

How to update your childcare service details on our directory

Thank you for choosing to advertise your details on the Kent Directory.

As a childcare provider you will not need to create a new service as your details will already be held by the Local Authority. However to use our new update facility you will need to provide Ofsted with an email address either for your setting or your provider details.

Once you have provided Ofsted with an email address (please allow 24 working hours for the local authority to be notified) you will then be in a position to register your setting.

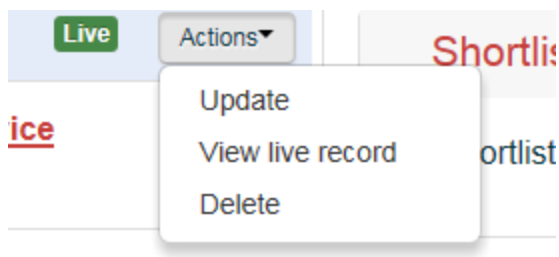
If you have already provided Ofsted with an email address please go straight to the registration page.

- Go to the [new directory registration page](#)
- Register using your email address provided to Ofsted and verify your account (you should receive two emails one to welcome you and another, once you have verified your account)

Once registered you will be in a position to log in and update your details

- [Log in](#) to update your childcare details. (Please do not create a new service)

Once logged in you should see under Provider updates the word guidance and then your setting name with an action tab next to it. Please click on Update.



You will then find the area to edit your details. (Please note that you cannot update core details such as your name, address, telephone number or email address and you will need to contact Ofsted directly. Once Ofsted have been informed the local authority will be updated via a daily download and the team will update your record. - Please allow 24 working hours) Please also note that you cannot update information about offering the funding as this information is provided to the team by the relevant departments and will update your details accordingly on a monthly basis)

Please see list below of some of the details you can update.

- Cost
- Opening hours
- Facilities
- School pick ups
- Additional contact numbers on top of Ofsted data
- Inclusion
- Vacancies
- Logo image

Once you have completed updating your details please click on save service. This will then notify the team that an update has been made and will need to be authorised prior to be shown on the website. Please allow 24 working hours.

You have now successfully updated your information the next step will be to provide permission if you haven't done so already.

The information you give us will be made available, with your consent, over the telephone, in writing and via the internet. You have the option to restrict the ways in which your information is published. It is important that you complete the permissions form correctly using the following link [our permissions form](#).

If you cease to provide childcare services, please ensure you inform Ofsted as soon as possible. We may retain your information for a period of time, for statistical purposes.

If you do have any issues using or registering to use this facility please contact us by using the contact form. Please fill in our [contact form](#) to tell us what's happening and we'll be in touch to help you. Please provide as much information as possible.

We hope that this guide has been useful but please do not hesitate to contact us if you have any queries.

Regards

The CFIS team

CFIS Information Officers | Customer Relationship Team | KCC

Strategic and Corporate Services | Invicta House, County Hall, Maidstone, Kent ME14 1XQ | 03000 41 23 23 | kentcfis@kent.gov.uk |

Follow Kent CFIS on Facebook – www.facebook.com/kcccfis

