



## FALKIRK CHILDCARE INFORMATION SERVICE

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**Falkirk Council**

*Education Services*

# PROVIDER FORM

Falkirk Childcare Information Service is a telephone helpline for parents, carers, childcare providers, childcare organisations, government departments and children's services. The service provides a wide range of information on childcare provision, pre-school education and childcare issues.

To help you provide useful, accurate and relevant information we have adapted the provider form to coincide with the National Care Standards which are the framework for regulating your services through registration and inspection by the Scottish Commission for the Regulation of Care (the Care Commission).

Each section of the provider form will list the relevant standards which are related to the information we are requesting and are marked by . The provider form has been broken into five sections:-

1. Registration Details - pages 1 & 2
2. Services and Facilities - pages 3 & 4
3. Equal Opportunities - pages 5, 6 & 7
4. Additional Information - page 7
5. Consent - page 8

If you have an information booklet about your service, please feel free to attach it to the form and indicate at each section if details are in booklet.

We would like to thank you for your co-operation, continued support and feedback and look forward to hearing from you.

# registration



All sections link with Standards that highlight providing information on your service.

## CONTACT DETAILS

### Type of Provision

~ tick one box only

|                        |  |
|------------------------|--|
| Childminder            |  |
| Crèche                 |  |
| Day Nursery            |  |
| Family Centre          |  |
| Nursery Class          |  |
| Nursery School         |  |
| Out of School Care     |  |
| Parent & Toddler Group |  |
| Playgroup              |  |
| Private Nursery        |  |
| Other                  |  |

### Registered Name

### Name of Contact Person

~ manager, key worker, headteacher, chairperson, secretary

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**Address** ~ number/name, street, town, postal town, postcode

### Telephone Number

~ The number you use for customers to find out more details, arrange an appointment.

~ Please also indicate if you have a specific time when calls are answered

Phone after -  am/pm

### Fax Number

### Email Address

### Website Address

www.

## INSPECTION DETAILS



Links with Standards 2, 3, 6 & 7

- giving assurance and details that you conform relevant legislation and have appropriate policies.

Service Open Date:- \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Inspection Date:- \_\_\_\_/\_\_\_\_/\_\_\_\_

Registration Number:- \_\_\_\_\_



## PLACES AND VACANCIES

Links with Annex A Input Standards & various other Standards - providing information to the community.

### Registered Places

What age range is covered by your registration?

From : \_\_\_\_\_ Years    \_\_\_\_\_ Months                      To : \_\_\_\_\_ Years    \_\_\_\_\_ Months

Maximum number of registered places:- \_\_\_\_\_

Please Note..... not inclusive of childminder's own children

Please write statement from your registration certificate to show breakdown by age -

### Vacancies

Vacancy details accurate as at \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you have immediate vacancies?                      Yes                       No

How many vacancies do you have?                      \_\_\_\_\_

Please give details in box below:-

Do you wish to add any other information about the vacancies you have?

e.g. only available on Tuesdays, morning only, summer holiday time only

# services & facilities

Links with various Standards - providing information to the community.

## Opening Hours

How many weeks per year are you open? \_\_\_\_\_

Please tick all relevant boxes :

Please write your opening hours :

|                            |  |
|----------------------------|--|
| All Year                   |  |
| Full Time                  |  |
| Part Time                  |  |
| Term Time                  |  |
| Evenings (after 6pm)       |  |
| Early Morning (before 8am) |  |
| Weekends                   |  |
| School Holidays            |  |
| Other                      |  |

|           | From | To |
|-----------|------|----|
| Monday    |      |    |
| Tuesday   |      |    |
| Wednesday |      |    |
| Thursday  |      |    |
| Friday    |      |    |
| Saturday  |      |    |
| Sunday    |      |    |
| Other     |      |    |

## Costs

Please give an average cost for the following times:-  
~ feel free to add separate sheet with specific costs.

Per Hour \_\_\_\_\_

Per Day \_\_\_\_\_

Per Session \_\_\_\_\_

Per Week \_\_\_\_\_

Per Month \_\_\_\_\_

Snack/Activity  
per week \_\_\_\_\_

Do you offer any reductions to parents?

Yes  No

If yes, please specify (% , training, unemployed etc..)

\_\_\_\_\_

\_\_\_\_\_

Other Cost Details:-

\_\_\_\_\_



## Transport

Do you offer transport to or from any other childcare providers or services?

Yes  No

Please specify where you pick-up and/or drop-off children e.g. nursery, primary, activities etc.

