

User Guide for submitting the Childcare Sufficiency return

Contents

Purpose of this document.....	3
Overview	3
How to submit a Childcare Sufficiency return using the Provider Portal	4
Logging into the Provider Portal	4
Homepage Navigation	4
Completing and submitting the Childcare Sufficiency return using the Self Update module...	5
1. Service Details.....	8
2. Availability and Capacity	9
3. Costs.....	14
4. Additional Information	16
Contact Details.....	16
Annex A - Guidance for schools that provide more than one type of service	17

Purpose of this document

This document provides guidance on how an early year's provider within Sunderland can complete and submit the Childcare Sufficiency return, using the Capita One Provider Portal.

Overview

Local Authorities are required by legislation, to secure sufficient childcare so far as reasonably practicable, for working parents, or parents who are studying or training for employment for children aged 0-14 years (or up to 18 years for disabled children).

Providers are required to complete a childcare sufficiency return as outlined in the 'Early Years Provider Agreement' to enable the Local Authority to fulfil this statutory duty. Completion of this task is essential, in order to collate sufficient accurate data to complete a full childcare sufficiency assessment.

How to submit a Childcare Sufficiency return using the Provider Portal

Logging into the Provider Portal

Enter your Provider Portal username and password into the login prompt at the below URL address.

https://emsonline.sunderland.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login

If you have forgotten your username and/or password, then use the appropriate links below the login prompt and follow the instructions to gain access. You will also need to answer your secret question.

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Provider Portal

Home

Log In

Username

Password

Log In

[Forgotten your username?](#)
[Forgotten your password?](#)

Welcome to the provider portal

In order to use the Provider Portal please ensure that your computer/device is running one of the below browsers:

- Internet Explorer 11
- Mozilla Firefox (latest version)
- Google Chrome (latest version)

Homepage Navigation

The Announcements page will be visible at every login, please read these carefully; select the Continue button to proceed to the Homepage.

Selecting your name in the top right of the window brings up a menu where you can change your own password or secret question, and log out securely.

CROSSTEST Sign out

- Change Password
- Change Secret Question

On initial login you may see several services available to you. Non-funded services will ONLY have access to the Self Update area.

Click on the service you want to have access to and you will be taken to the service's home page.

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Provider Portal

Home Self Update Headcount 30 Hours Free Childcare Two Year Old Funding Disability Access Fund 3949996A Sign out

Welcome to the Provider Portal

Below, you will see a range of services available to you.

If you have a headcount task to complete, click on the Headcount icon to submit.

Two Year Funding applications - Applications for places to start in January 2019 will be accepted from 5th November 2018.

IMPORTANT: The local authority is required to fund a 30 hours place for a child from the term following their third birthday or the term following the date they received their code whichever is the later providing the code's eligibility end date is after the start of the term.

Children cannot start a new setting whilst in the grace period this includes children who were already accessing hours but wish to move setting. Parents will need to reconfirm eligibility with HMRC.

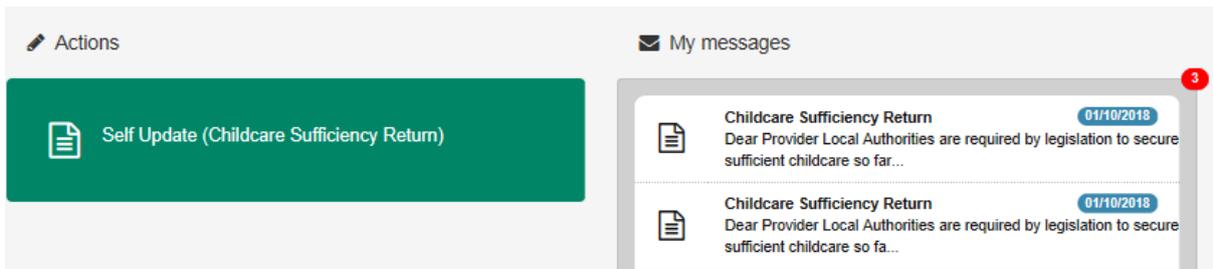
Providers need to check the child's date of birth to ensure that a child is 3 years old by the end of the previous term before offering them a place in the next term.

