testing.

Vacancy Age Range

From (number of months)

To (number of months e.g 2 years = 24)

Costs: You can choose to put your costs in any of the given formats, by hour, day, week, session or term. You can choose more than one or you can opt for the “Select this if you would like the public to contact you for cost details” so the costs are not shown.

Daily Hours: Hours must be expressed in 24 hour clock , with a colon separating the hours and minutes (example; 09:15).Choose your start and finish times per day, any days with no entry (like Saturday or Sunday) will not appear on your entry.

Availability Type: select one.

Vacancy notes: A space for free text to explain more about your vacancy situation (up to 100 words).

Vacancy Age Range: This is expressed in months and converted by the program into years and months so the entry here will show as 4 months to 3 years.

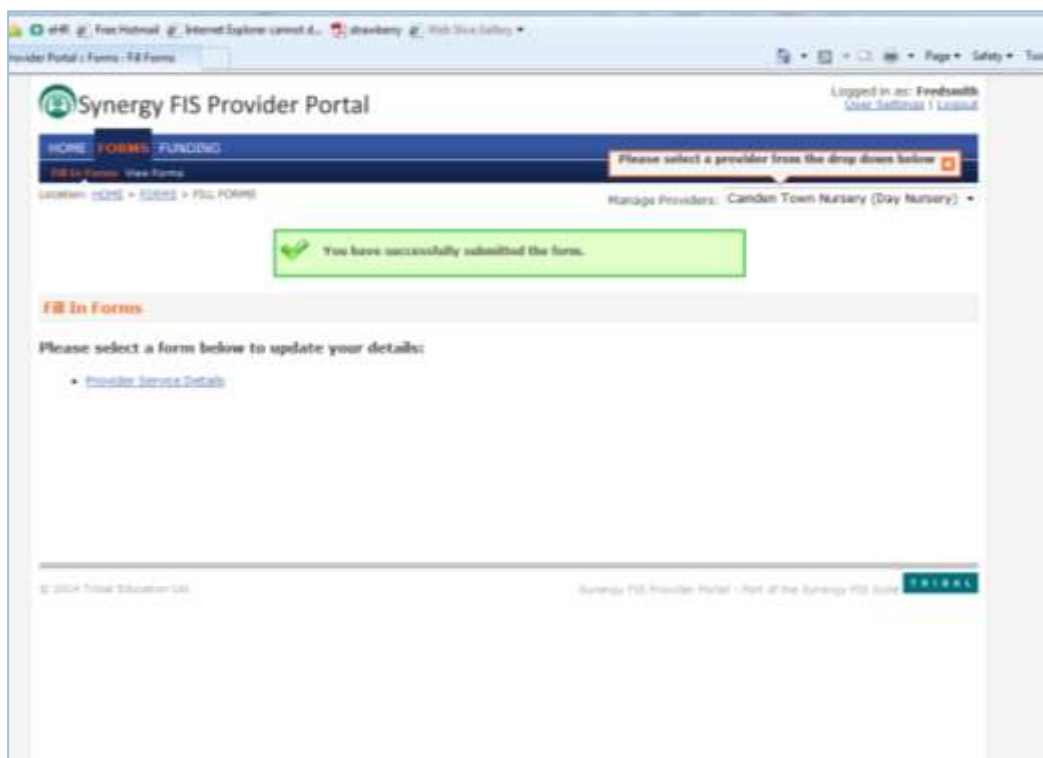
6. Just change the parts that you want to, anything not changed will remain the same. Press the “Submit form” button to send it to us.

You will then see this message;

The screenshot shows a web browser window displaying a form titled "Synergy FIS Provider Portal - Part of the Synergy FIS Suite". The form includes several sections: "Costs" with four radio buttons (Per Day, Per Week, Per Session, Per Term) and corresponding input fields; "Daily Hours" with a table for selecting days, start times, and end times; "Availability" with a dropdown menu; "Vacancy Notes" with a text area; and "Vacancy Age Range" with "From" and "To" input fields. A "Submit Form" button is located at the bottom right. A confirmation dialog box is overlaid on the form, asking "Are you sure you want to submit this form? Clicking OK will close this message and submit the form to the LA. Clicking Cancel will close this message and leave the form open." The dialog box has "OK" and "Cancel" buttons.

Day	Start Time	End Time
Monday	8:00	19:00
Tuesday	8:00	19:00
Wednesday	8:00	19:00
Thursday	8:00	19:00
Friday	8:00	19:00
Saturday		
Sunday		

7. If this is OK, agree. You will then see the following screen;



S

If you realise after you have sent your information that something needs to be changed you can always ring me and I can change or cancel it before publication.

Maggie Coates

Family Information Service

Phone no; 020 7974 3522

Email; Maggie.coates@camden.gov.uk