

**Haringey Childcare Vacancy Audit Form**

**Help us to keep your details up to date.**

**This benefits your business, and parents looking for childcare**.

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 1:** | **Main details** | | |
| **Setting/Provider Name:** |  | | |
| **Type of Provision:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | | |
| **Telephone** (Home): |  | | |
| **Mobile:** |  | | |
| **Email Address:** |  | | |
| **Website:** |  | | |
| **Ofsted Registration Date:** |  | **Certificate No./URN:** |  |
| **Last Inspection Date:** |  | **Outcome:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2:** | | **Vacancy Information** | | | | |
| **How many children are you registered to care for?** | | | |  | |
| **How many vacancies do you currently have in total?** | | | |  | |
| **Number of vacancies by age groups** | | **2yrs** | **3yrs** | **4yrs** | **5yrs +** |
| ***For example:*** | | *1* | *2* | *0* | *2* |
| **Full-time** | |  |  |  |  |
| **Part-time (AM)** | |  |  |  |  |
| **Part-time (PM)** | |  |  |  |  |
| **Funded 2yr old places** | |  |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3:** | | | | | | **Availability & costs** | | | | | | | | | | |
| **Available days** | | **Mon** | | **Tue** | | | **Wed** | | | **Thu** | | | **Fri** | **Sat** | **Sun** |
| **Times** (from - to) | |  | |  | | |  | | |  | | |  |  |  |
| **How many weeks of the year are you open?** | | | | | | | | |  | | | | | | |
| **What are your opening times for the year?** (Please tick where applicable) | | | | | | | | | | | | | | | |
| **Term Time** |  | **School Holidays Only** | | | | | | | |  | **All Year** | | |  | |
| **Fees per** | | **Hour** | **Day** | | | **Week** | | **Session** | | | | **Term** | | **Overnight Care** | |
| **0-2Yrs** | |  |  | | |  | |  | | | |  | |  | |
| **2-3Yrs** | |  |  | | |  | |  | | | |  | |  | |
| **3-4Yrs** | |  |  | | |  | |  | | | |  | |  | |
| **5Yrs +** | |  |  | | |  | |  | | | |  | |  | |
| **Sibling discount** | |  |  | | |  | |  | | | |  | |  | |
| **Please list all the schools you drop off or pick up from – if applicable:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |

Please note that we are unable to provide accurate and up to date childcare information to parents/carers if this form is not fully completed and returned to us by the specified date. Completed forms should be e-mail back to [early.years@haringey.gov.uk](mailto:early.years@haringey.gov.uk); alternatively you can post it to the address below:

**Early Years Service, River Park House, 3rd Floor,**

**225 High Road, London N22 8HQ**

|  |  |
| --- | --- |
| **Name** (please print): |  |
| **Signature:** |  |
| **Name of setting/provider:** |  |
| **Date:** |  |