30 Hours Free Childcare Disability Access Fund Headcount Self Update Two Year Old Funding 3949996A

Completing and submitting the Childcare Sufficiency return using the Self Update module

Please note: The completion of this return is easier if completed on a PC or iPad device rather than a smart phone.

Select the Self Update option  to go to the **Self Update** Home Page, which is where the Childcare Sufficiency return is completed.

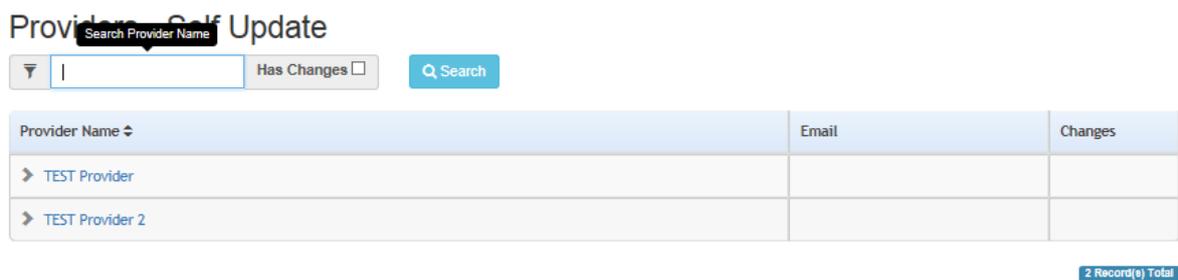


Any messages received in relation to the Self-Update area will appear in the My Messages section. If you read a message click the Back button to return to the Self-Update Home Page.

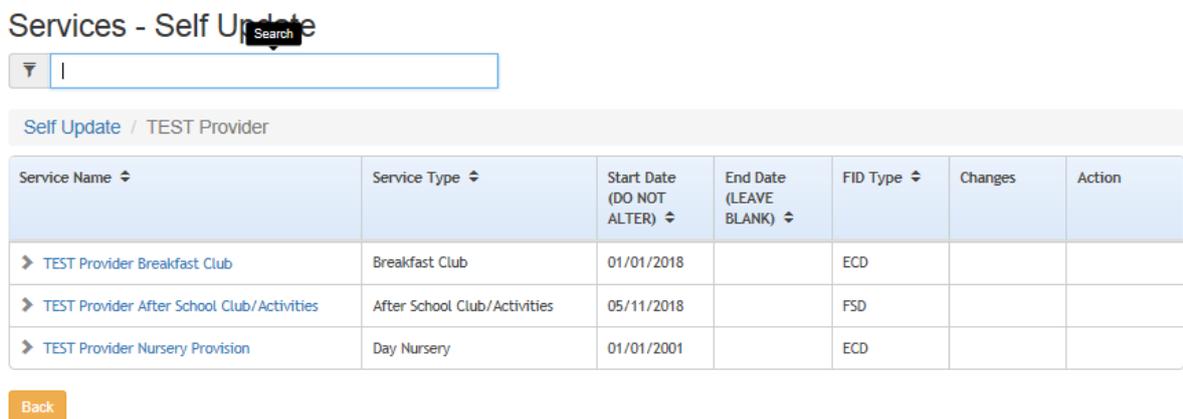
Select  to access the Childcare Sufficiency return

If you are working across multiple Providers, you will need to select the Provider record for which you are completing the Childcare Sufficiency return for. Most Provider Portal users will only have access to a single provider record.

Load the return by clicking on the Provider name.



You will then be presented with a list of service records for the Provider. Again, most providers will only have a single service record but a small number of our PVI Providers and nearly all schools will have more than one and the **Childcare Sufficiency return will need to be completed for every service record – see Annex A for clarification on this.** Example below shows the typical setup for a school.



Click on the service record name to load the Childcare Sufficiency return.

