

Terms of Use of the “KidsMobil” Emergency Childcare Service of Socius - die Bildungspartner gGmbH

Sec. 1 – Eligibility

- (1) All employees of Freie Universität Berlin who have children can use a free emergency childcare program that ensures that they have access to childcare in cases of job-related urgency.
- (2) Job-related urgency is deemed to exist in the area of research conducted as part of alliances and under the Excellence Initiative in particular.
- (3) Freie Universität Berlin reserves the right to check whether the service is being used legitimately. Any use of the emergency childcare service that is not legitimate within the scope of the terms of use will have consequences under labor and employment law. In addition, the user or users will be charged for any services used improperly.

Sec. 2 – Job-related urgency

- (1) The employee’s subject-specific supervisor and the relevant administrative manager (meaning the administrative manager himself/herself or his/her substitute) decide regarding whether the matter involves job-related urgency by signing. In areas that receive external funding, the consent of the executive management/spokesperson must be obtained instead and certified with the relevant person’s signature.
- (2) If it is not possible to obtain the signature of the administrative manager/executive management/spokesperson before transmitting the fax/e-mail, it can be obtained later. The administrative manager/executive management/spokesperson will determine the duration of childcare by arrangement with the employee.
- (4) Childcare needs with lead time of approx. five days can be considered “on short notice” or “unforeseen.” If there is more lead time, the administrative manager/executive management/spokesperson is responsible for deciding whether the terms of use are met in the individual case.
- (5) After that, the “KidsMobil Order” form is sent to the KidsMobil coordination office and the Dual Career & Family Service of Freie Universität Berlin (see Sec. 7).
- (6) Receipt by the coordination office of the form signed by the parents and the administrative manager is considered to constitute a declaration of consent and order confirmation.
- (7) Childcare services can only be provided within the scope of the number of hours that have been purchased. Therefore, even if the prerequisites stipulated in Sec. 3 are met, there is no legal claim to provision of childcare services with financing from Freie Universität Berlin.
- (8) Because only a limited number of hours are available, use of the service is documented in order to ensure that the parents in question are participating appropriately.
- (9) If a child falls ill on short notice, the parents can make childcare arrangements by phone with the coordination office on short notice as well, provided that they have discussed the matter with the administrative manager and obtained his/her approval beforehand. In these cases, the order must be submitted later. This can be done by fax, e-mail or mail.

Sec. 3 – Reasons for emergency childcare

(1) For parents to be able to use emergency childcare within the number of hours set aside for Freie Universität Berlin, one of the following reasons must apply:

1. the child has fallen ill on short notice and the parent cannot take time off work;
2. the parent is unforeseeably required to work outside of regular childcare hours;
3. there is an unexpected problem with the regular childcare arrangements (childcare center, school, family home daycare provider, babysitter, etc.) and the parent cannot take time off work;
4. irregular working hours, overtime, need to stand in for others on short notice outside of the child's regular childcare hours, if there is an urgent job-related interest; or
5. unforeseen participation/participation on short notice in in scholarly/scientific conferences, committee work, etc. (e.g. to stand in for others) outside of regular childcare hours, if there is an urgent job-related interest.

(2) Use pursuant to Sec. 3 (1) No. 3 must be documented by way of a confirmation from the regular care provider. The Dual Career & Family Service offers a form on its website that can be downloaded for this. Documentation must also be sent to the Dual Career & Family Service by fax or e-mail. This can also take place afterward.

Sec. 4 – Details of emergency childcare

(1) *KidsMobil* provides childcare for children ranging in age from three months to a maximum of 14 years. Care is provided at the parents' home, any day of the week, any time of day. A childcare agreement must be signed before care begins. Pick-up and drop-off services involving taking the child to or from a care facility can also be arranged. In these cases, the care period starts when the child is picked up from the childcare site.

(2) If other childcare sites or pick-up services are arranged, the parents are required to assume the travel costs incurred and reimburse the caregiver directly for these.

(3) The minimum childcare period is three hours.

(4) *KidsMobil* has insurance coverage with combined coverage to a maximum sum of € 3.1 million for personal injury, property damage, and financial losses.

(5) As a basic principle, this service is only available to provide childcare to children who are in the custody of employees of Freie Universität Berlin. If the childcare request is submitted by a noncustodial parent, the childcare agreement must also be signed by the parent who has custody.

(6) The child is cared for by a caregiver, either alone or with a maximum of one sibling, at the parents' home. For three or more children, one additional hour of childcare will be charged. For five or more children, charges for one additional caregiver will be assessed.

Sec. 5 – Childcare providers

(1) The caregivers are either trained education specialists (such as early childhood education providers, social workers, or teachers) or are budding specialists (such as students in the disciplines of early childhood education or social work or those working toward a teaching credential). All caregivers have practical experience taking care of children.

(2) All caregivers who work for Socius – die Bildungspartner gGmbH are also required to pass a police background check and complete a pediatric first aid course.

(3) The caregivers whose services are used are obligated to maintain confidentiality regarding all personal matters concerning the parents. This does not apply to perceptions that contradict the protection and welfare of the child under their care within the meaning of the German Act on Child and Youth Welfare (Kinder- und Jugendhilfegesetz).

(4) In order to be able to obtain childcare on short notice as needed, the parents and children can get to know a caregiver ahead of time. The coordination office will make every effort to assign the family their familiar caregivers in the event that childcare is needed.

(5) Parents can contact the *KidsMobil* coordination office by fax/e-mail to arrange to meet with the caregiver and get to know him or her. The coordination office is the only body that connects caregivers with parents. The meeting takes place at the parents' home and takes one to two hours. During this time, both sides get to know each other and decide about working together. All organizational matters, such as providing keys and any rules of using the space and equipment (phone, TV, stereo system, etc.) that may apply are discussed as well, and the childcare agreement is filled out.

(6) If the parents decide not to work with that caregiver, a maximum of two additional caregivers will be matched with them as alternatives. If the parents decide not to work with these caregivers, either, the childcare service is considered not to be feasible.

Sec. 6 – Non-use or extension of the childcare period on short notice

(1) If childcare services that have already been booked are no longer needed, they must be cancelled by contacting the coordination office at least 24 hours before the scheduled start of childcare. Otherwise, the agreed childcare period will be billed.

(2) If childcare services cannot be concluded at the agreed time, one additional hour of childcare will be billed once the agreed end time is exceeded by 12 minutes.

Sec. 7 – Reaching the coordination office and Dual Career & Family Service

(1) The *KidsMobil* coordination office can be reached as follows:

Phone: 030-9700 28 86

Fax: 030-200 78 465

e-mail: kidsmobil@dieBildungspartner.de

(2) The necessary forms can be found on the website of the Dual Career & Family Service of Freie Universität Berlin.

Phone: 030-838 51137

Fax: 030-838 451137

e-mail: dcfam-service@fu-berlin.de

Internet: www.fu-berlin.de/familie