

Flexible Childcare

Guide to Childcare Services at the Georg August University of Göttingen (excluding the Medical Faculty Göttingen except of services aimed at students)

(Last updated: 01.10.2012)

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1. Introduction

The Georg August University of Göttingen has set itself the goal of being a family-friendly university and designing the working and studying conditions in such a way that it is possible for both women and men to combine their occupation or studies with a family life. This goal is defined in the planning and control instruments used at the different levels and in the different areas of the university. It is also named in the development plan for the University of Göttingen (2013-2017), as well as in the development and equal opportunities plans for the individual faculties.

The university has recognized that a cultural change including greater family friendliness increases the attractiveness of the university as a place of work and study. In view of the strong competition amongst universities, an equitable solution for families has become an important factor for attracting and retaining excellent academics. Therefore, the university has set up the Welcome Centre with its Dual Career Service, as well as the Family Service. It has also built a new child care facility in the northern area of the university and participated successfully in the “Family-friendly Universities” program from the Ministry for Science and Culture.

The development and implementation of family-oriented measures takes place in different fields of activity, such as in the organisation of work, personnel development, organisation

culture and in the development of a range of services for parents. As a result of the implementation of the Research-oriented Standards on Gender Equality from the German Research Foundation (DFG), the University of Göttingen set up its Family Service in the Equal Opportunities Office in October 2009. The Family Service coordinates and develops measures for improving the compatibility of re-search/study/career and family and is the first point of contact for parents to receive advice at the University of Göttingen.

The occupational and studying conditions at a university are characterised by scheduling irregularities, which result from alternating periods of lectures and lecture-free times, as well as by mobility promoted by the university (conferences, periods abroad, excursions) and discontinuous working hours (laboratory work, experiments, night shifts, committee meetings). These occupational and studying conditions at universities lead, on the one hand, to high demands and specialized requirements being placed on the provision of child care and, on the other hand, to a need for financial subsidies for child care.

The requirements placed on the provision of child care extend beyond the existing standards for child care facilities. Parents require child care provision that is flexible in terms of the times and locations available, which can also be provided at short notice in emergencies and in a non-bureaucratic manner. If new child care provision is set up, it must be orientated towards the requirements of parents and children, correspond to legal regulations, e.g. for the scope of child care, and satisfy educational needs.

The need for financial subsidies for child care is a result of the fact that flexible and individual child care provision is expensive and accrues in addition to existing care costs. In addition, there is a need for subsidies for the particularly cost-intensive care for children under 3 years old.

This guide was developed on behalf of the university's Presidential Board by the Family Service in cooperation with the Human Resources, Accounts and Legal departments, as well as with the participation of the Staff Council of the university and is aimed at all members and relatives of the Georg August University of Göttingen excluding the Medical Faculty (UMG) but including students of the UMG.

2. Aims of this Guide

In order to meet the university-specific demands for flexible child care provision at short notice de-scribed in the introduction, the Presidential Board of the Georg August University has made financial resources available. The Family Service has developed the range of services on offer and pro-vides parents at the University of Göttingen with:

- Emergency child care
- Child care during business trips, conference trips and training and qualification

courses

- Child care during events organized by the University of Göttingen
- Flexible child care for student parents

The aim of this guide is to introduce the child care services offered by the University of Göttingen, as well as to make people aware of their legal rights when a child is ill (Appendix 1). The guide is aimed at parents, institutes, central facilities and other institutions of the Georg August University and provides information on how to apply for and use the range of services offered.

3. User terms and conditions

The child care services are available by application. Those authorized to apply are members and associates of the university (Article 5 and Article 6 of the basic constitution of the Georg August University, 2008), who can identify themselves through a university identity card, a student identity card or a visitor's card.