There are four separate areas to the Childcare Sufficiency return

1. Service Details

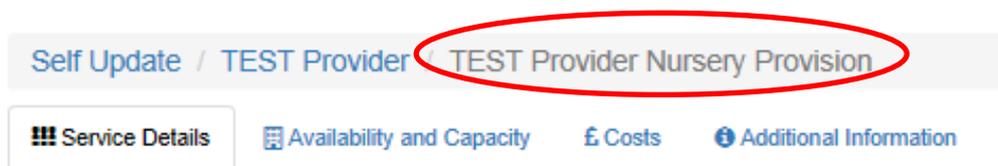
2. Availability and Capacity

3. Costs

4. Additional Information

These four areas are accessed at the top of the Self-Update area.

If at any point you want to return to this top level of the return, then click on the service record ie *TEST Provider Nursery Provision* shown below



You will need to work your way across the different areas of the return. Some areas of the return will already be pre-populated with data, if your Provider submitted the establishment data for the Early Years Census using the Provider Portal at the beginning of 2018.

For every part of the return, check the data already recorded. If the pre-populated data is wrong, then change it. Many areas of the return will need data adding, as it will currently be blank.

Once you are happy that the data on that area of the return is complete and accurate, the Submit button  found at the bottom of every page **MUST** be clicked. **It is very important that you click the Submit button on every area where you have data to submit.**

Each data area will have a Back button  at the bottom of the screen; you can use this to navigate around the different data screens.

1. Service Details

Check the data listed for your service, if any data is wrong, then change it. Please answer the questions that are blank, if they are relevant to your service.

Click the Submit button, if you have any changes to send for approval.

Service Name *	<input type="text" value="TEST Provider - Service 1"/>
Service Type *	<input type="text" value="Day Nursery"/>
Start Date (DO NOT ALTER) *	<input type="text" value="01/01/2001"/>
End Date (LEAVE BLANK)	<input type="text"/>
Registered For Nursery Education Grant / Funding (This tick is managed centrally)	<input checked="" type="checkbox"/>
Email Address	<input type="text" value="emailaddress@sunderland.gov.uk"/>
Web Site	<input type="text" value="www.sunderland.gov.uk"/>
Telephone Number	<input type="text" value="0191 5611374"/>
Fax Number	<input type="text" value="0191 5611370"/>
Address	<input type="text" value="7, Camberwell Way, Doxford International, Sunderland, UK,"/> <input type="button" value="Select"/>
Ofsted Provision Type	<input type="text" value="Childcare - Non Domestic Prem"/>
Offers Extended Childcare (DO NOT remove the tick if you provide 30hr places)	<input checked="" type="checkbox"/>
Details of your 30 hours offer (eg Model of delivery & any additional charges)	<div style="background-color: #fff9c4; padding: 5px;"><input type="text" value="30 hours offer"/></div>
Other Information	<input type="text"/>
Comments for Local Authority	<input type="text"/>

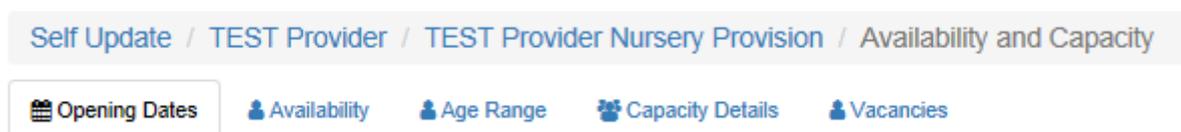
Once the Submit button has been clicked, the area on the screen that has changes awaiting approval by the Childcare Team, will change colour and a little orange icon will appear as shown below



2. Availability and Capacity

The Availability and Capacity area of the return contains a number of different sub-data pages that need to be completed. They are

- A. Opening Dates
- B. Availability
- C. Age Range
- D. Capacity Details
- E. Vacancies – This area does NOT need to be completed



A. Opening Dates

You do **NOT** need to change or add anything to this data area. Click on the description name of the record shown. In this case the description is **Opening Times (CLICK HERE)**

The screenshot shows a table with the following structure:

Description	Start Date (DO NOT ALTER)	End Date (LEAVE BLANK)	Pending Change	Clear	Changes
Opening Times (CLICK HERE)	01/10/2018			Clear All	

Below the table are two buttons: "Back" and "Add Opening Date".

