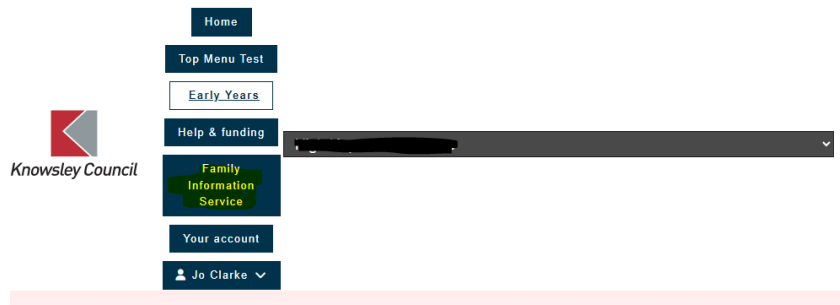


Family Information Service Form (Childcare Search Information)



Click on highlighted tab (Family Information Service)

Submit Content for the Family Information Service

[Complete FIS Form](#)

Click link above

Go through each section filling in the relevant information. See screenshots below:

Please note that the form can time out whilst it is being completed if you leave it without editing for a few minutes so it is advisable to save it as you go along otherwise you will need to start again. This is especially advisable when completing the Local Offer section so it will be worthwhile to write out on a word document before starting the form for your information as you can copy and paste this into this section see page 7-8 for the list of questions.

Service

1 Contact Details >

2 Age Ranges >

3 Opening Hours >

4 Costs >

5 Local Offer >

6 Additional Information >

7 Upload Assets for your Page >

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CONTACT DETAILS

Any section you complete - please progress through to section 10 and submit the changes.

Select Establishment

Establishment this form applies to *

Joe Bloggs Nursery

Web Links

Please remember to start all web links with 'http://' or 'https://'. Social media links usually start with 'https://'.

Website

Social Media links

Social Media Type

Url

Add another link? Yes No

Next →

Print

Contact Us

Save for later

Create PDF

Close

Cancel

Submit Content for the Family Information Service

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AGE RANGES

What age range of children do you provide care for?

Ages from 0-25

Lower Age

Upper Age

Number of places available

Total number of places provided

Number of immediate vacancies

Vacancy details for specific age ranges

Other vacancy details

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OPENING HOURS

What are your opening hours? (24 hour format, 08:00)

Open

Close

Is this the same Yes
for every day - No
Monday to
Friday? *

How many
weeks a year are
you open? (term
time is usually
38 weeks)

Please indicate when the provision is available

- February half term
 - Easter holidays
 - May half term
 - Summer holidays
 - October half term
 - Christmas holidays
 - Inset Days
 - Weekends
-

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COSTS

Please tell us your charges for

Please only use numbers in the text boxes and don't include '£' at the beginning of your answers

Period	Under 2 year olds	2 year olds	3 and 4 year olds (outside free entitlement funded hours)
Per hour	<input type="text"/>	<input type="text"/>	<input type="text"/>
Per session	<input type="text"/>	<input type="text"/>	<input type="text"/>
Per day	<input type="text"/>	<input type="text"/>	<input type="text"/>
Per week	<input type="text"/>	<input type="text"/>	<input type="text"/>
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>
After School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holiday Care	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note – if you do not wish to advertise your charges, could you please email jo.clarke@knowsley.gov.uk what your charges are as this information is used for internal purposes to enable us to look at the average fees for the borough.

This information will be held confidentially.

Free Entitlement

Do you provide working parent entitlement for Under 2's? *

Yes
 No

Do you provide working parent entitlement for 2 year olds? *

Yes
 No

Do you provide free entitlement for 2 year olds? *

Yes
 No

Do you provide free entitlement for 3 & 4 year olds? *

Yes
 No

Do you provide working parent entitlement for 3 & 4 year olds (30 Hours)? *

Yes
 No

Please indicate if you offer the following

- Reduction in cost for siblings
- Reduction in cost for multiple births (twins, triplets etc.)
- Food included in the cost
- Snacks included in the cost
- Milk for babies included in the cost
- Nappies and wipes included in the cost
- Trips and outings including in the cost

Other cost details (please specify)

(This field is limited to 1000 characters)

Please state here if you want the parent to contact you for fee/cost information

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LOCAL OFFER

SEND Local Offer Questions and Guidance for Early Years Settings

Question	Answer *
1. How will you know if my child needs extra help or has Special Educational Needs and/or a disability (SEND)?	<input type="text"/>
2. How will you support my child's learning and development and how will I be involved in this?	<input type="text"/>
3. How will you support my child to settle into the nursery?	<input type="text"/>
4. What specialist services and expertise are available or accessed by you?	<input type="text"/>

5. What experience and training do practitioners supporting children with SEND have?	<input type="text"/>
6. How will you cater for my child's medical and/or dietary needs?	<input type="text"/>
7. How will my child be included in trips and other additional activities?	<input type="text"/>
8. How will your resources be allocated and matched to my child's individual needs?	<input type="text"/>
9. How will you prepare and support my child's next steps into a new setting/school?	<input type="text"/>
10. Who can I contact for further information?	<input type="text"/>

If you have this information saved ready, you can copy and paste it in. Please save your form as you go otherwise it may time out and you will need to start again.

