

Focus Child Care

Rheinische Friedrich-Wilhelms-Universität Bonn
Gleichstellungsbüro
Uni-Servicebüro für Eltern [USE]

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www.gleichstellung-uni-bonn.de/elternbuero

German version available

There is also a german pdf-document
available – in print or at:

www.gleichstellung-uni-bonn.de/elternbuero





The University Service Office for Parents [USE]

was established in 2005 as a service department within the University's Office of Equal Opportunity. Its key role is to provide assistance and pro-active support to staff and students in finding suitable child care. Everyday care for infants and toddlers, emergency care for children of all ages and holiday programs for primary school children during the summer break in North Rhine-Westphalia are the main fields of activity.

This information brochure acts as a guide for your individual search for child care. Since the foundation of [USE] two years ago, we have spoken to many parents and parents-to-be. Consequently we have compiled the frequently asked questions and common problems in order to help you find the best child care for you and your child which meets your personal needs.

Should you need further information, please make an appointment for a personalized interview with Regina Umbach at the University Service Office for Parents [USE].

Telephone: +49 (0) 228 / 73 65 65

Email: use@uni-bonn.de

After 14 weeks' maternity leave you are entitled to parental leave. Each parent has a right to parental leave to take care of the child for up to three years. Provided the employer agrees it is possible to transfer up to 12 months of the parental leave into the period between the child's third and eighth birthday, e.g. during the first school year.

Please note that parental leave must be applied for **at least 7 weeks prior to it starting** (= one week **after** child birth). Usually parental leave begins directly after maternity leave.

More information on this topic can be found at:

www.familien-wegweiser.de > **Familienstart** (in German) and in the brochure 'Elterngeld und Elternzeit' published by the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth (in German).

To apply for parental leave, please use the form available on the University's intranet ('Antrag auf Elternzeit'): <http://intranet.uni-bonn.de/Formulare/Personalwesen> > **Elternzeit**.

If you wish to apply for flexible working (part-time hours), please contact the Human Resources Department on time since special deadlines must be considered.

Before applying please clarify the following points

- Which work pattern suits you? Which work pattern suits your employer?
- Do you have the option to work from home (teleworking) or does your employer offer a parent child room?





On 1 January 2007, a new legislation on parental allowance and parental leave came into force. Parental allowance compensates for loss of income following the birth of a child. It is paid to the father and mother for a maximum of 14 months. Both are eligible to divide the period between them. Neither parent is allowed to claim for more than 12 months. It amounts to 67% of the average monthly net income prior to birth, with a maximum of 1,800€ and a minimum of 300€. Single parents are eligible for the full 14 months. The parental allowance can also be split over two years.

Foreign citizens are entitled to parental allowance under certain circumstances. For further information, please see:

www.eracareers-germany.de/portal/parental_allowance_in.html

The application for parental allowance must be made in writing to the office responsible in the federal states. The responsible office for residents of Bonn is the Versorgungsamt Köln. The application does not necessarily have to be submitted immediately after birth. Retrospective payments are, however, only made for the last 3 months prior to the month in which the application for parental allowance was made.

Contact details of the Versorgungsamt Köln and the application form for parental allowance are available at:

www.versorgungsamt-koeln.nrw.de

Further information is available on the website of the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth (in German): www.bmfsfj.de > **Familie**

Important Note!

Before you submit the application for parental allowance you should resolve how you wish to divide the period between both parents. The decision made in the application is **binding!**

Therefore you should check in advance if this is compatible with your work place and when the best time for both parents would be.

What is what?

Krippenbetreuung (Day Nurseries)

- *infant and toddler programs for children under three. There are two teachers caring for up to 10 children. (Full day care including lunch is possible.)*

Kleine altersgemische Gruppe (Small Group of Mixed Age)

- *Full day care for children from 4 months to 6 years. Due to a new law in North Rhine Westphalia this model will only be available for a transition period.*

Kindergartenbetreuung (Kindergarten)

- *For children from 3 years to primary school age. Usually, the kindergarten is only open in the morning from around 7:30 am to 12:30 pm. Some open again for two or three hours in the afternoon, but there is usually no lunch. Parents have a legal claim to a kindergarten place for children from the age of three years.*

Tagesstättenplatz (Full Day Care)

- *Full day care including lunch, usually for children from age 3 to primary school age.*

Blockplatz

- *For children from 3 years to primary school age. Usually open from 7 or 7:30 am until 1:30 or 2 pm including lunch.*

Fees and application

Fees vary according to the program (with or without lunch / child care for infants and toddlers). In public child care centers fees are based on parents' income. Lunch is always charged separately.