Three further sub-data tabs will then be shown

1. Opening Dates - This area is already completed
2. Opening Times - Check this area. Update or add missing data
3. Open Times Exceptions - This area does NOT need to be completed

Click on the **Open Times** tab. This tab will allow you to enter the start and finish times for every day for your service ie Mon through to Sun

For some providers, this area will already be complete. If the start and end times shown are already correct, then click on the **Availability and Capacity** option at the top of the window to navigate back to the next sub-tab of Availability and Capacity.

For those providers where their service **Open Times** is blank or wrong, then click on the

button.

Description	Week day	Start Time	End Time	Vacancies	Pending Change	Clear	Changes
	MON	07:00	17:00		Update	Clear All	
	TUE	12:00	13:00				
	WED	07:30	17:00		Create	Clear All	
	THU	07:30	17:00		Create	Clear All	

Back

Add Opening Time

You will then be able to add in the start and end times for each day of the week that is relevant to your service. If your service is not available on say a Friday, then do not enter a record for Friday. You do **NOT need to enter the Capacity, Vacancies or Description fields** on this page. Once a record has been added, click the **Submit** button and then the **Back** button to add the next one.

If you add an open times record in error, then you can use the Clear All button before the Submit button is clicked. If you notice an error after submitting the changes, then enter the problem into the Comments for the Local Authority area and click Submit again.

SCHOOLS ONLY -

If you provide nursery education - this would be one service.

If you provide before school activities/breakfast club - this would be one service.

If you provide either after school activities/after school childcare places - this would be one service.

Therefore, you will need to **complete this section for each of the services you provide within the correct service record**. Where after school activities are spread over a number of different activities e.g. cinema club, cookery, football, street dance after the school day, please complete the return as one service.

Week Day	THU
Start Time (HH:MM 24 Hour)	07:30
End Time (HH:MM 24 Hour)	17:00
Capacity (NOT required)	
Vacancies (NOT required)	
Description	
Comments for Local Authority	

Back

Submit

4. Open Times Exceptions – This area does NOT need to be completed

B. Availability

Click on the Availability and Capacity area and then the Availability sub-tab. Follow the guidance shown on this page in the system.

Click the Submit button, when you have completed questions 1 and 2. Question 3 is optional. For question 2 select all options that apply.

Self Update / TEST Provider / TEST Provider Nursery Provision / Availability and Capacity

Opening Dates Availability Age Range Capacity Details Vacancies

Guidance Notes

Q1 - Enter the number of weeks for which your service is available across the year.

Q2 - Click on the drop down list to populate the answer(s) for **when the service is available**. **Select ALL that apply from**

- All Year
- **After School Club/Activities**
- Bank Holidays
- **Breakfast Club**
- Evenings
- Overnight
- Schools Holidays (select **ALL** that apply)
- Term Time
- Weekends
- Wrap Around

Q3 - Please provide any comments on this area, that you feel would be useful to the Childcare Team

Number of weeks open

What services are available (Select ALL that apply)

Comments for Local Authority

Back

Bank Holidays, Evenings ▾

- After School Club
- All Year
- Bank Holidays
- Breakfast Club
- Evenings
- Overnight
- School Hols - Autumn Half-Term
- School Hols - Christmas Break

C. Age Range

Click on the Age Range sub-tab.

Enter the minimum age in **years and months** and the maximum age in **years and months** that your service provides for. Eg. 0 years 3 months to 4 years 11 months

The 2, 3 & 4 Year Old Funding ticks can **NOT** be changed on this screen. These ticks are managed centrally. If these are wrong for you, please note this in the Comments for Local Authority area.

Click the Submit button, when you have completed the age range questions.

