

Organizing childcare for events at TU Berlin website quick access 166823

Make your events more attractive by providing childcare for participants and their children.

The Family Services Office can help make your event a success!
familienbuero@zuv.tu-berlin.de



Planning and invitations

Inform participants in good time that you offer childcare for your events. You can do this when providing prior notice of an event or when inviting participants to register. This will enable you to find out as early as possible how many participants intend to bring their children and organize appropriate childcare.

You should set a registration deadline for childcare at least two weeks before the event (preferably four). Parents often cancel their attendance or make new requests for childcare shortly before an event. You should bear this in mind when planning. One option is to make registration binding for fee-based childcare (low/proportional contribution).

We can help you with the following:

- Text elements for drafting invitations (page 3)
- Sample registration form (page 4)

Organization

Childcare should be offered in rooms close to the event location.

The room selected should be child-friendly. You should ensure the room has chairs, is fitted with carpet, is accessible for strollers etc., and that there are toilet and diapering facilities nearby.

Another good option is to use one of the [parent-child rooms](#) located on the TU campus. [Mobile toy boxes, an assortment of games and a book cart](#) can be borrowed from the Family Services Office.

Financing

Financing is normally assumed by the event organizer. Costs should be calculated as early (and, if necessary, already included in the conference flat rate). It is also possible to request an additional contribution from parents.

The costs for childcare vary according to the number and ages of the children. We would recommend that you start by requesting a quote from a childcare agency specializing in childcare for events.

Third-party financing

Should it be possible to finance childcare through third-party funding/equal opportunity funding, please instruct the childcare agency to invoice the third-party funding project directly. To facilitate their processing, invoices should clearly indicate the date childcare was provided and the names of the children.

Childcare agencies

Childcare agencies generally also provide games and toys, and childcare equipment. Caregivers are also fully insured through the agencies. The registration procedure should also request information regarding the ages of children for whom childcare is required and any special needs the children may have, as well as contact details for the parents and how to reach them during the event (cell phone number).

You should also decide in advance how food and drink are to be provided for the children (e.g. catering for children or food and drink provided by the parents). Other options are for the parents to spend the lunch break with their children or for the caregivers to take the children for lunch. studierendenWERK's cafeterias provide high chairs for children.

We can help you with the following:

- Childcare agencies Contact information and prices (page 5)
- Text elements for comparing offers (page 6)



Parent-child room in the EB building
Further information about the parent-child room
quick access: 107900



Campus mobile book cart
Further information
quick access: 81466

➤ Text elements for invitations

Simply copy the option that best suits you and paste it in your invitation or registration form.

Childcare

Free childcare is available during the event.

We kindly request you to register for childcare by (date). Please also include the date(s) of birth of your child / children.

xx.xx.xx Please see here for further details:

Childcare

Childcare (provided by a qualified caregiver) is available during the event – it is essential you register early so suitable arrangements can be made.

Contact:

Childcare

Dear Parents,

We are delighted to be able to offer childcare during our event. Experienced caregivers provide a varied and exciting program tailored to the ages and number of children present. If you would like to take advantage of our childcare service, please send an email to xxxxxxx.

To register you, we require your contact details, a telephone number, the names and dates of birth of your child/children. We also kindly request you inform us of any special requirements your child might have. We recommend you write the name of your child clearly on all personal items you bring with you (toys and games, stuffed toys, bottles, diaper bags, etc.).

Unfortunately we cannot offer childcare for children with contagious and infectious illnesses.

Confirmation of childcare

Dear Parents,

When registering for ..., you requested childcare. I would like to update you with some important information.

Childcare will be provided by the xxx agency. The registration for your child/children is now binding. Should you not wish to use the childcare service, please cancel your registration by xx.xx.xx. We look forward to welcoming you and your child/children.

Meeting point: Time and place

Please ensure your children have their favorite objects with them: pacifier, stuffed toy, favorite book. Please do not forget: drinking bottles, thick socks, a change of clothes, diapers or pacifiers (if required), special care products (such as for allergies), baby food or special food for children with intolerances.

Please plan sufficient time on the day of the event to sign in and talk to the caregiver.

