



**PLEASE RE-CONFIRM YOUR DETAILS AND REQUIREMENTS ALONG WITH MAKING
THE RENEWAL PAYMENT ON OR BEFORE 1 JANUARY 2016**

Please reconfirm which nursery you would be willing to accept a place at:

Edwinstowe Close West Cambridge Either

1. Parent Details

Title:		First Name:		Surname:	
Home Address:				Home telephone number:	
				Mobile number:	

2. Details of Employment:

Department:		Payroll Number:	
Work address:		Work telephone number:	
Work Email:		Home Email:	

3. Partner Details

Your partner's details may have changed since initially applying. Please provide current details:

Works for: Cambridge University Cambridge Assessment College CTO Studies at Cambridge University

Please give details if applicable:

	University/Cambridge Assessment	CTO/Student
Name		
Department		
Payroll No./ Student No.		

4. Please confirm if you are still on:

Maternity Leave Adoption Leave Shared Paternity Leave*

*Please provide Shared Paternity Leave dates: Start Date: End Date:

5. Details of your child/children

We need to know if your requested start date has changed:

Child's/Children's Full Name	Date of Birth	Sex M/F*	Please reconfirm requested Start Date

Will you have any other children attending a University Nursery at your reconfirmed Requested Start Date? Yes No

If Yes, please give their names and date of birth:

For Office Use only

Date Received	Date Processed	Payment Received	Confirmation Sent

Do any of your children who require a nursery place have any additional needs?

Yes No

If Yes, do any of your children have a formal Statement?

Yes No

If Yes, please give details on a separate sheet and attach to this form. **Any offer of a nursery place may be at risk if you do not declare any additional needs your child has.**

6. Requested booking pattern – Please reconfirm required pattern

Do you require a Full-Time or Part-Time place(s)

FT	PT
<input type="checkbox"/>	<input type="checkbox"/>

If Part-time requested please tick preferred sessions

	Mon	Tues	Wed	Thurs	Fri
am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTE:

Part-time bookings are subject to restrictions as follows:

- 1, 2, 3 or 4 full days
- Mornings only (5) or afternoons only (5)

Do you have any information to add relating to your requested booking pattern? (Please add an additional sheet if necessary)

7. Nursery Offer Reminder

The nursery will contact you directly if they have a place.

The offer of a nursery place can be turned down once, but should a second offer be refused, you will be taken off the waiting list. You will only be able to re-join the waiting list after 3 months and will have to start the process from the beginning.

If you are offered a place and you fail to respond to the nursery within 7 working days, it will be considered that a place is no longer required and your application will be removed from the waiting list.

To assist in the offer process, please be sure to inform the Childcare Office of any changes to your contact details.

8. Personal circumstances

If you have any special circumstances you would like considered, please attach a separate sheet of paper detailing these.

9. Payment

You are required to make a **£10.00** (incl. VAT) payment when renewing your application for a nursery place. This must be paid using eSales at the following link: http://onlinesales.admin.cam.ac.uk/browse/extra_info.asp?compid=1&modid=1&catid=114&prodvarid=184

10. Signature

Please note that you must inform the Childcare Office if any of your details change, otherwise you risk losing an offer of a place when one becomes available.

- I confirm that
- (a) the above information is full and correct;
 - (b) I have a formal Contract of Employment with the University and am listed on the monthly payroll;
 - (c) I have made a payment via eSales for this application; and
 - (d) I will relinquish the University Nursery place(s) on the date when my employment with the University terminates.

Please tick to give permission for the Childcare Office to update the University HR system, CHRIS, in the event that the home address and telephone number you have provided in this form does not match the details the University holds for you.

Signature:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Return form to: The Secretary, Staff Childcare Committee, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA

05/16

Data Protection

The University of Cambridge is a data controller as defined by the Data Protection Act 1998. The data provided on this form will be treated in strictest confidence and will only be disclosed to staff of the University, your college and staff of Childbase Partnership. It will be used only for the purpose of nursery provision and will not be disclosed to others.