

## Translations

### Request for document translation

If you need any part of this document explained in your language, please tick box and contact us either by writing or by phone using our contact details below.

- Albanian Nëse ju nevojitet ndonjë pjesë e këtij dokumenti e shpjeguar në gjuhën amtare ju lutemi shenoheni kutinë dhe na kontaktoni duke na shkruar ose telefononi duke përdorur detajet e mëposhtme.
- Bengali এই অংশের কোনো অংশ আপনার নিজ ভাষায় বুঝতে চাইলে, দ্বাা করে ব্যক্তিগত (স্বতন্ত্র) টিক চিহ্ন দিন এবং চিহ্ন দিতে বা কোন করে আমাদের সাথে যোগাযোগ করুন। নিচের যোগাযোগের বিবরণ দেওয়া হয়েছে।
- French Si vous avez besoin que l'on vous explique une partie de ce document dans votre langue, cochez la case et contactez-nous par courrier ou par téléphone à nos coordonnées figurant ci-dessous.
- Korean 단일 본 서류의 어떤 부분이라도 귀하의 모국어로 설명될 것이 필요하다면, 상자속에 표시를 하고 우리에게 전화나 서신으로 연락하십시오.
- Polish Aby otrzymać część tego dokumentu w polskiej wersji językowej proszę zaznaczyć kwadrat i skontaktować się z nami drogą pisemną lub telefoniczną pod poniżej podanym adresem lub numerem telefonu.
- Portuguese Caso você necessite qualquer parte deste documento explicada em seu idioma, favor assinalar a quadrícula respectiva e contactar-nos por escrito ou por telefone usando as informações para contato aqui fornecidas.
- Somali Haddii aad u baahan tahay in qayb dukumeentigan ka mid ah laguugu sharxo luqaddaada, fadlan sax ku calaamadde sanduuga oo nagula soo xiriir warqad ama telefoon adigoo isticmaalaya macluumaadka haikan hoose ku yaala.
- Spanish Si desea que alguna parte de este documento se traduzca en su idioma, le rogamos marque la casilla correspondiente y que nos contacte bien por escrito o telefónicamente utilizando nuestra información de contacto que encontrará más abajo.
- Tamil கீழ்க்கண்ட ஆவணத்தின் எந்த ஒரு பகுதியையும் உங்களின் சொந்த மொழியில் விளக்க வேண்டுமென்றால், கீழ்க்கண்ட விவரங்களைக் கொண்டு எழுதி அல்லது தொலைபேசியில் தொடர்பு கொள்ளுங்கள். கீழ்க்கண்ட விவரங்களைப் பின்பற்றவும்.
- Urdu اگر آپ اس دستاویز کے کسی حصے کو اپنی زبان میں سمجھانا چاہتے ہیں تو اس حصے کو اس جگہ پر نشان لگائیں اور ہمیں اس کے بارے میں اپنی زبان میں لکھی ہوئی درخواست یا فون پر رابطہ کریں۔
- Large print    Braille    Audiotape

### Your contact:

Name.....  
 Address.....  
 .....  
 Telephone.....

**Family Information Service  
 Children, Schools and Families Department  
 10th Floor, Civic Centre  
 London Road, Morden SM4 5DX**

## Contact Us



**Telephone: 020 8545 3800**  
 Open 8.30am – 4.30pm  
 Monday – Friday



**www.merton.gov.uk/familyinfo**  
**Email: fis@merton.gov.uk**



**Post**  
 Family Information Service  
 10th Floor, Civic Centre  
 London Road  
 Morden  
 Surrey  
 SM4 5DX

### Call In

Should you wish to speak to someone in person, you can call in to the Civic Centre between 9.00am and 4.00pm, Monday to Friday and someone from the team will be happy to meet with you in the reception area

# Childcare Assistance Service

Helping you to find the right childcare



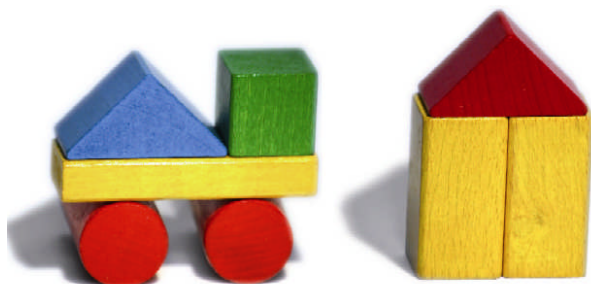
## What is the Childcare Assistance Service?

Making the decision to use childcare and knowing where to start can be a daunting process. Sometimes families need some additional help to meet their childcare needs.

The Family Information Service offers information, advice and guidance on all aspects of childcare.

## Who is the service for?

The service is for anyone who needs advice and support in finding suitable childcare.



## What does the service provide/offer?

The support we offer depends on the individual family requirements but could include:

- Arranging to meet with parents and carers to discuss their childcare requirements.
- Helping parents and carers to understand information about the range of childcare that may be available to them.
- Giving parents and carers information and advice on tax credits and other sources of funding.
- Contacting local providers on parents' behalf to explain the needs of individual families and discuss how they might be met, such as finding suitable provision for a child or parent with a special need.
- Introducing parents to childcare providers and if necessary arrange and attend initial meetings between parents and childcare providers.



## How do I access the service?

You can contact the Family Information Service by telephone, email, or by calling into the Civic Centre in Morden. You can also ask to be referred to us through one of the Children's Centres in Merton or through a professional already working with you.

We will discuss your requirements and complete a Childcare Assistance Service Form. We will then arrange a plan of how the support will be provided with you.

The service is free, confidential and impartial. If you would like to find out more, please see our contact details overleaf.