To enable all delegates to participate in our democracy, NUS provides childcare support at our democratic events. The policy applies to delegates who have children between the ages of 1-13 years old. Please note that children are not allowed on conference floor. This provision is not available to Student Union staff.

**All delegates must complete and submit this request form no later than 12pm, Friday 2 March**

# Options available to delegates:

We offer the following childcare options to delegates with children between the ages of 1-13years old only. Note that NUS’ role is to facilitate childcare for the delegate and as such, is not responsible for the provision of childcare itself.

1. On your request NUS will facilitate the provision of a childminder at the event you are attending during conference hours only. Childcare is provided at the venue by an external professional childcare company (NUS currently uses ‘Tinies Childcare UK’ see <https://www.tinies.com/>). We cannot guarantee childcare if your request is received after the deadline date and provision is also subject to availability.

Once childcare has been booked, we will put you in touch with the childcare provider who will require additional information to process the booking. It is your responsibility, as the parent/guardian, to provide that information to the provider before the event. It will also be your responsibility to pay any expenses if the childminder takes the child/children off-site. Your child/children will be the responsibility of the childcare provider if you take up this preferred option. Once childcare has been booked, if for any reason you do not attend the event without giving NUS sufficient notice, your Students’ Union/Institution will be invoiced for the cost of the childcare. Please note Tinies policy states that cancellation up to 28 days before the placement is charged at 100%.

1. If you prefer to bring your own childminder to a Democratic Event to look after your child/children, NUS will provide accommodation and meals only for that childminder and also the child/children throughout the Event. Childminders and children will be provided with the same food and refreshments as that provided to delegates. If food or refreshments are not provided at an event (e.g. such as at National Conference), then it will be your responsibility as the parent/guardian to provide the food/refreshments. It will also be your responsibility to pay any expenses if the childminder takes the child/children off-site. Your child/children will be the responsibility of your childminder if you take up this preferred option. Once accommodation has been booked, if for any reason you do not attend the Event without giving NUS sufficient notice (usually 14 days but may be longer depending on the venue’s policy), your Students’ Union/Institution will be invoiced for the relevant costs.
2. NUS recognise that parent/s may prefer to leave their child/children at home with a relative/friend or their usual childminder. NUS will contribute £30 per day as a total contribution (irrespective of numbers of children) towards any additional expenditure you may incur. This does not apply if you choose to travel the day before the event.

**Please select ONE option, complete and return**

**OPTION 1**

**NUS to arrange childcare at the event**

Your Name:

Institution:

Name of the event you are attending:

Your Contact details:

Email address: Mobile phone number:

Name of child 1 Age

Name of child 2 Age

Name of child 3 Age

Name of child 4 Age

**OPTION 2**

**Bring your childminder along to the event and NUS to provide accommodation for childminder and children for the duration of your attendance at the event.**

Your Name:

Institution:

Name of the event you are attending:

Your Contact details:

Email Address: Mobile phone number:

Name of childminder:

Name of child 1 Age

Name of child 2 Age

Name of child 3 Age

Name of child 4 Age

**OPTION 3**

**Child/children to be left at home and NUS make a £30 per day contribution to child care costs. Note that payment will be made on the next available expenses run after the event has taken place.**

Your Name:

Institution:

Name of the event you are attending:

Your contact details:

Email address: Mobile phone number:

Your address:

Total number of days:

Total amount of claim:

BACS Details:

Bank Name:

Account Number:

Sort Code:

Account Name:

Please return completed form to the NUS Events team no later than 12pm, Friday 2 March

By email events@nus.org.uk

By post: **National Union of Students, Ian King House, Snape Road, Macclesfield, Cheshire, SK10 2NZ**

We reserve the right to ask delegates to produce copies of birth certificate/ adoption details/evidence of formal parental responsibility for the child/children.