

STFC, Rutherford Appleton Laboratory

Little Stars Nursery – Admissions Policy

Science and Technology Facilities Council (STFC), Rutherford Appleton Laboratory (RAL) is at the heart of the Harwell Campus. Approximately 1,200 staff at RAL support the work of more than 10,000 scientists and engineers, chiefly from the university research community. RAL's pioneering research in areas such as energy, security, healthcare and the environment addresses important challenges facing society. RAL staff are made up of scientists, engineers, technicians and professional support staff.

Little Stars nursery, based on the RAL site, is a workplace nursery provided by STFC for its employees. STFC offers surplus places to other parents.

The Nursery holds separate waiting lists for different groups and places are allocated in the following order of priority:

- 1. Science and Technology Facilities Council (STFC) – subsidised rate**
2. Diamond Light Source (DLS)
3. Other UKRI employees based at the RAL site e.g. Research Complex at Harwell (RCaH)
4. STFC Tenants
5. Community/other
6. Nursery operating contractor staff (in line with their employer's policy and also with the permission of either the Outsource Services Manager or Head of Support Services at RAL)

Allocations made to families from categories 4-6 require prior authorisation from STFC.

To establish the eligibility of parents Little Stars may ask for some form of documentation to confirm employment with a particular organisation.

Little Stars Nursery is a popular facility, with a healthy waiting list. Intake of new children usually takes place in September, Christmas and Easter, in line with the school terms. However it should be noted that the nursery is open all year round and does not run in line with the academic year.

When a space does become available, children who already attend the nursery are given the opportunity to change or increase sessions before spaces are offered to families on the waiting list.

In order to hold a child's place in the Nursery tuition fees must be paid regardless of absence for any reason, including illness or holidays.

STFC provide the building and utilities for the Nursery and STFC employee's fees fund the day to day running costs.

Other, non-STFC staff, are charged at a higher rate which includes a provision for the building and utility costs and other in- direct costs.

DLS have agreed to offer employees in their Childcare Support Scheme on or before 31 October 2015 places at the same rate enjoyed by STFC employees with the additional charge paid for by DLS up to the HMRC limits. DLS employees wishing to use the Nursery should make enquiries via the Nursery Manager. In the event of a place being offered, DLS

employees should ensure they contact DLS HR, to enable the subsidy to be arranged. The Nursery contractor will invoice DLS for the additional charge directly.

DLS only apply the subsidised rate per employee and not per child. Therefore if an employee has twins or two children in the nursery the first child would be charged at the subsidised rate (with DLS paying the additional charge) for up to a full-time equivalent place and the second child would be charged at the full rate to the DLS employee for the remaining days. As an example two children attending the nursery for 4 days each (making a total of 8 days), DLS would subsidise 5 days (full-time equivalent) and the remaining 3 days would be charged at the full rate to the employee. DLS Employees can view guidance in the Diamond Employee Handbook on the Diamond intranet.

Diamond employees joining the scheme from 1 November 2015 will only be eligible to opt for the Childcare Voucher Scheme and therefore will be charged the community rate.

STFC employees receive the subsidised rate irrespective of the number of children attending the nursery.

All fees and subsidies are payable directly to the Nursery operating contractor. The Nursery contractor will administer the nursery waiting lists. All fees are reviewed annually in April.

It is Nursery policy that once a child is accepted into the Nursery, they can stay regardless of any changes to the parent's employment although fees may change in line with the parent's employment status. All children, whether full-time or part-time are treated equally with regards to any STFC and Bright Horizons policies and these policies will be followed at all times.

RAL Estates Support Services
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