



About the University Nursery at West Cambridge:

- located on Charles Babbage Road at the University’s West Cambridge site.
- 121 places - 20 for University students and the remainder for staff.
- managed on behalf of the University by **Childbase Partnership** (www.childbasepartnership.com)
- take children from 3 months to 5 years
- open 8am-6pm, Monday to Friday all year, except for Bank Holidays that fall outside University Term
- time and certain other holiday periods
- provide milk and snacks, a midday meal and tea as well as nappies
- are registered to provide Early Years Funding for 3 and 4 year olds
- charge an hourly rate for late pick-ups

There is a waiting list for student places and you cannot be guaranteed a place for the period of your study. You should consider alternative childcare arrangements; see Other Childcare Facilities below.

Monthly fees (from 1 August 2017)

Sessions	All ages
Monthly, 5 days a week	£1002.29
Monthly, 4 days a week	£882.00
Monthly, 3 days a week	£661.52
Monthly, 2 days a week	£441.02
Monthly, 1 day a week	£230.41
Monthly, 5 half days a week	£601.33

Nursery fees are the same for all ages and are reviewed annually. Increases are finalised in line with contractual arrangements between the University and nursery management. There are no refunds for holidays. Fees for any half days bookings would need to be discussed with the Nursery.

Financial Assistance: Central Childcare Bursary Scheme and The University Childcare Hardship Fund

Central Childcare Bursary Scheme

This scheme makes means-tested grants to **overseas** and **EU** students to help with childcare costs. Application forms are available from College offices, the University Childcare Office, CUSU, or GU. Only one application can be made in each academic year unless there is an exceptional change in circumstances. Completed applications must be submitted through Colleges. For more information go to the Childcare Office webpages: www.childcare.admin.cam.ac.uk or contact the Childcare Information Service (see Contact Details).

The University Childcare Hardship Fund

The Childcare Hardship Fund is open to registered home student parents. It is intended for students in exceptional, unforeseen financial difficulty and it offers limited financial assistance towards confirmed Ofsted-registered childcare costs. There are a number of restrictions in place pertaining to the award; further details can be found at:

<http://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts/university-childcare-hardship-fund>

Introductory Nursery visits

Before applying for a nursery place, students may wish to book a visit. A visit to either nursery is available at a time mutually convenient to both parents and the nursery. To organise a visit please contact the nursery directly at westcambridgenursery@childbase.com.

Applying for a Nursery Place

1. You are only able to submit an application form once your child has been born.
2. You are required to make a £10.00 (inc. VAT) payment when applying for a nursery place. This must be paid at Onlinesales.admin.cam.ac.uk
3. The application is processed by the Childcare Office. The position on the waiting list is determined by a points system, based on access criteria – see below.
4. The application is then passed to the nursery management, who are responsible for the allocation of the nursery places. If a place is offered the Nursery Manager(s), will send out communication, which will constitute a formal offer. Applicants will have SEVEN WORKING DAYS to respond to the offer.

5. If there is no response within seven working days, the normal practice will be that the offer is withdrawn and the place will be offered to the next eligible parent on the waiting list.
6. If two separate offers are refused or not responded to, the application will be removed from the waiting list. After 3 months you can reapply to join the waiting list by completing a new application form and paying the application fee.

How to apply

To apply for a place at the nursery you should complete an application form. Forms can be downloaded from www.childcare.admin.cam.ac.uk. Alternatively, copies are available from the Childcare Office. Your College should confirm your student status in the relevant section and forms should be returned to the Secretary, Joint Committee on Childcare for Students, 21 Trumpington Street, Cambridge CB2 1QA. Applicants who have yet to begin their course of study are advised to apply for the nursery after they have received an offer of a place from a College. Places are offered for a minimum of three months.

You are required to make a £10.00 (inc. VAT) payment when applying for a nursery place. This must be paid using eSales at the following link: Onlinesales.admin.cam.ac.uk.

Applications are assessed by the Joint Committee on Childcare for Students, taking into account the Access Criteria below, and then passed to nursery management. If a place is offered and accepted a contract is agreed between parents and the nursery management and you become fully liable for payment of the fees.

Students applying for part-time places are advised that it may not always be possible to meet particular booking requirements. Nursery management need to fit your booking pattern with other applicants and placed children and will negotiate such details with you directly.

University Nursery Access Criteria:

- If one or more sibling(s) has a place
- If places are required for twins and triplets
- Students resuming study after having a baby
- Children or parents with a registered disability
- Both parents are registered students at the University of Cambridge
- If your partner works for the University/Cambridge Assessment or is a College Teaching Officer
- Special circumstances, as detailed by applicant and supported by the College Tutor

With regards to special circumstances, the Committee do not wish to be prescriptive and will consider any factors that the applicant or College Tutor judge relevant. For example: difficult personal or family circumstances; unforeseeable emergencies (death, serious illness); other health or welfare issues; exceptional academic or course-related matters. Applicants are advised to inform the Committee, through their College, of any changes in circumstances. *Please note:* the Committee cannot enter into discussion about individual scores.

In the event of a tie between applicants for one place, application date will be the deciding factor.

Unexpected period of absence

If you unexpectedly need to take a long period of absence from the nursery because of work, emergency, illness etc. please contact the Childcare Office and nursery to discuss. If an extended period is agreed, full nursery fees must still be paid.

Notice of leaving

Parents agree to relinquish their place at the University Nursery on the date they cease to be a student. While you should give the University Nursery a minimum notice period of one month before you finish your course, you are asked on the application form to indicate an end date in order to assist with this. If your end date changes, you must inform the Childcare Information Advisers.

Annual Waiting List Renewal

To stay on the waiting list, applicants will need to complete a Waiting List Renewal Form annually and pay a £10 fee (inc. VAT). The renewal will last until the end of the academic year i.e 30 September. All payments will need to be made via the eSales link: Onlinesales.admin.cam.ac.uk.