APPLYING FOR A NURSERY PLACE

Please read before completing the attached application form and privacy policy

All employees with a current contract of employment and matriculated students of the University are eligible to use the University Nursery. To maximise the use of the Nursery, the University has agreed that places should normally be full time. However, part time places will be considered and will be charged on a pro rata basis. Because of the competition for places the Childcare Committee operates a priority rating system for applications in order to facilitate placements. The Committee has agreed that priority should be given to applicants whose circumstances make it extremely difficult for them to return to, or take up work or study at the University without a nursery place for their child(ren).

PARTS A & B
Parts A & B ask for information on the parent(s) and the child(ren) and will be shared with the Childcare Committee and Nursery staff members.

PARTS C & D
Part C relating to eligibility for a University Nursery place and Part D asking for a supporting personal statement will be shared with the Childcare Committee and will be used to make a decision on your application.

Specific criteria used in the priority rating system include:
- single parenthood
- both parents being staff and / or students at the University
- having a sibling already in place at the Nursery
- lack of a support network
- applicants returning to work or study after a period of leave e.g. paternity, maternity, adoptive leave etc.

However, any other family information may also be taken into account by the Committee.

It is therefore essential when filling in Part D of the application form that you give the Committee as much detail as possible.
SUBSIDIES
You may be eligible to apply for a subsidy if your gross family income falls within one of our band ratings.
If you have been offered a place and would like to apply for a subsidy please contact Gillian Stevenson (Gillian.Stevenson@glasgow.ac.uk) for further information:

DECLARATION TO BE SIGNED BY ALL APPLICANTS:

- I / We declare that all the information given in connection with this application is full and correct.
- I / We undertake to supply any additional information and authorise the University to make any necessary enquiries in order to verify the information given.
- I/ We undertake to inform the University of any changes in my / our circumstances that have a bearing on these particulars.

Please note that the University Nursery is intended for matriculated students and staff members of the University with a current contract of employment. When parents (as students or employees) leave, the Nursery should be given 6 weeks’ notice:

- I / We agree to give 6 weeks’ notice of my/our child(ren)’s removal from the Nursery or payment in lieu of notice.

Please also note that there may be children whose needs cannot be catered for in the Nursery. We therefore ask you to discuss your child(ren)’s medical requirements with the Nursery Manager before submitting your application.

Signature(s):

Parent / Guardian (1) ........................................................... Date ......................

Parent / Guardian (2) ........................................................... Date ......................
APPLICATION FORM

To be completed and returned to:
Gillian Stevenson, Allocations and Applications Manager, Estates and Commercial Services (Tay House), University of Glasgow, Glasgow, G12 8QQ or email to Gillian.Stevenson@glasgow.ac.uk - please note that email applications can only be accepted if the application form has been signed

*PLEASE USE BLOCK CAPITALS THROUGHOUT THIS FORM*

PART A: PERSONAL INFORMATION

NOTE: Most questions require information about each parent / guardian as (1) or (2). Please be consistent in using the same number for a particular person throughout the form. Where only one parent is eligible for a place enter his / her name as (1), but give details requested for parent (2). If you are not the parent(s) please state your relationship to the child after your name.

1. **Full Name of Parent / Guardian(s):**
   (Please underline Surname):
   (1)
   (2)

2. **Home Address:**
   (1)
   (2)

   **Work Address (if applicable):**
   (1)
   (2)

3. **Email Address:**
   (1)
   (2)

4. **Home Telephone Number:**
   (1)
   (2)

   **Work Telephone Number (Extension / School / Service):**
   (1)
   (2)

5. **Occupation of Parent(s):**
   (1)
   (2)
PART B: BRIEF DETAILS ON THE NEED FOR A NURSERY PLACE(S)

1. Child(ren)’s First Name (if known):

Child(ren)’s Date(s) of Birth or expected due date:

2. Do you require a full time place?

Yes / No (please delete as appropriate)

3. If you require a part time place please tick the appropriate boxes or advise if you can be flexible over days and times:

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Flexible (provide more info) ...........................................................................................................................................
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4. Part time only: please give the name and address of the applicant with whom you propose to share a full time place (if known):

5. Do you have another child currently at the University of Glasgow nursery?

Yes / No (please delete as appropriate)

6. Please indicate the earliest and latest dates on which you would be prepared to accept a place:

   Earliest Date* ..................................................           Latest Date** ..................................................

*Please note that both the earliest and latest dates are mandatory fields and your application will not be processed if this section is not fully completed.

** Latest date MUST be within 6 months of the earliest available date

Your name will be added to a waiting list and will automatically be withdrawn after the ‘latest acceptance’ date. Please note that you will not be contacted if a place arises after this date as your application will be confidentially destroyed. Please let us know if you wish to amend either of these dates at any time.
**PART C: ELIGIBILITY**

**NOTE:** The University will seek independent verification of the details entered below by checking MyCampus for students and CORE HR for staff.
Please tick the appropriate box for each parent / guardian and delete Yes / No and FT / PT as appropriate.

1. **University of Glasgow Students**
   
   (a) **Undergraduate**
   
   (b) **Department:** ............................................ ............................................
   
   (c) **Date of matriculation:** ............................................ ............................................
   
   (d) **Date of final examination or estimated date of submission of thesis:** ............................................ ............................................
   
   (e) **Are you also employed?**

   Yes / No

   If so, please give details in the relevant sections of the form.

2. **Parent(s) employed at the University of Glasgow**
   
   (a) **Clinical**
   
   (b) **Job Title:** ......................................................................................................................
   
   (c) **School / Service (including address):**

   ..................................................................................................................................................

   ..................................................................................................................................................

   (d) **Is the work full time or part time?**

   FT / PT

   If part time, how many hours per week? ................................ ................................ ................

   (e) **Do you have a contract of employment with the University of Glasgow?** Yes / No

   (f) **University of Glasgow fixed-term appointments and grant holders only**

   Please state the date at which appointment / grant began and will terminate:

   **Start Date: Parent (1)..........................................................** **End Date: Parent (1)..........................................................**

   **Start Date: Parent (2)..........................................................** **End Date: Parent (2)..........................................................**
PART D: SUPPORTING PERSONAL STATEMENT

Specific criteria used in the priority rating system include:
- single parenthood
- both parents being staff and/or students at the University
- having a sibling already in place at the Nursery
- lack of a support network
- applicants returning to work or study after a period of leave e.g. paternity, maternity, adoptive leave etc.

However, any other family information may also be taken into account by the Committee. It is therefore essential when filling in this section of the application form that you give the Committee as much information as possible.

1. Please state why you require the facilities offered by the University Nursery (please include as much information as possible with reference to the criteria noted above)

(Please provide as much detail as possible)

2. Is there any other information you wish to add with regard to your application for a Nursery place for your child(ren)?