



About the nurseries:

- **The University Nursery at West Cambridge** was established 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.
- **The University Nursery at Edwinstowe Close** - was established in 1993 and is located off Chaucer Road with 76 places.

West Cambridge & Edwinstowe are managed on behalf of the University by **Childbase Partnership** (www.childbasepartnership.com)

- **The University Nursery at Eddington** established in 2018 and is located on Eddington Avenue, Eddington. There are 125 places, 100 for University staff and students and 25 for the Community. Eddington is managed on behalf of the University by **Bright Horizons Family Solutions** (www.brighthorizons.co.uk)
- **The Chris Abell Nursery** was established in 2021 and is located on Harrison Drive. There are 100 places, 96 for University staff and students and 4 for members of Homerton College. The Chris Abell nursery is managed on behalf of the University by **Kids Planet Nurseries** (www.kidsplanetdaynurseries.co.uk)

OFFERS OF PLACES AT THE UNIVERSITY NURSERIES DEPEND ON DEMAND AND QUALIFYING CRITERIA.

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
- 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.
- Close for two training days over the Christmas period

Nursery fees are the same for all ages and are revised annually. Increases are finalised in line with contractual arrangements between the University and Nursery Management. There are no refunds for holidays or sickness.

Please use this link to view our current nursery fee rates [Nursery Fee Rates](#)

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 nurseries directly at westcambridge.nursery@childbase.com, edwinstowe.nursery@childbase.com, eddington@brighthorizons.com or [Chris Abell Nursery](#)

Application Process

1. You are only able to apply 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 childcareservices@admin.cam.ac.uk for processing. Application forms 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 via the payment link on the application form.
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 Team who are responsible for the allocation of the nursery places. If a place is offered the Nursery Manager will send out a 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 applicant on the waiting list.

Please note, you may only apply for nursery places for children that you have parental responsibility for.

University Nurseries' Access Criteria

Your 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 University Press & 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 your partner is a registered student, works for Cambridge or works as a College Teaching Officer.
- If applying for only one of the 4 nurseries 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*
 - *Edwinstowe Close Nursery – Chaucer Road, Edwinstowe Close, Chaucer Close, South Acre Drive*
 - *Eddington – Any accommodation on the Eddington site*
 - *Chris Abell – Harrison Drive*
- Special personal circumstances (based on information provided by the applicant).
With regards to special circumstances, the Childcare Office 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.

Please note: the Childcare Office 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.

Booking Patterns

- Bookings are subject to certain restrictions, which are essential to optimise occupancy and keep fees to a minimum.
- You can request 1, 2, 3, 4 or 5 full days a week. If you require three or more days you must include a Monday or Friday
- Applicants are advised that the Nursery Management Team need to fit the booking pattern requested with other applicants and placed children. It may not always be possible to meet booking requirements, and you may need to be flexible.
- There is a minimum attendance period of three months

How to apply

Application forms can be downloaded from [Application Forms](#) Completed forms should be emailed to: childcareservices@admin.cam.ac.uk.

You are required to make a £10.00 (inc. VAT) payment when applying for a nursery place. This must be paid using the payment link on the application form

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. You should consider alternative childcare arrangements.

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 is financial assistance available for eligible students. Further information is available here [University Support with Childcare Costs | Childcare Office \(cam.ac.uk\)](#)

Unexpected period of absence

If you unexpectedly need to take a long period of absence (more than 4 weeks) 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. Please note: one month before your course finishes, you must contact the nursery to give a **minimum** notice period of one calendar month. If your student end date changes, you must inform the Childcare Office Administrator.