



Childcare



Funding information



Nurseries
Early Years Services

Applying for a childcare place

When allocating childcare places in each of **ncn**'s nurseries, priority is given to the children of full-time students. Places are subject to availability on the times and days required and are also dependent on your child's age.

If you would like a place in an **ncn** nursery you will need to:

1. Complete a nursery application form and hand it in to the nursery. Your child's name will then be placed on a waiting list. This list is in date order so book early to avoid disappointment.
2. Let the nursery know as soon as you have been offered and have accepted a place on your course.
3. Tell the nursery of your days and times of study so they can allocate your child a place. Sometimes students who apply at a later date will take preference due to their timetable.
4. Reply within two weeks to the offer letter sent to you by the nursery.
5. Tell the nursery that you need financial support and they will give you an application form for student finance.



Help with funding

If you are aged between 16 and 18 years old and require help with the cost of childcare, you can apply for Care to Learn funding – pick up an application pack from the Student Finance team or contact the Learner Support Service on 0800 121 8989.

If you are aged 19 or above and are applying for help with nursery fees, there is an expectation that you will place your child in an **ncn** nursery. You should pick up a student finance application form before the start of your course or the nursery will issue you with one when you place your child's name on the nursery's list.

1. Priority will be given to full-time students who:
 - are returning to complete their existing course
 - have received financial support the previous year from the Learner Support Fund to fund external childcare costs and are now going to use an **ncn** nursery setting
2. Applications for funding will be considered by the date the application is received and the availability of places within your chosen setting.
3. You will need to complete the student finance application form and submit all the required income evidence.
4. Our Student Finance team will complete checks for eligibility and let you know the outcome before the start of your course.
5. We need to know your College timetables in order to offer nursery sessions, and if there is not a place available, you will be issued with a waiting list letter.
6. Our Student Finance team will tell you if there is a possibility of funding external childcare costs; you will be expected to accept sessions within an **ncn** nursery as they become available.
7. Funding will only be released on confirmation of your enrolment and you are only eligible for funding that is not covered by external sources, ie. 15 hours flexible childcare entitlement.

Funding contacts

The Student Finance team

ncn Basford Hall and **ncn** Hucknall

Telephone: 0115 916 6428

Email: studentfinance.basfordhall@ncn.ac.uk

ncn City

Telephone: 0115 910 4531

Email: studentfinance.adams@ncn.ac.uk

ncn Clarendon

Telephone: 0115 953 4261

Email: studentfinance.clarendon@ncn.ac.uk

ncn High Pavement Sixth Form College

Telephone: 0115 912 5530

Email: studentfinance.highpavement@ncn.ac.uk

Childcare contacts

Once Upon a Time Day Nursery

ncn Basford Hall

0115 916 6331

Once Upon a Time Day Nursery

ncn City (Adams)

0115 910 4680

Once Upon a Time Day Nursery

ncn Clarendon

0115 953 1474

Visits to any **ncn** nursery can be arranged on confirmation of funding.



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