The members of the university who are authorized to apply are:

- Employees (Public sector employees (Tarifpersonal), lecturers, administration staff, stand-in cover, teaching staff or special tasks, student and graduate assistants marginally remunerated employees, trainees)
- Civil servants
- PhD students
- Enrolled students

The associates of the university who are authorized to apply are:

- Guest academics
- Placement students, volunteers
- Fellows
- Scholarship holders

The measures are aimed at specific target groups. The project "Flexible Child Care for Student Parents at the Georg August University", which has been running since 2008, is aimed solely at students. The project was expanded to include the component "Emergency Child Care" from 1st October 2010. Students are not authorized to apply for the services offered under "Child care during business trips, conference trips and training and qualification courses" and "Child care during events organized by the University of Göttingen". There is no legal right to be granted the range of services, in particular, in terms of financial subsidies

that can be applied for according to this guide. The services offered are subject to sufficient resources, in particular, in terms of financial resources and child care capacities.

4. Childcare services

4.1. Emergency childcare

The University of Göttingen offers child care free of charge in emergency situations and at off-peak hours for parents who are deemed (occupationally) indispensable by the university.

Child care for children under 12 years old is provided hourly by qualified guardians, if desired, directly in the parent's place of residence.

The provision of guardians takes place at short notice through an external cooperation partner of the university.

We make every effort to provide interested parents and their children with the opportunity to meet the child care provider in advance so that when they are required at a later date it is possible to provide child care at short notice.

Emergency child care can be claimed without restraint as long as the Child Day Care Agency has sufficient capacity. However, financing through the FamilyService is only possible up to four times a year per child. Any additional child care must be paid for by parents or a third party (e.g. faculties, centres, DFG collaborative projects).

It is possible to take advantage of the emergency child care in the following circumstances where the applicant is deemed (occupationally) indispensable for the university:

1. Sudden illness of your own child.
2. Unexpected cancellation of regular child care provision (designated carer, day nursery, school/after school club, childminder and babysitter) due to, for example, illness, bad weather conditions or strikes.
3. Occupational obligations such as overtime, stand-in cover, commission meetings or study events outside of the regular child care times for the child.

Those authorised to apply are members and associates of the university who can identify themselves through a university identity card, a student identity card or a visitor's card.

The amount of emergency child care hours or days made available for the university by the child care agency is agreed on a yearly basis and is regulated in a cooperation agreement between the university and the child care agency.

You will find an information sheet with notes on the application process in Appendix 2. Please fill out the application form for the emergency pool i and the registration form for emergency child care provision directly at the Child Day Care Agency.

4.2. Child care during business trips, conference trips and training and qualification courses

The University of Göttingen offers subsidies for the cost of child care resulting from business trips or conference trips or due to participation in training and qualification courses. In all cases, written confirmation must be provided by the person's supervisor about the occupational relevance for taking the business trip or for participation in the training or qualification course.

The subsidy can be issued in the following cases:

1. There is a necessity for the child to accompany the parent on the business trip.
2. There is a necessity for the child and a child care provider to accompany the parent on the business trip.
3. The period of absence for the business trip, conference trip or training and qualification course extends beyond the normal opening times of the child care facility or school.

The subsidy can be used for the child care costs accrued during the conference or trip and for accommodation expenses for the child and the child care provider. The child care provider can be the person's partner, a childminder or a babysitter.

The subsidy amounts to a maximum of € 250 and can be claimed from the Family Service up to twice a year per applicant. Any further costs must be covered by a third party.

Those authorised to apply are members and associates of the university who can identify them-selves through a university identity card or a visitor's card. Students are excluded from applying for this service.

You will find an information sheet with notes on the application process in Appendix 3 and the relevant application form in Appendix 3a.

4.3. Child care during events organised by the University of Göttingen

The Family Service offers advice and support to institutes, central facilities and other institutions of the Georg August University for the organisation of child care during events organised by the university and can grant subsidies on request for the costs of the child care provided during events organised by the university at the location in Göttingen.

The child care provision is provided by an external company who provides qualified child care providers. Child care is carried out as near as possible to the event.

