



Student Guide to the Waterfront Nursery

Term time nursery placements for
parents studying at Edinburgh College.

Student Guide to the Waterfront Nursery

Congratulations on receiving your course place at Edinburgh College!

Vicki Shiels
Nursery Manager

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We know how busy life can get with young children, especially when you return to college. To help you out with applying for and managing the payments of your nursery place we have put together this handy guide.

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If you have any questions or are unsure about anything, please get in touch sooner rather than later so we can help you out.



thewaterfrontnursery

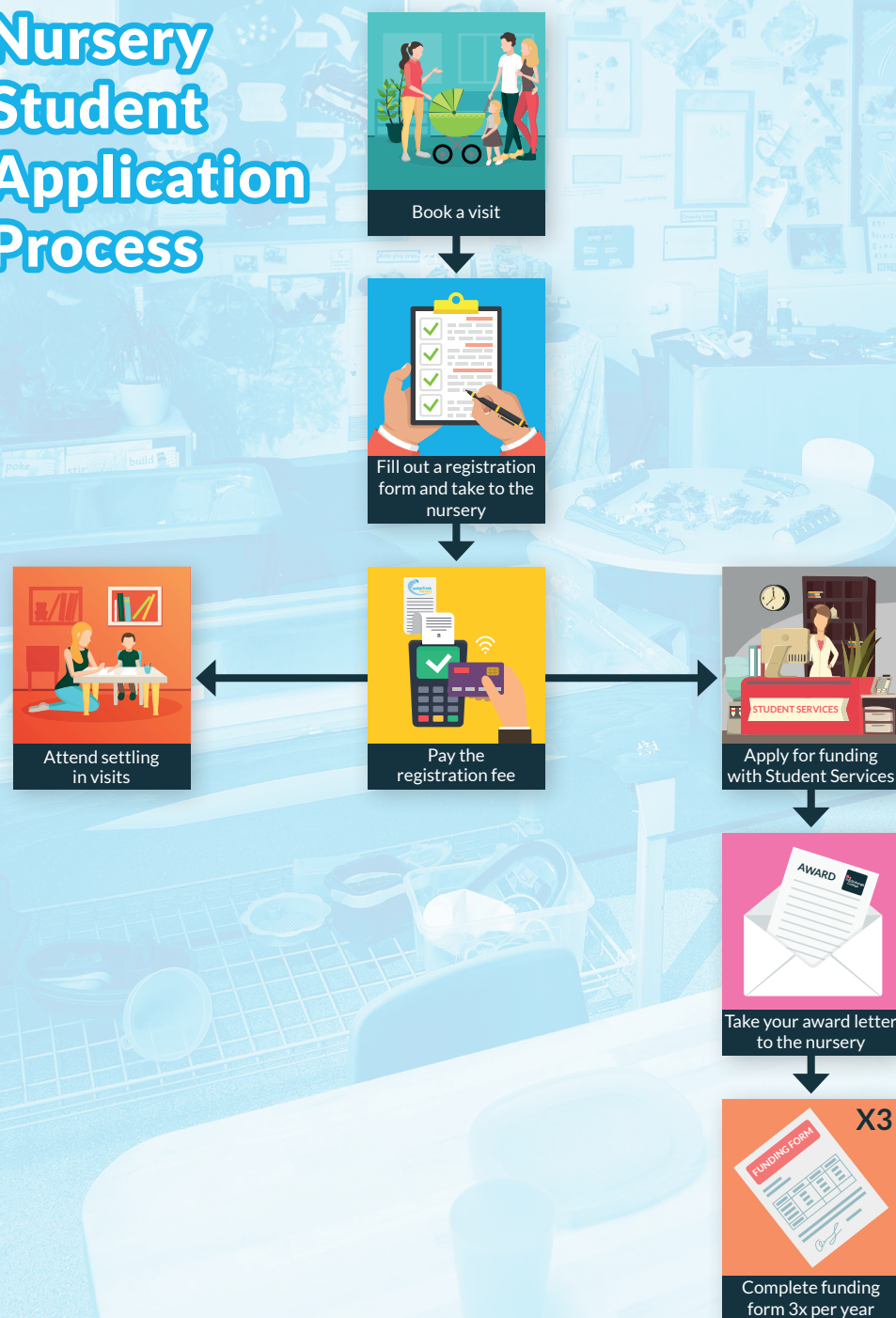


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350 West Granton Road, EH5 1QE, Edinburgh

Nursery Student Application Process



Frequently Asked Questions

Is the Waterfront Nursery different to other nurseries?