Please note that application deadlines vary from municipality to municipality.

In Bonn you should register your child in the child care centers of your choice until the end of the year for an opening in the following summer. A list of all child care centers in Bonn is available on the internet:

www.bonn.de / **Familie & Gesellschaft, Bildung & Soziales > Kinder, Jugend & Familie > Kindergarten & Co.**



Parent initiatives often have their own application criteria and procedures. In all other child care centers it is sufficient to personally register at the center.

Privately run centers do not have a fixed application date and fill vacancies as they become available. The same applies to family day care providers or childminders.

Family day care / childminders (Tageseltern)

A childminder cares for a group of up to five children in his or her home. A childminder needs professional training and a license from the local authority.

A written contract between parents and childminder establishes the child care program. Usually childminders are able to provide flexible hours.

Fees for family day care vary according to local authority, number of hours and demand. Some authorities grant income-related subsidies; others grant subsidies only to parents with financial needs.

Timing

When making your time schedule, please keep in mind that according to experience children need at least three weeks to adjust. You should try to keep your schedule flexible during this time.

The teachers at the child care center or the childminder will discuss with you the best way to familiarize your child with his or her new surroundings.

The following questions might help you in the initial phase of searching out the best type of care for your child:

Questions on the type of child care ...

- *What types of child care do you know and which are suitable for your family and work situation?*
- *Where can you get reliable information on potential types of child care?*
- *Do you know other parents with whom you can exchange experience on different child care programs?*
- *How much money do you have at your disposal for child care?*
- *Are you eligible for a family allowance of the local authority or are there any other means of support?*
- *Where can you get further information about financial support?*
- *How is the availability of child care programs in your residential area and in the environs of your work place?*
- *If your place of work is not in the same area as your place of residence: Is a child care program close to home or close to work more sensible and/or practicable?*

... and on the organization of your everyday life

- *What arrangements are possible for bringing and taking the child to and from the center everyday?*
- *What arrangements are possible for bringing and taking the child? Do you have support from family members and if so, how much time can they contribute?*
- *Do you have to take absences (business trips) into account?*
- *Do you have a social network on which you can fall back in case a special situation makes spontaneous child care necessary?*



Child care hours

When thinking about child care hours keep in mind the time you need to get to the center and possible buffer time in order to be able to plan your work day relatively free from time pressure.

- Which days and hours need at least to be covered by child care?
- Is flexibility in child care hours or a fixed time frame necessary? Would you be able to adhere to a fixed or to a flexible time scheme?
- Do you have to work overtime regularly? How can these times be covered?
- When is the child care center closed for holidays? When does the childminder take holidays?
- Can you compensate for these times on your own or with the help of others?

Child care concepts

- Are special educational concepts such as Montessori or Waldorf important to you?
- What aspects are especially important to you in the education of your child (individual values, cultural particularities)?
- Would you prefer your child to be cared for in a group, a small family-like group or in one-to-one care at home?
- Are there children of the same age to play with?
- Does the day care center / childminder offer age-appropriate equipment that is stimulating and inspiring for your child?
- Does the program provide a variety of experiences that nurture all the senses? What happens on a typical day?
- How much time is given to free play, to instructor-led activities and to personal creative activities?
- Are enough activities planned outside to get exercise? Are there enough age-appropriate activities?

The child care teacher as partner in education

- Do you like the teacher at first sight? Do you feel comfortable in his or her presence?
- Can you imagine this person being responsible for a substantial part of the education of your child and thus adding to your everyday family life?
- Is there enough room for feed-back and exchange with the teacher?
- How does the staff deal with rules, conflicts, feelings, hygiene, and social behavior?