- Do you have your own transport? Yes  No
- Do you have parking spaces at your premises? Yes  No

## Facilities, Activities & Resources

Please tick all the relevant boxes with regard to your provision and please feel free to add any additional information:-

- Links with Standards 2.3, 2.4, 3.1, 3.5, 4.2, 5.3, 5.5, 7.6, 9, 11.1, 11.3 and 11.4  
- effective communication, specific areas, play, leisure, resources and facilities.

|  |  |
|--|--|
| Arts & Crafts                              |  |
| Information Communication Technology (ICT) |  |
| Physical Play                              |  |
| Quiet Area                                 |  |
| Role Play                                  |  |
| Table Top Activities                       |  |
| Themed Events                              |  |
| Visits & Outings                           |  |

Please add any additional facilities, activities or resources that you offer to children :-

# equal opportunities

- Links with Standards 2.2, 3.2, 3.4, 5, 6, 7.3, 7.5, 8, 11.1, 12, 14  
- safe environment, health & well-being, caring environment, equality & fairness

Government policy and legislation outlines specific guidance, recommendations and legal requirements with regard to Equal Opportunities in your service.

Users of your service have a right to dignity, privacy, choice, safety, realising potential and equality & diversity which are the main principles of the National Care Standards Early Education and Childcare up to the age of 16.

Services must be accessible and suitable for everyone who needs them regardless of age, sex, race, colour, ethnic origin, religion, social class, ability, disability or health status.

## LANGUAGE

Please give details of the provisions available for users of the services who speak a language other than English.

|                            |  |
|----------------------------|--|
| Languages - please specify |  |
|----------------------------|--|

- Do/Will you work with outside agencies if required? Yes  No
- Please Note - a list of languages currently supported through Falkirk Council services is available on request.

## RELIGIOUS / CULTURAL PROVISION

This section outlines the provisions available with regard to anti-discriminatory practices for children and their families. Please tick all relevant boxes in the table below:-

|   |  |
|---|--|
| Inclusive Environment for all                                 |  |
| Play Activities, Resources & Materials that reflect diversity |  |
| Variety of festivals celebrated                               |  |

- Do/Will you work with outside agencies if required? Yes  No

Please feel free to add your own text with regard to religious / cultural provision.

## ADDITIONAL NEEDS PROVISION

This section includes details on provisions available for children who have an additional support needs.

➤ **Additional Needs Statements, please tick all which are relevant to your service:-**

|  |  |
|--|--|
| A variety of specialised equipment, toys and resources can be made available |  |
| Each child's needs are individually identified                               |  |
| Inclusive environment for all  |  |

➤ **Additional Needs Experience, please tick all which are relevant to your service:-**

|                             |  |
|-----------------------------|--|
| Behavioural Difficulties    |  |
| Family/Social Circumstances |  |
| Learning Difficulties       |  |
| Medical Conditions          |  |
| Physical Disability         |  |

- Do/Will you work with outside agencies if required? Yes  No

Please feel free to add your own statements and/or specific additional needs you have experience of:-

## DIETARY REQUIREMENTS

This section includes details on provisions available for children who have a dietary requirement. Please tick all relevant boxes in the table below which are relevant to your service:-

|                          |  |
|--------------------------|--|
| Allergies & Intolerances |  |
| Specific Diets           |  |

- Do/Will you work with outside agencies if required? Yes  No

Please feel free to add your own statements and/or specific additional needs you have experience of:-

## DISABLED ACCESS

This section is regarding what provision you have in place for children and their parents/carers who may have a disability. Please tick all relevant boxes or give details regarding what disabled access you have:-

- Do you adhere to the Disability Discrimination Act (DDA) regarding access to your service? Yes  No

For more information regarding the Disability Discrimination Act, go to [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

- Do/Will you work with outside agencies if required? Yes  No

Please feel free to add your own details regarding disabled access:-

# additional information

Please feel free to add any other information you wish to add

~ aims & objectives, future developments, children's activities, dates, training, equipment etc...

# consent

To adhere to the principles of Falkirk Council Data Protection Policy, we are required to have your consent before we can give details to the public or make available on the internet.

## Please Note .....

- If you do not tick yes or no, we will automatically add No to the system. We will try to contact you to confirm consent if an error is made.
- Consent can be changed at anytime, just contact the service and we will amend automatically.
- Childminder address is not given to the public, by phone, fax, email or available on the internet.
- Full address and contact details are only given to outside organisation if you have consented to this.

## I give consent to:-

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| ❖ Enquiries on the telephone                       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ❖ Enquiries in writing                             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ❖ Information being made available on the Internet | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| ❖ Details being made available to outside agencies | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Do you wish your contact details given to outside agencies who wish to send you information, contact you and/or have useful details for parents and/or children.

E.g. events, conferences, leaflets, consultations, contacts, activities, training and other useful information from the following types of agencies and/or organisations

- **Health Service** - National and Local, Health Visitors
- **Local Authority** - Social Work, Education Services, Community Services
- **Other Services** - Job Centre Plus, Children in Scotland, Colleges, Central Scotland Police, SPPA, SCMA, SINA, FOSCN

## I agree that the information given is accurate and up to date:-

Name \_\_\_\_\_

Position \_\_\_\_\_  
(Manager, Owner, Headteacher, Administrator, Chairperson, Secretary)

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Falkirk Childcare Information Service would like to thank you for taking time to complete our Provider Form. If you wish to make any changes to your details throughout the year, please feel free to contact us in writing, by phone, fax or email.*

*Thank you*