The Waterfront Nursery is owned and operated by Edinburgh College. We are based at Granton campus and have 135 daily places for children between 0-5 years. You can see our website at waterfrontnursery.co.uk.

The nursery is open to college students and staff as well as the public. You can book a visit on our website or give us a call to arrange a time.

What are the childcare options available for college students?

We offer term time places for our students which is not widely available at most private nurseries. This means that you will only have to pay for your child during term time and will not be billed for a full year.

You can drop in and pick a registration form up or find it on our website. We will require to see your child's birth certificate, a council tax bill and another bill as proof of address.

We require a £50 non-refundable registration fee to secure your nursery place. This needs to be paid before we can enrol your child.

We get very busy at Waterfront, especially at the start of the college term (August). Places are on a first come first served basis and we do usually have a waiting list, especially for children

under two. We advise that you enrol your child as soon as you know you will need the place/you have made a course application at college.

I've filled in the registration form, what happens now?

Once we have your registration fee and registration form that's all we need for the moment. Your child's key worker will be in touch around three weeks before your start date to arrange settling in sessions with you. We recommend a minimum of three settling in visits.

As you will understand we have a large number of children all starting nursery around the same time, so unfortunately it may not be possible to have your child settled before the term starts. Settling in sessions run from 1 August until the start of term so please be aware of this if you are planning on going on holiday. We will not start your child at nursery without a minimum of three settling in visits and if we feel that your child is struggling we will discuss the best way to progress with you.

On your first settling in visit, you will spend time in the playroom with your child completing some necessary paperwork with your key worker. We encourage you to leave your child for a little while from the second visit. Morrisons is just behind the nursery so you can have a coffee while you wait.



How does my funding work?

It is very important to understand that although you are a student and may be applying for support with your childcare funding, you have made a contract with The Waterfront Nursery and you are responsible and liable for ensuring your fees are paid. We offer a certain amount of flexibility for students, as we understand that your funding is not paid in a lump sum, however you must ensure that you meet all of the requests and requirements from the college student funding team to ensure your funding application is processed as quickly as possible.

To apply for funding to help with childcare costs, you need to visit student services, which is located at the back of the Hub at Granton campus, and complete the necessary paperwork. We advise you do this as soon as possible, as there are a lot of people applying for funding – the process takes time.

As soon as you receive your childcare funding award letter and the payment

schedule, please bring these to the nursery for us to copy and keep on your file.

If we have not received these documents (confirming your funding entitlement) by four weeks after your child's start date, we reserve the right to withdraw your nursery place. You will remain liable for the fees incurred during this period.

To continue being eligible for funding there are certain requirements which student services will inform you of. One of these is the completion of a form 3 times a year to confirm that The Waterfront Nursery has received your funding. If you do not hand this in to the nursery to be completed by the dates on the form, funding will be stopped.

If you have any concerns, questions or issues with any of the funding process, please contact us at the nursery immediately. We will always try to help as much as we can and it is much better to talk to us about the situation so we can prevent any issues.

When can I bring my child to nursery?

Students may only bring their child to nursery when they are at college or on work placement. This is all your funding entitles you to. If you would like to book your child in for an extra session during the college holidays for any reason, we will be happy to arrange this for you, providing we are within our ratios. We will ask you to pay for this session by card only on the day.

What happens if I don't get funding?

We understand that sometimes applications are not granted for funding and this makes it impossible for a student to attend college. In such a case we will require proof that your funding has been refused from the college and will then allow you to withdraw your child immediately with no notice period. You are, however, liable for any fees already incurred.

What other funding is available at Waterfront?

All children aged three and over are entitled to government funding from the term after their third birthday. The Waterfront Nursery handles the applications for this and informs student services of the amounts you will receive. This is then deducted from any award you may receive from the college. The nursery manager and office staff will explain the funding process to you for government funding.

At this time we do not offer funded places for two year olds.



I am not able to continue with my college course, what happens with my child's nursery place?

We require a month's notice if you are withdrawing your child during term time. If you have made the decision to stop attending college before this period, you will be liable for the fees for that month.

I have changed my college course or my timetable has changed. Can I change my childcare arrangements?

Please contact us immediately to check that we have availability to accommodate any changes to your child's booking pattern. We cannot guarantee that we will have availability for sudden changes. Once we have agreed the change you will need to contact student services to get a form for The Waterfront Nursery to fill in to confirm the change. We will then need a copy of your revised award letter and payment schedule when you receive it.

We always advise that if you are experiencing any issues with your nursery funding that you keep us updated and we will do as much as we can to help and support you.



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For more information please visit:
waterfrontnursery.co.uk



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