Parent Participation

- Are parents involved in decisions and in the development of the program?
- Are there any obligations parents have to fulfill? (This is common in parent initiatives!)
- Are you able to fulfill these obligations in the demanded time scope?

Meals

- Is it important to you that the catering corresponds with your nutrition habits at home?
- Are there any restrictions because of food allergies of your child?

Illness of the child

- What happens if your child falls ill?
- Who can support you in case your child falls ill?
- How does your employer react in such a situation?

A checklist of the Bertelsmann Foundation provides further information on child care for infants and toddlers:

„Checkliste für Eltern: Kinder unter DREI in Kitas“
(in German only).

It is available at www.kinder-frueher-foerdern.de or from the [USE] office.

Useful links (Websites in German):

www.familien-wegweiser.de

www.kinderbetreuung-hochschulen.nrw.de

www.familienhandbuch.de

www.kindergartenpaedagogik.de



Support and Advice at the University of Bonn

University Service Office for Parents [USE]

(for students/staff of the University of Bonn)

contact person: Regina Umbach

Telephone: +49 (0) 228 / 73 65 65

Email: use@uni-bonn.de

Web: [www.gleichstellung-uni-bonn.de / elternbuero](http://www.gleichstellung-uni-bonn.de/elternbuero)

Bonn International Scholar Services (BISS)

(for international guest reseachers)

contact person: Tina Odenthal

Telephone: +49 (0) 228 / 73 61 90

Email: biss@uni-bonn.de

Web: www.biss.uni-bonn.de

Amt für Kinder, Jugend und Familie

(Department for Children, Youth and Family, Bonn)

Telephone: +49 (0) 228 / 77 40 70

Web: [www.bonn.de / Familie & Gesellschaft, Bildung & Soziales > Kinder, Jugend & Familie > Kindergarten & Co.](http://www.bonn.de/Familie&Gesellschaft,Bildung&Soziales>Kinder,Jugend&Familie>Kindergarten&Co.)

If you are looking for family day care or childminders, the following organisations will be able to assist you:

Netzwerk Kinderbetreuung in Familien Bonn

(Family Day Care Network Bonn)

Web: www.kinderbetreuung-in-familien.de

Familien- und Nachbarschaftszentrum

Wittelsbacherring 22, 53115 Bonn

Telephone: +49 (0) 228 / 26 55 17

Fax: +49 (0) 228 / 22 26 66

Email: familienzentrum@werkstatt-friedenserziehung.de

Web: www.werkstatt-friedenserziehung.de

Office hours: Mon, Wed, Thu 8–9 am, Thu 1–3 pm

Caritasverband für die Stadt Bonn e.V.

Fritz-Tillmann-Straße 8–12, 53113 Bonn

Telephone: +49 (0) 228 / 108-0

Fax: +49 (0) 228 / 108-200

Email: kontakte@caritas-bonn.de

Web: www.caritas-bonn.de

Office hours: Wed 9 am–10 am, Fri 9–1 am

Deutscher Kinderschutzbund, Ortsverband Bonn e.V.

Beethovenstr. 38a, 53115 Bonn

Telephone: +49 (0) 228 / 76 60 4-0

Fax: +49 (0) 228 / 76 60 410

Email: dksb-bonn@t-online.de

Web: www.kinderschutzbund-bonn.de

Office hours: Tue 9–11 am, Wed 11 am–1 pm
Thu 12–14 pm

The following educational institutions offer child care in the form of regular play groups and / or pre-kindergarten groups:

Familienbildungsstätte FBS Bonn

(Courses and babysitter list)
Quantiusstraße 16–18, 53115 Bonn

Telephone: +49 (0) 228 / 94 49 00

Familien- und Nachbarschaftszentrum

(Courses and babysitter list)
Wittelsbacherring 22, 53115 Bonn

Telephone: +49 (0) 228 / 26 55 17

Kleiner Muck e. V.

Friedrich-Breuer-Str. 17, 53225 Bonn-Beuel

Telephone: +49 (0) 228 / 47 46 96

Should you need information for your residence outside of Bonn, please contact the University Service Office for Parents [USE].