1 Contact Details >

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ADDITIONAL INFORMATION

Please indicate which conditions or additional needs you have experience of (tick all that apply)

- ADHD
- Allergies
- Aspergers
- Asthma
- Autistic Spectrum Disorder
- Cerebral Palsy
- Challenging Behaviour
- Dietary needs
- Dyspraxia
- Downs syndrome
- Eczema
- Epilepsy
- Food allergies
- Hearing impairment
- Language impairment
- Learning difficulties
- Medical needs
- Physical impairment
- Speech and language needs
- Visual impairment

Other conditions or facility needs details (please specify)

(This field is limited to 1000 characters)

Please list any schools/academies that you are willing to take/collect children to/from. (Use commas to separate the school/academies names).

Schools/Academies

(This field is limited to 1000 characters)

Please list any preschools or nurseries that you are willing to take/collect children to/from. (Use commas to separate the preschools/nurseries names).

PreSchools/Nurseries

(This field is limited to 1000 characters)

Which of the following facilities and activities do you offer?

- Quiet Room / Area
- Television
- ICT Equipment
- Visits and Outings
- Outdoor Play Area
- Secure Garden
- Wheelchair Access
- Accessible Toilet
- Makaton
- Sign Along

Other facility details (please specify)

(This field is limited to 1000 characters)

Please use this space to describe your childcare setting and what you provide. (This is limited to 400 characters, including spaces - a couple of sentences).

Service Description

(This field is limited to 400 characters)

Please provide a list of keywords and keyword phrases to help parents find your service. (Use commas to separate your keywords).

Keywords

(This field is limited to 1000 characters)

Please let us know what pets you have (tick all that apply)

- Cat/s
- Dog/s
- Fish
- Rabbit/s
- Guinea pig/s
- Bird/s
- Hamster/s
- Chicken/s
- Tortoise/s

Other pet details (please specify)

(This field is limited to 1000 characters)

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UPLOAD ASSETS FOR YOUR PAGE

Logo

Upload your Logo here

Attachment


 Upload Document

Gallery Images

Upload your Gallery images here

Please note: This is only for use to submit images of your setting so, you must not include images of children.

Attachment

 Upload Document

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SUMMARY

Please Note: You need to go back to the relevant page to update any information.

Contact Details


Select Establishment

Establishment this form applies to

Web Links


Website

1 Contact Details	>	CONSENT
2 Age Ranges	>	If you would also like information about your childcare offer/provision available online to parents seeking childcare, could you please indicate below.
3 Opening Hours	>	
4 Costs	>	I am happy for <input type="radio"/> Yes
5 Local Offer	>	you to make my <input type="radio"/> No
6 Additional Information	>	information
7 Upload Assets for your Page	>	available in
8 Summary	>	writing, in print,
9 Consent	>	by email, phone
10 Submit to LA	>	and face to face *
		Please include <input type="radio"/> Yes
		my details in the <input type="radio"/> No
		online childcare
		directory *

 Please note that if you have not ticked any of the boxes above, your information will not be provided to parents seeking childcare.

For the online childcare directory, do you want us to publish your full address or just your postcode? *

Publish my full address
 Publish my postcode only

 Please note that if you have not ticked any of the boxes above, your information will not be provided to parents seeking childcare.

Please note – childminders should click on ‘publish postcode only’

- 1 Contact Details >
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SUBMIT TO LA

Press the submit button to send your application.

Submit Content

← Previous

Submit Content ×

Have you entered all the information you need to?

You will not be able to make any further changes once you press the "Submit" button.

Cancel

Submit

Thank You

The application you completed has been submitted to the Early Years - Childcare Information Service.

Thank you for using this service.

Please note – subsequent submissions will be pre-populated once you have completed this information for the first time. You can just click on the ‘Complete FIS Form’ tab and all previously submitted information will be showing. You can just scroll down to the information you want to update, change the information, then scroll down to the submit screen.