

**UNIVERSITY WORKPLACE NURSERIES  
STAFF INFORMATION SHEET**

**About the Nurseries:**

- **University Nursery at Edwinstowe Close** was est. in 1993, and is located off Chaucer Road with 76 staff places.
- **University Nursery at West Cambridge** was est. in 2004 and is located on Charles Babbage Road at the University's West Cambridge site. There are 121 places - 20 for University students and the remainder for staff.
- Both nurseries:
  - are managed on behalf of the University by **Childbase Partnership** ([www.childbasepartnership.com](http://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

**Monthly fees** (from 1 August 2017)

| <b>Sessions</b>             | <b>All ages</b> |
|-----------------------------|-----------------|
| 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.

**Workplace Nurseries' Salary Exchange Scheme**

University staff who use the University nurseries can participate in a salary exchange scheme if they hold a contract of employment with the University and are listed on the monthly central payroll; this will allow nursery fees to be paid directly from gross salary, saving tax and NI contributions. This scheme is not available to Cambridge Assessment staff or College Teaching Officers. See [www.admin.cam.ac.uk/univ/childcare/sacrifice/nursery](http://www.admin.cam.ac.uk/univ/childcare/sacrifice/nursery).

**Are you eligible to apply for a staff nursery place?**

Staff places are available to the following employees:

- people listed on the monthly payroll with a formal contract of employment with the University
- the University Farm
- ADC Theatre
- Cambridge Enterprise Ltd.
- Judge Business School Executive Education Ltd
- College Teaching Officers, employed in the position F/T
- Legal Deposit Agency staff located in Cambridge

Cambridge Assessment staff are eligible but have their own application process; contact Cambridge Assessment Human Resources on 01223 552779. Other affiliated staff are not usually eligible unless there are exceptional circumstances.

**Introductory Nursery visits**

Before applying for a nursery place, eligible staff 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 nurseries directly at [edwinstowe.nursery@childbase.com](mailto:edwinstowe.nursery@childbase.com) and/or [westcambridgenursery@childbase.com](mailto:westcambridgenursery@childbase.com).

**Application Process**

1. You are only able to submit an application form once your child has been born.
2. You will need to complete and sign an application form and return it to the Childcare Office for processing. We only accept original copies of the application form.
3. 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](http://Onlinesales.admin.cam.ac.uk).
4. 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.
5. 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.

6. 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.
7. 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.

#### **University Nurseries' Access Criteria** (defined by the University Staff Childcare Committee)

Position on the waiting list is determined by a point system based on the following Access Criteria:

- If one or more sibling(s) has a place.
- If places are required for twins or triplets.
- If child has a registered disability.
- Applicant is returning to work in the University or Cambridge Assessment after maternity/shared parental/adoption leave
- Applicant has a University contract of employment and payroll number.
- If partner is a registered student, works for Cambridge Assessment or works as a College Teaching Officer.
- Special personal circumstances (based on information provided by the applicant).

In the event of a tie between 2 or more applicants for 1 place, a University contract of employment and length of service will be the deciding factors. Please note that the date of your application to the Waiting List is not taken into consideration.

#### **Part-time places**

Part-time bookings are subject to certain restrictions, which are essential to optimise occupancy and keep fees to a minimum. You can request 1, 2, 3 or 4 full days a week; 5 mornings or 5 afternoons a week only.

Applicants are advised that the nursery management need to fit the booking pattern requested with other applicants and placed children. It may not always be possible to meet particular booking requirements and you may need to be flexible.

If you work part-time, you are usually only eligible for a part-time nursery place unless there are exceptional circumstances. Staff with hours of work that cannot be accommodated within the part-time booking restrictions are advised to discuss the matter with their designated HR adviser in the first instance. Contact the HR Division at [www.admin.cam.ac.uk/offices/hr](http://www.admin.cam.ac.uk/offices/hr).

#### **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 nursery place on the date their University employment terminates. Contract research staff and others on fixed-term contracts may not occupy nursery places beyond their limit of tenure. To assist with the allocation of nursery places, you must give a **minimum** notice period of 1 month. You are asked to notify the nursery management as soon as you are required to give notice to the University of your termination of employment, or as soon as you know the date your child will be leaving the nursery.

#### **How to apply**

Application forms can be downloaded from [www.admin.cam.ac.uk/univ/childcare/nursery](http://www.admin.cam.ac.uk/univ/childcare/nursery). Alternatively, copies are available from the Childcare Office. Return completed forms to: **Secretary, Staff Childcare Committee, Childcare Office, 21 Trumpington Street, Cambridge CB2 1QA.**

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](http://Onlinesales.admin.cam.ac.uk).

You can apply up to 3 months before taking up an appointment at the University. Your application will need to include a copy of your offer letter, letter of appointment or contract indicating the date on which employment will commence.

Nursery management will contact you at least a month in advance if a place becomes available. It is difficult to predict when you might be offered a place as much depends on vacancies that arise, the age of your child, your required booking pattern and your position on the waiting list.

Demand for places is extremely high and you should consider alternative childcare arrangements. Please contact the Childcare Information Adviser for alternative information – [childcare@admin.cam.ac.uk](mailto:childcare@admin.cam.ac.uk).

#### **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](http://Onlinesales.admin.cam.ac.uk).