



Information Packs

A good quality information pack will provide service users with the initial information that they need to decide whether your setting is the right one for them.

An information pack should include:

- Accurate contact details. Name, telephone number, email address, website and postal address.
- Opening hours. Term time only, all year round, holiday opening, part time or full time?
- Fee structure. Are fees charged by the hour, session or day? Explanation of Nursery Education Funding and who is eligible.
- Age range catered for.
- Staff qualifications, experience, training attended.
- Resources and activities on offer.
- Accessibility and Inclusion – disabled access, ability to cope with children with additional needs.
- How and where to access the settings' policies and procedures.
- OFSTED registration number and a copy of your latest OFSTED inspection report or how to access it via OFSTED website.
- Registration form and details of how to register.
- A brief history of your setting.
- Details of membership of any professional organisations.
- Quotes or references from existing or previous service users which show your strengths.

Present the information in a clear well laid out format, preferably using colour, photographs and pictures. Put the pages in a plastic binder or folder with a bright, attractive cover which clearly shows the setting's name and logo. A well presented information pack shows that you are offering a professional service and making a good initial impression is vital in the world of competitive childcare.