Those authorised to apply are members and associates of the university who are carrying out an event at the Georg August University at the location in Göttingen. Students are excluded from applying for this service.

You will find an information sheet with notes on the application process in Appendix 4 and the relevant application form in Appendix 4a.

4.4 Flexible child care for student parents of the University and the Medical Faculty

The Georg August University of Göttingen offers flexible child care to students of the university and the Medical Faculty.

It can be used when a course or event takes place outside of the hours covered by the child care facilities. This includes time periods in the afternoon, evening or at the weekend. Student parents whose children do not have a child care place in one of the day care centres can also make use of the service offered.

The service is provided in cooperation with the Child Day Care Agency (Kindertagespflegebörse) Göttingen. Students are given special advice by the Child Day Care Agency and are individually supported in the search for childminders. The Child Day Care Agency selects suitable people who meet the special requirements of the individual families and presents them to the parents. The Child Day Care Agency accompanies this relationship and guarantees that important quality standards for day care are maintained.

Parents sign a child care contract with the day care provider and agree on the times and costs for the child care.

Emergency child care provision for student parents within the framework of the project has also been available since 1st October 2010. The service is described in more detail in Chapter 4.1. You will find an information sheet with notes on the application process for emergency child care provision in Appendix 2.

Financial child care subsidies for student parents

The costs for the advisory and placement service provided by the Child Day Care Agency Göttingen for student parents (excluding PhD students at the University, as well as PhD students at the Medical Faculty) are assumed by the Family Service.

After applying to the Family Service, student parents receive a subsidy for child care costs in the amount of a maximum of EUR 2 per child care hour, in total up to a maximum of 100% of the total costs, whereby subsidies from third parties are included in the calculation. The

subsidy is granted per semester for 14 weeks – in special cases (e.g. internships, exams, block seminars) it can also be granted during the lecture-free periods between semesters. The scope of the resources available to the project is limited and there is no legal right to receive a subsidy.

The subsidy can be applied for by:

- Student parents, whose child has a child care place in one of the day care centres and who requires additional child care outside of regular child care hours
- Student parents whose child is cared for by a childminder

The subsidies for child care costs outside of standard hours are financed by the project “Flexible Child Care for Student Parents”, which is financed through tuition fees. The project is due to run from 01.10.2012 until 30.09.2014 and the scope of the resources available is EUR 80,000.

You will find an information sheet with notes on the application process for financial subsidies in Appendix 5 and the relevant application form in Appendix 5a.

Appendices

1. Notes on legal entitlements when a child is ill
2. Information sheet for applying for emergency child care provision
3. Information sheet for applying for child care during business trips, conference trips and training and qualification measures

3a Application form

4. Information sheet for applying for child care provision during events organised by the University of Göttingen

4a Application form

5. Information sheet for applying for flexible child care provision for student parents (project)

5a Application form Guide to child care at the Georg-August University Appendix 1

Appendix 1 (Status 01.10.2012):

Notes on legal entitlements when a child is ill:

Exemption from work (without remuneration) and child care sickness benefit according to Article 45 SGB V

Those people insured in the **statutory** German health insurance system are entitled, according to Article 45 SGB V, to unpaid exemption from work from their employer and to child care sickness benefit from their health insurance provider when their child has not yet reached the age of 12 and no other person living in the person's household can provide the care. This entitlement is fixed for every calendar year at a maximum of 10 working days for each child, for single parents at a maximum of 20 working days. When there is more than one child to be cared for, the maximum entitlement is 25 working days and for single parents 50 working days in a calendar year.

In this case, please contact the Human Resources Department and your health insurance provider.

Exemption from work with continued remuneration

Public sector employees (Tarifbeschäftigte) receive exemption from work upon application with continued remuneration according to Article 29 TV-L. Four working days/year are granted in the case of illness of a child under 12 years old when in the current calendar year no claim exists or has existed for child care sickness benefit according to Article 45 SGB V and the requirement for care or support to be provided by the employee is confirmed by a medical attestation.

