

Short-term childcare – information for parents

In order to make it possible to reconcile your professional life, academic career, studies and family life, the University of Passau provides childcare facilities during (academic) events. The Diversity and Gender Equality unit endeavours to offer you day care facilities at the university, where your children will be lovingly looked after.

Please keep in mind the following:

- 1) **Before you bring your child to day care for the first time:** Please note that a **lead time of at least one to two hours** is required. Giving children the time to become acquainted with the childminders and facilities is important even for short-term day care. This ensures that your child feels safe and secure in the care of the childminder and allows you to pursue your activities at the University of Passau with peace of mind. The purpose of this settling-in period is to establish a basis of trust between the child, their parents and the childminder. Especially for the care of infants and toddlers, we use the shortened version of the Berlin acclimatisation model, which has proven highly effective in pedagogical practice.
 - **Meeting for informational purposes and to become acquainted:** First, the parents and the childminder will meet to discuss arrangements and answer any questions the parents may have. At this meeting, the childminder will introduce themselves, talk about the formalities and the day care format and meet the child. This is equally an opportunity for the parents to get to know the childminder and inform them of their child's preferences and any special requirements. While in the presence of the childminder, they will – depending on the child's age – continue to act as the primary caregivers at this stage. In the presence of the parents, the child can also be handed over to the childminder for the first time. Any remaining questions are clarified.
 - **Separation and stabilisation:** After getting to know each other, a first separation attempt is made. The childminder is left alone with the child for a few minutes, while the parents remain in the vicinity and are reachable in case they are needed. When present, the parents should take a passive role and increasingly allow the childminder to take over the active caregiving.
 - **Regular day care:** If the child can be quickly comforted by the childminder when it is upset at being separated from the parents, regular day care can start.
- 2) **Childminders:** Childcare is usually provided by **student assistants** employed by the Diversity and Gender Equality unit. These are carefully selected on the basis of prior pedagogical training or childcare experience; nonetheless, as a rule they are not professionally trained nursery/preschool teachers. Staff are trained in first aid measures for emergencies involving children.
- 3) **Limits of day care:** Services are always provided with the **best interests of the child** at heart. Particularly in the case of very young children, longer care periods or evening care periods, we reserve the right to refuse day care in the interests of the child, if the child cannot tolerate being separated from their parents. Parents must always be reachable by mobile phone or in person whilst their child is in day care. **We cannot provide day care services to your child if it is ill.**

- 4) **Requirements:** As early as possible, but at least **two weeks before the desired start of day care**, we need the following information: number and ages of the children to be cared for, required hours of care, any special requirements. Ideally, your child should arrive at the day care centre fed and well-rested.
- 5) **Liability:** Before you can use our services, the form 'Nutzung der Kurzzeitbetreuung' ('Use of short-term day care') must be completed and signed by a parent or legal guardian. The University of Passau is only liable for grossly negligent or intentional breach of duty by the supervising person.
- 6) **Premises:** Childcare will take place on suitable University premises. We do not provide day care services at your home or away from the university premises.
- 7) **Things to bring along:** You know your child best and know what they need and like to have around. We therefore trust that you will bring along what is necessary for the care of your child, taking into account the child's age and the day care hours and duration. Particularly in the case of infants and toddlers, please bring along:
 - diapers (at least two), wet wipes, disposable changing mat
 - food and drink for your child, and a bib if necessary. Food and bottles can be heated on the premises. Please bring your own crockery and cutlery for reasons of hygiene.
 - seasonal clothing and spare clothing
 - if needed: a pacifier, burp cloth, cuddly toy, and a blanket,
 - a (favourite) toy, book
 - if needed: baby carrier or pushchair
 - a travel cot and a basic selection of toys and picture books are available.
- 8) **Pick-up:** Please allow sufficient time when picking up your child (approx. 30 minutes) so that the childminder can give you feedback and inform you of any occurrences during the day care hours.

The Diversity and Gender Equality unit is happy to answer any questions you may have or to provide further advice in a consultation.

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