

# QUEEN'S UNIVERSITY BELFAST

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## Childcare Services

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### Admissions and Application Policy

1. Childcare Services at Queen's is registered with the Belfast Health & Social Care Trust for 79 children and operated from 11-12 College Gardens, Belfast, BT9 6BQ.

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

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

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

3. Applying for a Place

Applications can be made via our Enquiry form found on the website. A pre-application visit is also welcomed by contacting us on 028-90-662146.

You will receive an acknowledgement of your enquiry and will be advised whether a place is available.

In the event of an offer, you will be invited to complete a full application form. At this point you will be invited to make an appointment to visit the site.

When making offers preference will be given to:

- Sibling of child already attending
- 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)

In order to confirm your place, a deposit of £300.00 is required within 14 days of the offer being made. This deposit will be returned at the end of your first contractual year. Deposits not received within 14 days may mean that your place is given to another applicant. If you do not take up your place after accepting the offer, the deposit will not be refunded.

Once your deposit 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.