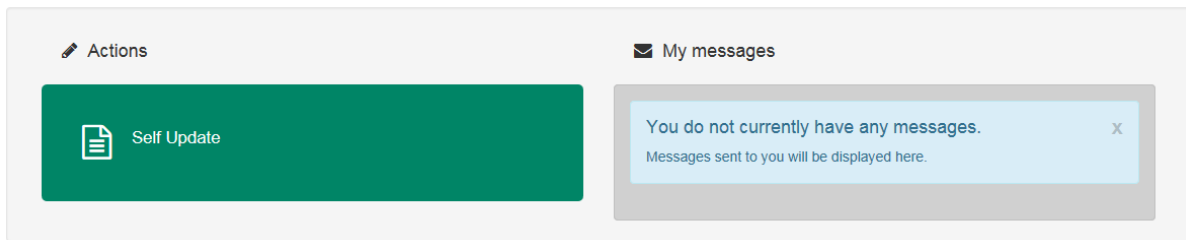


Early Years Census Guidance 2018

Log into the Provider Portal and click on the Self Update tile.



Read any messages then open Self Update.

Click on your **Provider Name** and check, update and submit changes to your setting details as necessary. Guidance [here](#). NB -If you need to update opening times please do this on the Census as it will be easier – see below.

Next:

There is a new column for Census Information

Provider Name ^	Census Information	Email	Changes
> Apple Tree Day Care Nursery	Early Years Census		

Click here to open and work on the Census

Please refer to any Guidance Notes before continuing.

Guidance Notes
Early Years Census 2018 Details

Availability and Opening Times

Number of weeks per year that the EY provider is open for

No. of Weeks Open

Monday opening time 07:30

Monday closing time 18:00

Tuesday opening time 07:30

Tuesday closing time 18:00

Wednesday opening time 07:30

Wednesday closing time 18:00

Thursday opening time 07:30

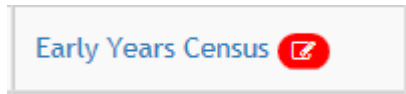
Thursday closing time 18:00

Friday opening time 07:30

As you move the mouse over each item you will see the guidance as a screen tip

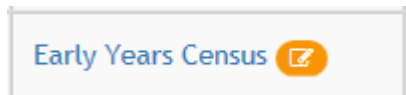
At the bottom of the page:

You may save and return to the census by clicking **Save Draft** - if you work on the census and save to continue later it will look like this.



Or once complete you may **Submit** the Census

When submitted it will look like this



If you have any query please email earlyyearsdata@essex.gov.uk