Guidance Notes

Enter the minimum age in years and months and the maximum age in years and months, that your service provides for eg 0 year 3 months to 5 years 0 months.
 The 2, 3 & 4 year old ticks are managed centrally. If these are wrong for your service, then please make a note in the Comments for Local Authority area.
 Click the Submit button when this data page is complete.

Minimum Age Years	<input type="text" value="0"/>
Minimum Age Months	<input type="text" value="6"/>
Maximum Age Years	<input type="text" value="5"/>
Maximum Age Months	<input type="text" value="3"/>
2 Year Old Funding (This tick is managed centrally)	<input checked="" type="checkbox"/>
3 Year Old Funding (This tick is managed centrally)	<input checked="" type="checkbox"/>
4 Year Old Funding (This tick is managed centrally)	<input checked="" type="checkbox"/>
Comments for Local Authority	<input type="text"/>

[Back](#)

[Submit](#)

D. Capacity Details

Click on the Capacity Details sub-tab. Follow the guidance shown on this page in the system.

Guidance Notes

The Capacity Date should be entered as 01/10/2018.

Click the Add Age Range button to start entering these records.

For each age range enter the number on the waiting list, the number of vacancies and the capacity. The numbers entered here need to reflect the situation on an average day during week commencing Monday 1st October, based on full-time equivalents. We recognise that for some services, this area will require some tweaking of your individual situation on numbers to complete this area. Please use your best endeavours.

Enter a record for every age range that is relevant to your service. You do not need to enter records for age ranges that are NOT relevant to you.

Once all records are entered, click on the Submit button

SCHOOLS ONLY

If you provide nursery education - this would be one service.

If you provide before school activities/breakfast club - this would be one service.

If you provide either after school activities/after school childcare places - this would be one service.

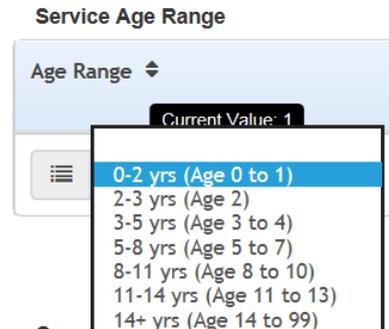
Therefore, you will need to complete this section for each of the services you provide within the correct service record. Where after school activities are spread over a number of different activities e.g. cinema club, cookery, football, street dance after the school day, please complete the return as one service.

We do NOT require information about school classes (reception and higher)

The data entered into this area should reflect the situation for the average day in **your service during week commencing Monday 1st October**. Therefore, the **Capacity Date**, should be **01/10/2018**.

Enter a record for each of the Age Ranges that are relevant to your service.

The age ranges to choose from are:



For each age range, enter the number on the waiting list, the number of vacancies and the capacity. After entering the numbers requested for each age range that is relevant to your service, **Click the Submit** button.

Capacity Date

Service Age Range

Age Range	Waiting List	Vacancies	Capacity	Pending Change
0-2 yrs (Age 0 to 1)	<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="23"/>	
2-3 yrs (Age 2)	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="22"/>	Create <input type="button" value="Clear"/>

Comments for Local Authority

E. Vacancies – This area does NOT need to be completed

To return to the top level of the return, click on the service record ie For this example, it is *TEST Provider Nursery Provision* shown below



3. Costs

Click on the **Costs** tab. The below costs are just for illustrative purposes and DO NOT reflect real costs.

Self Update / TEST Provider / TEST Provider Nursery Provision / Costs

Service Charges Cost Details

Age Range	Charge per Hour (£)	Charge per Session (£)	Charge per Day (£)	Charge per Week (£)	Charge per Term (NOT required)	Pending Change	Delete	Clear	Changes
0-2 yrs (Age 0 to 1)	3.45	10	15.5	55	0		Delete		
2-3 yrs (Age 2)	1	2	3	4	0		Delete		
3-5 yrs (Age 3 to 4)	10	0	0	0	0		Delete		

Back Add Charge Details

To populate this area, click on the **Add Charge Details** button. For every age range that your service provides for, you must enter the service charge. The service charge is shown in pounds. Childminders - ONLY need to enter the charge per hour, unless the session and day charges are relevant.