The Human Resources Department can provide you with advice in this area.

Leave of absence

It is possible to apply for a leave of absence for important reasons, such as for caring for children, while renouncing remuneration (Article 28 TV-L).

In this case, please contact the Human Resources Department.

Special leave with continued remuneration for civil servants (Article 68 NBG in connection with Article 9a Special Leave Ordinance)

Civil servants receive special leave of up to four days in a holiday year while continuing to receive remuneration in the case of serious illness of a child when:

1. The child has not yet reached the age of twelve or is disabled and dependent on help and
2. No other person living in the household of the civil servant is available to fulfil the required supervision, support and care for the child according to the medical certification.

In special individual cases, it is possible to grant special leave according to Sentence 1 of up to a total of 10 working days in the holiday year, for single parents up to 16 working days, when the civil servant is placed under exceptional burden as a result of the supervision, support and care for the child. Holiday is to be calculated for the maximum duration according to Paragraph 1.

The Human Resources Department can provide you with advice in this area.

Leave of absence without remuneration for civil servants (Article 62 NBG)

On request, it is possible for civil servants to take a leave of absence without remuneration for duration of up to 15 years for the care of children under 18 years old.

The Human Resources Department can provide you with advice in this area.

Appendix 2

Information sheet for applying for emergency child care provision

The University of Göttingen has a cooperation agreement with the Child Day Care Agency Göttingen for providing emergency child care and has appointed the Family Service with the task of implementing this service. Parents do not bear any costs for the emergency child care provision.

Those authorised to use the service are members and associates of the university who can identify themselves through a university identity card, a student identity card or a visitor's card or who can otherwise prove that they are a member or associate.

The emergency child care can be claimed up to four times a year per child receiving child care. Any child care above and beyond this amount must be financed by the parents or a third party.

Process

Those authorised to use the service and who wish to take advantage of this child care provision are to contact the Child Day Care Agency before the emergency occurs and they will be informed about the prerequisites and the subsequent process. The Child Day Care Agency Göttingen can be contacted on the telephone number +49 (0)551 / 250 82 91.

While the applicants are receiving personal advice in the Child Day Care Agency, they will be en-rolled in the emergency pool.

The parents are introduced to a suitable guardian, who will take over the care of the child in an emergency situation. The following people are offered by the agency for placement with families:

- Guardians who offer child care in the parental household
- Guardians who offer child care in their own household
- Guardians who offer child care in external premises

The parents obligate themselves to participate in a familiarisation meeting with the recommended day care provider.

In an emergency, parents can contact the Child Day Care Agency on +49 (0)551 / 250 82 91. The child care process, the scope of the child care provision and the times when child care is provided are then agreed with the child care provider who was already allocated in advance.

In addition, the Child Day Care Agency provides an advice service free of charge to the parents and the child care provider for the existing child care relationship.

Appendix 3

Information sheet for applying for child care during business trips, conference trips and training and qualification courses

The subsidy available is a maximum of EUR 250 per case. A maximum of two trips per year and per applicant can be subsidised.

Application

The application form (Appendix 3a) must be submitted to the Family Service of the university together with justification from the person's supervisor for the measure and confirmation about its occupational relevance together with a cost estimate, as well as the programme of or the invitation to the event. When the applicant is a non-employee (scholarship, fellow, volunteer, placement student), the relevance of the measure to the academic activities of the applicant at the University of Göttingen is to be confirmed by their supervising tutor. Applications can be submitted at any time although at the latest four weeks before the start of the trip.

The Family Service checks and grants the application and informs the applicant about the amount of the expected subsidy. In accordance with Article 66 NPersVG, the Staff Council must agree with any decision to reject an application.

The payment of the subsidy takes place after provision of the receipts for the actual costs incurred.

For employees or civil servants of the university, the payment is liable to tax and social security at the instigation of the Human Resources Department, all other members and associates of the university receive payment through the Family Service.

