

Child Care - Allocation of Places

Coatbridge College boasts its own nursery situated in Kildonan Street, directly across from the main College. The nursery received a very positive inspection report from HMIE in December 2010 which complemented the nursery management team, recognising the high quality service it provides. The benefit to you as a student, is that your child can be cared for and given the best possible support to assist with their development while you study at Coatbridge College.

The Nursery has 64 places available for the children of our students and accepts children from 1 year to 5 years. This leaflet explains how these places will be allocated. However, given the annual demand for places, it is not possible for us to provide a place for the children of every applicant. Should you be not successful in securing a nursery place within our own nursery, the College may assist you in funding a place for your child with a private provider.

Allocation Procedure

All students with childcare needs for the forthcoming academic session should complete the two forms enclosed, ensuring **that copies of all relevant documents (listed below) are provided with the forms.**

- Childcare Application Form - Child/Children's birth Certificate(s) (copy)
- FE & HE Child Care Application Form (Funding form)
 - Tax credit award letter (copy)
 - Child benefit letter (copy)
 - Confirmation of household income (P60)

NOTE: Your form cannot be considered and will be returned to you if all relevant documents are not provided. Please return all forms and documents to our FREEPOST address:

Freepost RRAL-LSBC-BKUR
Coatbridge College
Kildonan Street
Coatbridge
ML5 3LS

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Forms are held in Student Services until you have been accepted unconditionally on your course and are then passed to the Nursery Manager to allocate places. Nursery places are prioritised as follows:

- Returning students who achieve the required record of attendance, ie a minimum of 90%, and who apply by the end of April 2011
- Children of the 3-5 age group whose parents/guardians are living in North Lanarkshire
- Thereafter, on a first come, first served basis.

Please note that childcare funds are allocated according to the Scottish Funding Council guidelines and depend on personal circumstances. If you are not awarded the maximum amount from childcare funds then you will be required to pay the difference between your award and the full cost of the nursery place. Details of this will be provided on application. Child care applications will not be accepted for unborn babies.

You will be informed in writing by the Nursery manager to say if a place has been allocated to your child. If we cannot offer you a place in the College nursery, the College may assist with the funding of private child care provision, subject to certain conditions relating to the number of children, age of children and number of sessions required.

If you have any queries about the allocation of nursery places, please contact Janice McKay, Nursery Manager – telephone 01236 426545 or email: janicemckay@coatbridge.ac.uk

