

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Admissions and Application Policy

Childcare Services at Queen's is registered with the Belfast Health and Social Care Trust for 123 children across three sites:

| Site Address | Number of Children |
|--------------------|--------------------|
| 11 College Gardens | 52 children |
| 1 Rugby Road | 39 children |
| 5 Rugby Road | 32 children |

| Categories | Age Group |
|--------------------|--------------------|
| Nursery | 0-12 months |
| Tots | 1-2 years |
| Toddlers | 2-3 years |
| Pre-School | 3-4 years |
| Out of School Club | 4-11 years (P1-P7) |

Eligibility

Childcare is provided to support staff and students studying and working at Queen's University Belfast. To be eligible for a place you should meet one of the following criteria:

- A registered student at Queen's University Belfast, Stranmillis or St Mary's College.
- A staff member on a permanent / fixed-term contract of employment with Queen's University Belfast, Stranmillis or St Mary's College.

Other applications from parents with no association to the University may be considered based on availability. Preference will always be given to a Queen's University staff or student parents.

Applying for a place

You can download an application form on our website or if you require a hard copy, please contact Helen Ferris in Childcare Services at h.ferris@qub.ac.uk or Tel. 9097 5342. A pre-application visit is also welcomed by contacting us at the above number.

Early application is strongly advised; if you apply before your child is born, please put expected date of delivery in date of birth box in the child's information section. Please let us know as soon as possible, your child's name and date of birth so we can update our records.

- The application form must be completed by the person who is the staff member or student.
- Application forms will be accepted by email and must be signed, either by an electronic signature or a scanned copy of the form, with a handwritten signature.
- On receiving your application form we will send you an email confirming receipt.
- An application does not guarantee a place.

We review our applications on a weekly basis and, if we have a space available, we will make you an offer based on our allocation preference. If we do not have a place available for your child in the appropriate age group we will advise you and add your details to our prospect list.

Preferences in relation to all allocations are given as follows:

- Sibling of child already in nursery
- Full-time place
- Child of staff or student, new to Belfast and with no support network
- Part-time place will only be offered if a space is available

Once an offer is made, you will receive a letter and are asked to confirm your place by returning your acceptance form and a non-refundable registration fee of £100 (per child), within seven days. Acceptances not received within the seven days may mean your place is given to another applicant. If, for any reason, you do not take up your place the registration fee will not be refunded.

Once your registration fee is received you will be sent confirmation of settling-in and start dates for your child.

Any change of circumstance that may occur throughout the year, ie withdrawal from study or resignation from the University, must be reported to the Manager and could result in the withdrawal of childcare at the end of the semester.