Self Update / TEST Provider / TEST Provider - Service 1 / Costs / New

Guidance Notes
Service Charge Details Guidance

Age Range 3-5 yrs (Age 3 to 4)

Charge per Hour (£) 10

Charge per Session (£)

Charge per Day (£)

Charge per Week (£)

Charge per Term (DO NOT COMPLETE)

Comments for Local Authority

Back Submit

Once all figures have been added for that age range, **click the Submit** button. **Click the Back** button to enter another service charge record for any remaining age ranges relevant to your service.

Once all service charge records are entered, click on the sub-tab **Cost Details**

Select the tick if you offer a sibling discount.

Within the **Comments for Local Authority** area, enter the detail of the sibling discount or any other discounts that you offer.

Click the **Submit** button, when you have completed this data page.

You may have nothing relevant to add to this data area which will be fine.

Self Update / TEST Provider / TEST Provider Nursery Provision / Costs

Service Charges Cost Details

Guidance Notes

Select the tick if you offer a sibling discount.

Within the Comments for Local Authority area, enter the detail of the sibling discount or any other discounts that you offer.

Click the Submit button, when you have completed this data page.

You may have nothing relevant to add to this data area which will be fine.

Sibling Discount

Comments for Local Authority

Back Submit

To return to the top level of the return, click on the service record i.e. For this example, it is *TEST Provider Nursery Provision* shown below

Self Update / TEST Provider / TEST Provider Nursery Provision / Availability and Capacity

Opening Dates Availability Age Range Capacity Details Vacancies

4. Additional Information

Click on the **Additional Information** tab

Answer all questions that are relevant to your service.

Questions 1 & 2 (Totals) should reflect the situation in your service during week commencing Monday 1st October and need to include all funded and non-funded attendance. These total questions are mandatory. They are pre-populated with zeros, so ensure you change the entries, where this is wrong.

Once you have answered the questions and checked the entries, **click the Submit** button.

[Service Details](#) [Availability and Capacity](#) [Costs](#) **Additional Information**

Guidance Notes
Please can you provide the relevant information.

Total no. of children on your register w/c 1st Oct

Total no. of children on your register with SEND

Do you drop off or collect from a school? (Y/N)

Which schools do you drop off/collect from?

Childminders ONLY - Do you charge a retainer fee?

30hr places - Do you offer all year round places?

30hr places - Do you offer term-time only places?

[Back](#) [No Changes Required](#) [Submit](#)

The Childcare Sufficiency return is now complete

The TfC Childcare Team will be processing all returns that are submitted. Individual providers may be contacted if there are queries on your data submission.

Contact Details

If you have any queries regarding the completion of the return, please email early.years@togetherforchildren.org.uk

Annex A - Guidance for schools that provide more than one type of service

We have a number of schools that will provide a combination of the following services:

1. Funded nursery education (nursery provision)
2. Before school activities/breakfast club
3. After school activities/after school childcare places

All schools that provide funded nursery education will have 3 service records setup and this will look as follows within the Self-Update module

Self Update / TEST Provider

Service Name ↕	Service Type ↕	Start Date (DO NOT ALTER) ↕	End Date (LEAVE BLANK) ↕	FID Type ↕	Changes	Action
▶ TEST Provider Breakfast Club	Breakfast Club	01/01/2018		ECD		
▶ TEST Provider After School Club/Activities	After School Club/Activities	05/11/2018		FSD		
▶ TEST Provider Nursery Provision	Day Nursery	01/01/2001		ECD		

Back

If you provide any one of these services, then the **Childcare Sufficiency Return should be completed for these different services using the appropriate service record.**

NB After school activities/after school childcare places - Where after school activities are spread over a number of different activities e.g. cinema club, cookery, football, street dance after the school day, please complete the return as one service.