

About the nurseries:

- **University Nursery at Edwinstowe Close** - was established in 1993 and is located off Chaucer Road with 76 places.
 - **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.
 - **University Nursery at Eddington** - was established in 2018 and is located on Eddington Avenue, Eddington. There are 125 places, 100 for University staff and 25 for students.
 - **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.
- Edwinstowe Close and West Cambridge are managed on behalf of the University by **Childbase Partnership** (www.childbasepartnership.com)
- Eddington is managed on behalf of the University by **Bright Horizons Family Solutions** (www.brighthorizons.co.uk).
- The Chris Abell nursery is managed on behalf of the University by **Kids Planet Day 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
- 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. 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](#)

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

Homerton College staff and students are eligible to apply for the Chris Abell Nursery. Please contact HR@Homerton.cam.ac.uk to apply.

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 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. You will need to complete and sign a Staff Application Form and return it to the Childcare Office for processing. We accept email copies of the application form which must include an electronic signature.

Application forms can be downloaded from [Application Forms](#). Please return completed forms to: childcareservices@admin.cam.ac.uk.

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 offer letter, 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 eSales link on the application form.
4. The application form is processed by the Childcare Office. The position on the waiting list is determined by a points system, based on Access Criteria – [Access Criteria](#)
5. The application is then passed to the relevant Nursery Management Team, who are responsible for the allocation of the nursery places.

The Nursery Management Team will normally contact you at least a month in advance if a place becomes available and this will constitute a formal offer.

6. Applicants will have SEVEN WORKING DAYS to respond to the offer. 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.

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. When 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.

University Nurseries' Access Criteria

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 your partner is a registered student, works for Cambridge Assessment 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:
 - *Edwinstowe Close Nursery – Chaucer Road, Edwinstowe Close, Chaucer Close, South Acre Drive*
 - *West Cambridge Nursery – Charles Babbage Road, JJ Thomson Avenue*
 - *Eddington Nursery – Any accommodation on the Eddington site*
 - *Chris Abell Nursery – Harrison Drive*
- 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.

Booking Patterns

Certain restrictions apply:

1. Bookings are subject to certain restrictions, which are essential to optimise occupancy and keep fees to a minimum.
2. 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 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.
3. 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 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. 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. 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.

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](#)

The University of Cambridge Workplace Nurseries' Salary Exchange Scheme is not available to Cambridge Press & Assessment staff, staff of Homerton College or College Teaching Officers.

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