Appendix 3a

To the Family Service of the University of Göttingen, Goßlerstr. 9, 37073 Göttingen, Germany

Application for a financial subsidy for child care costs during business trips, conference trips or training and qualification courses

Name:

.....

Name/Date of birth of the child.....

Private address, telephone:

Employed at the University of Göttingen as: until.....

Facility / Faculty and institute / DFG assisted project (No.)

.....

Superior or supervising tutor:.....

Bank details

Account holder:

Bank, Sort code:

Account number:.....

| Application for a child care subsidy for: | When | Where | Expected costs in Euro |
|---|------|-------|------------------------|
| Business trip/conference | | | |
| Training or qualification course | | | |

calculation is enclosed

invitation/program of events is enclosed

.....

Date/ signature of applicant

| |
|---|
| <input type="checkbox"/> as supervisor, I certify that the travel / training measure specified is necessary and in the interest of the service. <input type="checkbox"/> As a supervisor, I confirm the correlation of the measure with the scientific operation of the applicant at the University of Göttingen Date/signature |
|---|

Internal notes:

1. FamilyService: original evidence
2. personnel department

| | | | |
|--------------------------------|---------------|-----------------------------------|-------------|
| impersonal account | burden centre | order | amount in € |
| | | | |
| factual correct Sign: _____ | | analytical correct Sign: _____ | |
| reference number: | | | |

Appendix 4

Information sheet for child care during events organised by the University of Göttingen

The University of Göttingen has a cooperation agreement with the Child Day Care Agency Göttingen – subsequently called the KTB – for providing child care for events and has appointed the Family Service with the task of implementing the service.

The KTB guarantees quality standards in the selection of private child care personnel. Either qualified child day care personnel are placed with applicants or additional persons are accepted into the pool of child care providers who are suitable for the job but are not regularly available for child day care provision. These persons are prepared for child care provision in a 15 hour course provided via the KTB.

Implementation

The Family Service advises the event organisers in the planning and implementation of child care provision and initiates contact with the KTB. The advice provided by the Family Service for the tendering and development process must take place in the early planning stage for the event. The organiser of the event is to contact the KTB at the latest four weeks before the event and inform them of the number and ages of the children requiring child care, as well as the scope of the child care provision needed.

The KTB Göttingen takes care of providing the corresponding number of child care personnel, as well as external rooms insofar as these have not already been provided by the university itself. Be-cause as a rule it is not possible to carry out prior familiarisation with the children, the child care personnel are not to care for more than four children in total or not more than two children under three years old. The organiser of the event offers the child care provision after discussions with the KTB and is responsible of the total costs.

Child care costs of the KTB

The hourly rate for child care personnel is EUR 10 for one child, EUR 12 for two children and EUR 14 for three or more children. In addition, there is an agency fee of EUR 30 per child care provider. The costs for external rooms are between EUR 10 and 15 per hour depending on the size of the room. The administration fee for processing is 20 % of the total costs.

Application for a financial subsidy

The organiser applies for a subsidy for child care from the Family Service before the event – when the number of registered children has been determined. The subsidy is granted as a flat-rate sum per child for the children actually provided with child care. The flat-rate sum is EUR 100 per child per day. After submitting the confirmation from the KTB about the number of children actually provided with child care, the granted subsidy is paid at the instigation of the Family Service by means of a budget transfer to the organiser of the event. Please use Appendix 4a for the application.

Appendix 4a

to the Family Service of the University of Göttingen, Goßlerstr. 9, 37073 Göttingen, Germany

Application for a financial subsidy for child care costs during events organised by the University of Göttingen

Please note: The subsidy is EUR 100 per child per day and is paid by means of a budget transfer after sub-mission of confirmation from the KTB about the actual number of children provided with child care.

Facility or faculty and institution making the application:

.....

Cost centre:

Contact person, telephone:

Event:

.....

When/where.....

We are applying for a subsidy for the provision of child care for registered children.

.....
Date/stamp/signature of the applicant

Internal notes (please do not enter anything here)

Proof of the number of children actually provided with child care.

