

About the Nurseries:

- **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 – 101 for University staff and 20 for University students.
- **Eddington Nursery** est. in 2018 and is located on Eddington Avenue, Eddington. There are 125 places, 90 for University staff, 10 for University students and 25 for the Community.
- West Cambridge is managed on behalf of the University by **Childbase Partnership** (www.childbasepartnership.com)
- Eddington is managed on behalf of the University by: **To be confirmed.**

All nurseries:

- 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 2018)

Sessions	All ages
Monthly, 5 days a week	£1047.39
Monthly, 4 days a week	£921.69
Monthly, 3 days a week	£691.29
Monthly, 2 days a week	£460.87
Monthly, 1 day a week	£240.78
Monthly, 5 half days a week	£628.39

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 or sickness.

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. If you want to visit Eddington Nursery, which is as yet not open, please email childcareservices@admin.cam.ac.uk to see when tours have been arranged.

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, pass it to your College Tutor for signing off and return it to the Childcare Office for processing. We do accept email copies of the application form but they must include an electronic signature for the applicant and the Tutor.
3. 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
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), they 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.

Booking Patterns

Certain restrictions apply:

- 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.

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

Position on the waiting list is determined by a points 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 works for the University of Cambridge.
- If partner is a registered student, works for Cambridge Assessment or works as a College Teaching Officer.
- If applying for only one of the 2 nurseries available to students, because it is in the area in which you live, the nursery you are applying for must fall into the relevant catchment area:
 - West Cambridge – Charles Babbage Road, JJ Thomson Avenue
 - Eddington – Any accommodation on the Eddington site
- Special personal circumstances (based on information provided by the applicant).

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, via the Childcare Office, 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. You must give 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 Adviser.

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](https://www.childcare.admin.cam.ac.uk).

Financial Assistance: If you require financial assistance to help cover your childcare costs, either at the University nurseries or for any other Ofsted registered childcare, there are two schemes available as listed below:

Central Childcare Bursary Scheme

This scheme makes means-tested grants to **overseas and EU students** to help with childcare costs. It is intended for students in exceptional, unforeseen financial difficulty and it offers limited financial assistance towards confirmed Ofsted-registered 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:

<https://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts/central-childcare-bursary-scheme-eu-and-overseas-students> or contact the Childcare Information Service: childcare@admin.cam.ac.uk

University Childcare Support Fund

This scheme makes means-tested grants to **home students** to help with childcare costs. It is intended for students in exceptional, unforeseen financial difficulty and it offers limited financial assistance towards confirmed Ofsted-registered 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:

<https://www.childcare.admin.cam.ac.uk/supportwithchildcarecosts/university-childcare-support-fund-formerly-university-childcare-hardship> or contact the Childcare Information Service: childcare@admin.cam.ac.uk