

UNIVERSITY WORKPLACE NURSERIES STAFF INFORMATION SHEET

About the University Workplace Nurseries:

- **Edwinstowe Close Day Nursery**, run by Childbase Partnership - was established in 1993 and is located off Chaucer Road with 76 places.
- **West Cambridge Day Nursery**, run by Childbase Partnership - was established in 2004 and is located on Charles Babbage Road at the University's West Cambridge site. There are 121 places.
- **Eddington Nursery**, run by Bright Horizons Family Solutions - was established in 2018 and is located on Eddington Avenue, Eddington. There are 125 places.
- **The Chris Abell Nursery**, run by Kids Planet Day Nurseries - was established in 2021 and is located on Harrison Drive. There are 100 places.

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
- charge £150 as a deposit to secure a place (see Application Process No.7)
- 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
- close for two training days over the Christmas period

Nursery fees are the same for all ages and are revised annually. Fee changes 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](#)

Are you eligible to apply for a staff nursery place?

The following are eligible to apply:

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| • Staff listed on the monthly payroll with a University contract of employment | • ADC Theatre |
| • Staff with a University contract of employment | • Cambridge Enterprise Ltd. |
| • College staff | • Judge Business School Executive Education Ltd |
| • the University Farm | • Legal Deposit Agency staff located in Cambridge |

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

Cambridge Press & Assessment staff are eligible but have their own application process; please contact HRServiceCentre@cambridgeassessment.org.uk

Introductory nursery visits

Before applying for a nursery place, eligible staff may wish to book a visit. A visit to any of the nurseries is available at a time mutually convenient to both parents and the nursery. To organise a visit please contact the nurseries directly at [Edwinstowe](#), [West Cambridge](#), [Eddington](#) or [Chris Abell Nursery](#)

Application process

1. You are only able to apply once your child has been born.
2. Download, complete and sign the Staff Application Form
 - **Staff listed on the monthly payroll with a University contract of employment**, send it to childcareservices@admin.cam.ac.uk
 - **Staff with a University contract of employment**, send it to childcareservices@admin.cam.ac.uk with a copy of your employment contract or letter of appointment.
 - **College staff**, send to your HR contact.

You can apply up to 6 months before taking up an appointment at the University, in which case your application will need to include a copy of your letter of appointment or contract indicating the date on which employment will commence.

3. You are required to make a £10.00 (inc. VAT) payment when applying for a nursery place. This must be paid using the link on the application form.
4. Your position on the waiting list is determined by a points system, based on Access Criteria
5. The application is then passed to the relevant Nursery Management Team, who are responsible for the allocation of the nursery places.
6. Applicants have seven working days to respond to the offer. If there is no response within this time, the offer will be withdrawn, and the place will be offered to the next eligible parent on the waiting list.

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

7. If the nursery offers you a place and you accept, you will be required to complete a Nursery Registration Form and pay £150 as a deposit to secure your place. This deposit will be refunded to you (normally deducted from your first month's fees) when you take up the accepted place.

If your circumstances change and you decide not to take up the accepted place, your £150 deposit will be refunded to you if you give a minimum of 6 calendar weeks' notice.

If you provide the nursery with less than 6 calendar weeks' notice, your £150 deposit will be forfeited.

PLEASE NOTE – NO OFFER OF A PLACE CAN BE GUARANTEED.

Booking Patterns

1. You can request 1, 2, 3, 4 or 5 full days a week. If you require three days or more, you must include a Monday or Friday

Applicants should be aware that the Nursery Management will need to coordinate requested booking patterns with those of other applicants and currently placed children. While every effort will be made to accommodate your request, it may not always be possible, and some flexibility may be required.

2. There is a minimum attendance period of three months.

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 Childcare Services and the 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 employment terminates. This also applies if your contract changes to Casual Worker status.

You must give a **minimum** notice period of 1 calendar month to the nursery or as soon as you know the date your child will be leaving the nursery.

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 (subject to National Minimum Wage rules).

Information on the Salary Exchange Scheme can be found at: [Workplace Nurseries' Salary Exchange Scheme](#)

If you have any queries, please email us on childcareservices@admin.cam.ac.uk