Family Service granted: **Euro**

Budget reduction at the expense of:

Budget increase for the benefit of:

Factually/analytical correct

.....

Appendix 5

Information sheet for applying for flexible child care provision for student parents

A. Advice on child day care provision and the placement of a child day care provider

In this case, please contact our cooperation partner: Child Day Care Agency

Alva Cornelius or Michael Plaumann, Waageplatz 8, 37073 Göttingen, Germany
Telephone: +49 (0)551) 38 43 85-0 / www.kindertagespflege-goe.de
E-Mail: cornelius@kindertagespflege-goe.de or plaumann@kindertagespflege-goe.de

Opening times for receiving advice:

Monday and Thursday 3 p.m. to 6 p.m. and Tuesday 9:30 a.m. to 12 noon
Telephone inquiries: Wednesday 9:30 a.m. to 12 noon

B. Application for a subsidy for child care costs

Following a decision by the Presidential Board on 30.07.2008, students (excluding PhD students) of the Georg August University Göttingen and, since winter semester 12/13, students at the Medical Faculty, can apply for a subsidy for child care within the framework of the student tuition fee project "Flexible Child Care at the University of Göttingen" from the Family Service.

Process

1. Please submit your application for a subsidy for child care costs at the beginning of the semester. Please use Appendix 5a for this purpose and also enclose the child day care contract.
2. The Family Service checks the application and informs you by e-mail about the level of subsidy that you can expect to receive.
3. The applicant must inform the Family Service at the end of the semester in writing (e.g. by e-mail) about the actual number of child care hours provided.
The subsidy for the actual amount of child care hours provided is then sent by the Family Service for payment.

C. Emergency child care provision

Student parents can also take advantage of the emergency child care provision described in Chapter 4. Please note the information in Appendix 2.

Appendix 5a

to the Family Service of the University of Göttingen, Goßlerstr. 9, 37073 Göttingen, Germany

Application for a subsidy for child care for student parents

Please note: You must inform the Family Service at the end of the semester in writing (e.g. by e-mail: familienservice@zvw.uni-goettingen.de) about the actual number of child care hours provided. Only then the subsidy can be paid. The subsidy available is a maximum of EUR 2 per child care hour, in total a maximum of 100% of the total costs, whereby subsidies for third parties are taken into account in the calculations. The subsidy is granted per semester for 14 weeks – in cases of hardship it can also be granted during the lecture-free periods between semesters. The scope of the resources available to the project is limited and there is no legal right to receive a subsidy. The application must be resubmitted for every semester.

Name.....

Address:.....Telephone:.....

Registration no.:.....E-Mail:.....

Subjects:

I hereby apply for a subsidy for child care provision for the

- winter semester, year:..... Summer semester, year:.....

Number and ages of the children:.....

- My child is placed in a child care facility**

I hereby apply for a subsidy for the following times **outside of the regular child care hours:**

Monday Tuesday.....

Wednesday.....Thursday.....

Friday

- Irregular times – please list on the reverse of the form!

- The child care contract/verification is enclosed and I confirm the scope of the child care provision applied for**

- My child does not have a place in a day nursery**

I hereby apply for a subsidy for the following child care hours.

Monday Tuesday.....

WednesdayThursday.....

Friday

- Irregular times – please list on the reverse of the form!

- The day care contract is enclosed and I confirm the scope of the child care provision applied for.**

- I already receive a subsidy from in the amount of Euro/hour ACCOUNT**

- I hereby apply for the grant in addition to the lecture period. Please explain on the back!**

Bank details

Account holder:.....

Bank, Sort code:.....

Account number:.....

.....
Date/sign of applicant

| | | | |
|---|---------------|-----------------------------------|-------------|
| impersonal account | burden centre | order | amount in € |
| factual correct Sign: _____ | | analytical correct Sign: _____ | |
| reference number: | | | |
| Confirmation of actual need for care., received on: | | | |