



Date: 14 October 2011

Dear Childcare Provider,

Childcare Audit – October, 2011

It is a Local Authority Statutory Duty that up to date information is provided to parents/carers and other professionals. As a registered provider, you have a responsibility to ensure we hold current information about your setting.

Could you please complete the enclosed Childcare Audit/Sufficiency Survey and e-mail it back to childcare@haringey.gov.uk; alternatively you can send it to us by the **11th November, 2011** to the address below:

**Early Years Service, Professional Development Centre
Downhills Park Road, London N17 6AR**

Note that unless this form is fully completed, signed and returned to us by the given date; we will not be able to make your details available to families/carers looking for childcare and other family related services.

It is important you complete this form because we need to ensure that the:-

- Information held about your services is up-to-date and correctly reflected on the online directory
- Childcare Sufficiency Assessment Report produced by Haringey Council contains accurate information about the availability of childcare in the borough

From next year this process will be done online – details of this will be sent to you nearer the time. Please ensure you provide a current email address, if you don't have access to one yet set one up.

Thank you for your co-operation.

Yours faithfully

Early Years Service