Please ensure that you include the logo proving our certification as a family friendly university:



➤ **Sample registration form**

Registration for childcare



Event:

Time and place:

First and last name of the parent

Email:

Parents' address:

Cell phone number:
(reachable during the event)

First and last name of the child / children

Date of birth of the child / children

.....
Date and signature

Please return to: Technische

Universität Berlin

.....

by email to:



➤ **Childcare agencies: Contact details and nonbinding prices**

Please note:

Costs vary according to the number of children and their ages as well as the childcare provided. For example, the childcare ratio requires that multiple caregivers are present when several children aged under three require childcare.

Depending on the agency, the costs for childcare range from **15 euros to 20 euros** per hour per caregiver. Childcare for events is somewhat more expensive and ranges from **19 euros to 25 euros** per hour per caregiver.

Note what is included in the offer: personnel costs, insurance, travel, materials, fees, miscellaneous costs

Costs are usually covered by the organizer of the event. **In exceptional cases, financing may be possible through third-party funding (depending on availability).**

Family friendliness and equality of opportunity are now important considerations for many third-party funding organizations when deciding how to allocate funding and it is usually possible to budget for and apply for childcare costs.

No funding is available from the TU Berlin budget.

The following is intended to help you compare prices:

Provider / Agency	Contact details	Example for 10 children aged 3-10 8 hours 2 caregivers	Example	Special features
Die Kinderwelt	Steffen Siegert event@die-kinderwelt.com			
Agentur Pünktchen	Jossefina Bayer agenturpuenktchen@gmx.de			
Elternservice AWO	Katharina Haack-Radlanski Katharina.haack-radlanski@awo-lifebalance.de			
Babysitter-Express	Jennifer Sommerer kontakt@babysitter-express.de			Fee on request, currently 35 euros
Agentur Mary Poppins	Gabriele Harendt berlin@agenturmarypoppins.de			Babysitting service / no childcare for events

Reduce your costs: Use the TU Berlin parent-child room or borrow toys and games and child-friendly materials from the Family Services Office!

Updated: January 2018

➤ **Text elements for comparing offers**

Copy the elements that best suit you and paste them into your request for an offer. Your request should include the following points to enable you to compare offers.

We recommend you contact the agencies as soon as possible, even if you are unsure about exact numbers. This will enable the agency to note the date of the event, prepare a suitable offer and provide help with additional planning.

Quote for event supervision/ childcare on...

Dear Sir or Madam,

We wish to provide childcare for our event ... taking place on ...

We would like to request a quote for....children aged approximately..., between the times of and....

As we are still in the early stages of planning, we are unable to provide more precise details.

We wish to provide uninterrupted childcare in one of the rooms at TU Berlin. **Briefly explain what your expectations are...**

Parents will bring and collect their children themselves. Parents will provide food and drink for their children.

Your offer should also include information regarding insurance for the children and the caregivers.

I look forward to receiving your offer by xxx. If you have any questions, please contact me by email or telephone.

Sincerely,

➤ **Summary: Important information for comparing offers**

- Client
- Date and time of the event
- Name of the event
- Event location
- Childcare location (Proximity to the event location, approximate distance)
- Expected number and ages of children
Number of children under three years of age:
Number of children over three years of age:
- Childcare to be provided from ... until ...
- Materials or toys and games required
(event module with or without equipment)
- Precise breakdown of costs required: Costs per caregiver (hourly rate). Minimum booking from xx hours, care ratio (for each age group), travel costs, miscellaneous costs
- Event liability insurance
- Cancellation costs and costs arising from changes to program
- Booking is binding by? (date)
- Contact person (name, institute/institution/unit, contact details, cell phone number for the day of the event)

- In due course: Billing address/ terms of payment (on invoice, down payment)

➤ **One last tip!**

Give your event that extra lift with the [SportBOX](#) available from TU Sport! To reserve the sportBOX, please contact Stefanie Fiebig. TU Sport will be delighted to provide a dynamic and motivating trainer for your event.

We wish you every success with your event!

Your Family Services Office

Technische Universität Berlin
Servicebereich Familienbüro
Family Services Office
II FB 01/ Room H 1111

Straße des 17. Juni 135
10623 Berlin
GERMANY



Phone: +49 (0)30 314-25693
Fax: +49 (0)30 314-29861
Familienbuero@zuv.tu-berlin.de
<http://www.tu-berlin.de/familie>
www.facebook.com/tub.familien