

SCA POLICY

Issuing Registration Certificate

Version Control

VERSION	DATE	COMMENTS	INITIALS	NEXT REVIEW
1.1	01/03/2018	Original	RC	01/03/2019
1.2	26/03/2018	GDPR	RC	26/03/2019
	25/03/2019	No amendments	CR	25/03/2020
1.3	01/03/2020	Clarified Early Year Register and Childcare Register on page 2	CF	01/03/2021
1.4	01/03/21	No changes	CF	01/03/2022
1.5	12/09/22		SE	12/09/2023
1.6	18/03/23	Condensed & changed to 3yr	ST	17/03/2026

Suffolk Childcare Agency (SCA) assigns a unique registration number to the newly registered childminder which is emailed to the childminder

A SCA registration certificate will be provided in accordance with section 37A, 56A or 65A of the Childcare Act 2006, stating:

- The name of the registered provider (childminder's name)
- Date of registration
- Whether the provider is registered on the Early Years Register, as an early years provider (under Chapter 2 of Part 3 of the Childcare Act 2006), is registered on the Childcare Register, as a later years provider for children under 8 (under Chapter 3 of Part 3 of the Childcare Act 2006) or as a provider of childcare who is registered on a voluntary basis under Chapter 4 of part 3 of the Childcare Act 2006
- Name, address and telephone number of the childminder agency issuing the certificate
- The agency will include on the certificate: childminder's full name and address, the childminding setting and a statement that the named childminder meets the requirements for providing a childminding business in line with the EYFS statutory requirements.

Original certificates will only be provided once the CEO has signed off the relevant paperwork.

Original certificates need to be displayed at the childminding primary setting.

Details about registration with the agency will be published online, and information will be shared with the appropriate Local Authority Family Information Service and Ofsted as necessary.

If an application requests an additional venue for childminder purposes for up to 50% of the childminding provision an additional certificate can be issued at a cost.

If a childminder resigns or a registration is cancelled, the original certificate must be returned to the SCA. An email will be sent to the childminder as a reminder.

Signed on behalf of Suffolk Childcare Agency

Dated

Print Name

Review Date