**Flexible childcare for employees of and guests at Universität Regensburg
childcare agreement**

Universität Regensburg (UR), represented by the Family Service, in turn represented by Martha Hopper and the parents/legal guardians

of the child/children ……, born on …

conclude the following agreement:

1. The child named above is looked after on the UR campus, mostly in a parent-child room, the play room of the physics department or at a playground. Another room on campus can also be arranged.

2. Special issues or needs that need to be taken into consideration during childcare (e.g. allergies): ……

3. Language of parents and child: ……

4. Number of desired times for childcare: ……

 Date (please include the day(s) of week): ……

 time(s): ……

5. A pedagogically experienced student or an assistant provided by the Family Service will take care of the child.

6.The parent/guardian can be reached at the following phone number during childcare times: ……

7. The following conditions apply to the childcare:

 a. Childcare must be booked at least three months before the planned childcare time.

 b. In the case of a need for childcare arising at short notice, this may be arranged, resources allowing.

8. This is a voluntary additional service provided by UR; there is no entitlement to childcare, it is provided subject to availability of child minders.

9. The maximum childcare time per child is eight hours, or four hours for children under the age of two years.

10. The cost of one hour of childcare is EUR 25 per child. Concurrent childcare for siblings is provided free of charge.

11. The parent/guardian shall undertake to inform the Family Service as well as the agreed child minder as soon as possible if the childcare is not needed after all (e.g. because the child is sick or the event is canceled).

12. Cancelation policy: If the child is not brought to the arranged childcare appointment without the appointment having been canceled, the childcare fee must be paid in full. For cancellations at short notice the following cancellation fees are charged: cancellation 19-10 working days in advance: 50 % of the childcare fee, cancellation 9-1 working days in advance: 80 % of the childcare fee. The cancellation fee may be waived if the child is sick and this is documented with a medical certificate from a doctor.

13. There is no accident insurance cover. If the parents/guardians have private third-party liability insurance, any damages claims must be addressed to that insurance first.

14. Lunch must either be provided by the parents or requested separately in advance.

15. The childcare fees are billed to the parents or the organizer of the event (if they have approved this in advance) afterwards. If the organizer of the event pays the childcare fee, the family may need to declare this as a pecuniary benefit and thus as income for tax purposes (pursuant to sentence two of section 8 (2) of the German Income Tax Act (EstG). In this case, the amount is also subject to social security contributions. Taxation and payment of contributions is organized through the Landesamt für Finanzen (state finance office). Postal/billing address: ……

16. The parents of the children being looked after agree to the personal data necessary for childcare being passed on to the respective child minder.

Regensburg, …… date)

On behalf of ……

parent/legal guardian

Universität Regensburg, Familien-Service

Telephone: 0941 943-2323

E-mail: familienservice@ur.de

Stand 13.04.2022