Childcare Services
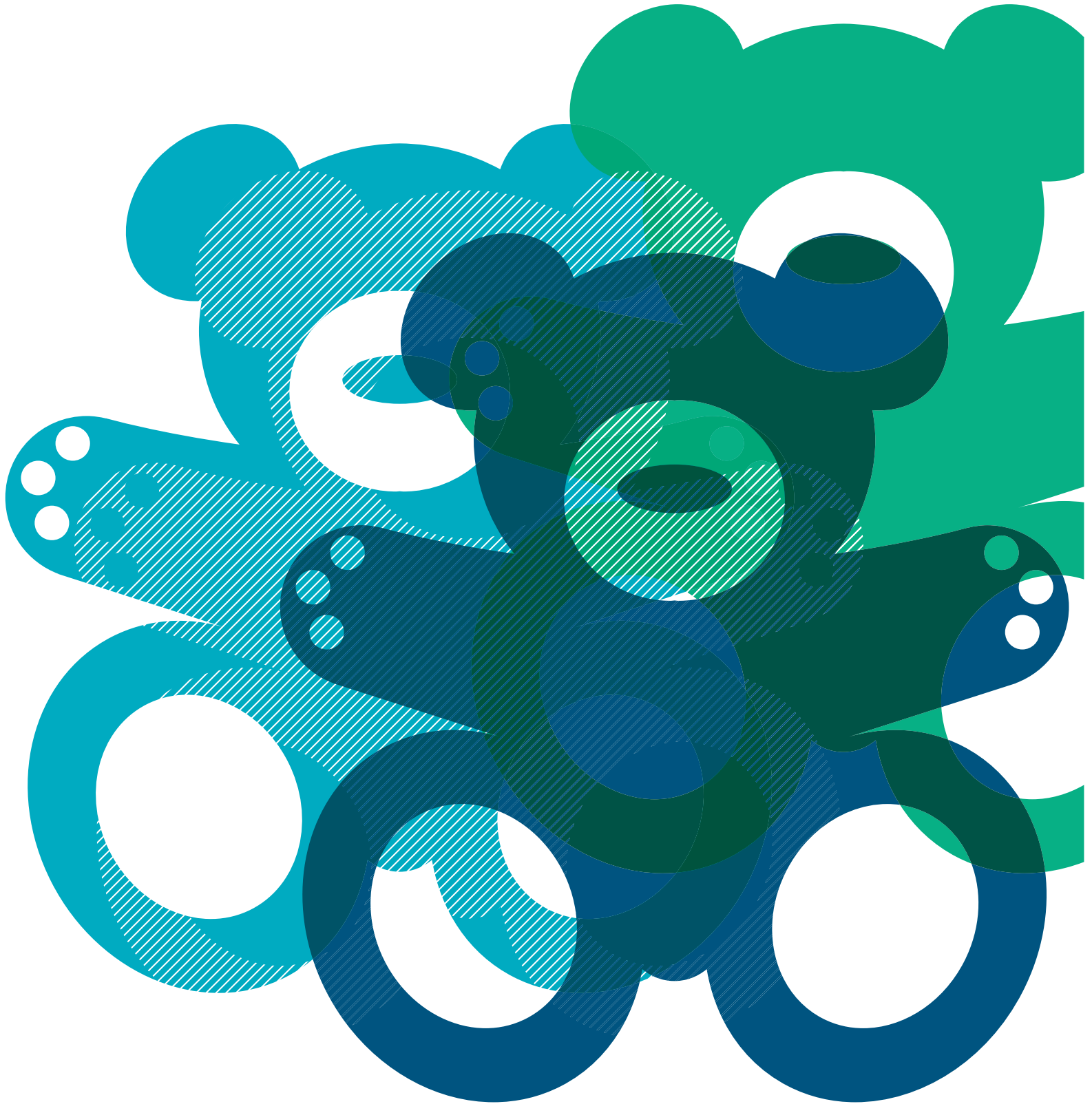
The University of Nottingham

Application form and guidance notes

Eligibility criteria

To be eligible to apply for a place at The University of Nottingham Day Nursery and/or the Playcentre Day Care, you must meet one of the following criteria:

1. You are employed by The University of Nottingham on a University of Nottingham permanent or fixed-term contract of employment
2. You will be employed by The University of Nottingham on a permanent or fixed-term contract of employment
3. You are a full-time registered student with The University of Nottingham
4. You are intending to be a full-time registered student with The University of Nottingham

Places will be allocated only to those persons actually meeting the above criteria.

Completing the form

It is important that you complete this form fully in order for us to process your application as quickly as possible.

Please make sure that you have read the Childcare Services Prospectus before completing this form. If any information provided on this form is subsequently found to be misleading we have the right to terminate your childcare place with immediate effect. The form must be completed by the person who is (or will be) the staff member or student.

If your child is not yet born, please complete sections 1, 3, 4 and 5 and in section 2, please state your child's expected date of birth.

If you require any assistance, advice or clarification please contact Sue Mellors, Childcare Services Manager at the Day Nursery.

t: +44 (0)115 951 5222
e: childcareservices@nottingham.ac.uk

Please note that submitting this form does not guarantee your child a place as demand is greater than availability. If your application meets the eligibility criteria, your name will be added to the waiting list.

Application form

Section 1: Applicants' details

1a Your personal details

Last name _____   First name _____

Home address and postcode _____

_____

Home telephone _____

Email _____   Mobile telephone _____

School/department telephone _____

Term-time address and post code (if different to home address) _____

_____

1b Staff members only: Employment details

Department/school name: _____

Days of work _____   Hours of work _____   From _____   To _____

Type of contract (please tick) ☐ Permanent   ☐ Fixed-term

Payroll number _____

1c Students only: Study details

Are you registered as a student with The University of Nottingham? (please tick) ☐ Yes ☐ No

If no, when will you be registered? _____ Date _____

If yes, please state your Student Registration Number _____

Course title _____

Course start date _____ Course end date _____

School/department for your studies (full name) _____

Your course tutor name _____

Course tutor contact number _____

1d Staff and students: General

Please use this space to provide any additional information that you feel is appropriate in support of your application to our services.

Section 2: Your child's details

2a Personal details (please complete one for each child)

Last name _____ First name/s _____

Date of birth (dd/mm/yy) ☐☐☐☐☐☐ Sex _____ First language _____ Religion _____

Person/s with parental responsibility _____

Home address and postcode (if different to 1a) _____

_____

Term-time address and postcode (if different to 1a) _____

_____

Section 2: Your child's details (continued)

2b Health record (please complete one for each child)

Name of child's GP _____   GP's telephone number _____

GP's address _____

_____

Health visitor's name _____   Health visitor's telephone number _____

Please provide details of vaccinations to date _____

_____

Please provide details of any health problems and special and/or additional needs that your child has

_____

_____

Please provide details (name/profession/contact details) of any other professionals involved with your child (for example, speech therapist, physiotherapist, psychologist) _____

_____

If your child has a Common Assessment Framework, please provide details of the lead professional for your child

_____

_____

Please use this space to share with us any other information that you feel we should know about your child

_____

_____

Section 3: Attendance details

3a Sessions required. Please tick sessions required: (PC = Playcentre   DN = Day Nursery)

	Morning PC: 8.15am-1pm DN: 8am–1pm	Afternoon PC: 1-5.45pm DN: 1-6pm	All day PC: 8.15am-5.45pm DN: 8am-6pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

3b Start/end dates

Start date place required from _____   When is your child likely to leave day care (end date)? _____

3c Flexibility

Can you be flexible with the initial sessions offered to you, on the understanding that children already in our services receive priority for the allocation of subsequent sessions that become available? Please tick ☐ Yes ☐ No

Section 4 Busy Bees Day Nursery

The University of Nottingham owned and operated Childcare Services include The University of Nottingham Day Nursery, Playcentre, Playscheme and Toy Library. The success of our day care services has led to a high level of demand and long waiting lists. In response to this demand, Busy Bees (formerly TLC, now owned by Knowledge Universe) was selected by the University to provide services that complement the University's childcare services.

Please tick the following box ☐ if **you do not want your details to be shared with Busy Bees**. If you do not tick this box we will forward, by email, your name and contact details, and your child's name and date of birth (or expected date of birth), the sessions required and your preferred start date. They will then contact you directly.

Section 5: Declaration

Data protection: All information held by Childcare Services will be maintained in accordance with the Data Protection Act 1998. The section below is to be completed by the applicant. The information given on this form is accurate to the best of my knowledge

Signature _____   Print name _____   Date _____

Please return form to: Sue Mellors, Childcare Services Manager, The University of Nottingham Day Nursery, University Park, Nottingham, NG7 2RD