

Conference childcare at the University of Innsbruck



By offering childcare at events at the University, you make an important contribution to the work/study/family balance, as you make it possible for some scientists to participate at all.

The Family Service team supports faculties and other organizational units of the University of Innsbruck in organizing conference childcare if required. We recommend contacting us at an early stage (e.g. before the conference is announced) so that the details can be planned together. In the following we provide some general information. We try to respond to your special concerns and wishes as best we can.

At a glance:

- *We organize the childcare staff and provide the Kids Box for you.*
- *You, as the conference organizer, cover the costs of childcare and provide a suitable room.*

General information:

- We generally care for children between the **age of 6 months and 10 years**. If there is demand, this range can be adjusted within a reasonable framework.
- Due to organizational reasons, a **maximum of 12 children** (at the same time) can be looked after. If registrations exceed this number, please contact us so that we can find a solution.
- For childcare, we arrange appropriate and experienced persons.

Please note: Our possibility to organize appropriate childcare staff for your event depends on the lead time of the request and the availability of the staff. We kindly ask for your understanding that the Family Service can therefore not guarantee any childcare arrangements.

- The corresponding organizational unit (institute/department) of the LFU must employ the childcare personnel for the desired period of time. We will be happy to help you prepare the respective contracts (case-by-case employment (fallweise Beschäftigung)/secondary employment (Nebentätigkeit), general personnel, employment group IIIa; corresponds to approx. € 20,-/h/person). Please keep in mind that breaks must be granted for longer care sessions. The maximum care time/person/day is 10 hours.

Important: If no children show up for care despite having registered, the caregivers are nevertheless to be paid for the scheduled care period.

- If your event takes place at the Innrain Campus and outside the opening hours of the [SpielRäume](#), childcare can take place in the SpielRäume. If the number of children is very low, it may be possible to take care of the children during normal SpielRäume-business. Otherwise, you should organize a room and we provide the mobile **KIDS-BOX** for the duration of the conference to make care possible directly at the event location. The Kids Box contains toys and craft materials, a fold-out baby bed and a diaper-changing facility (detailed information on the contents of the KIDS-BOX can be found at: www.uibk.ac.at/familienservice/service-uni/sonstiges/). In addition, the caregivers bring other age-appropriate toys, painting and craft materials and books.

Childcare key:

- 1 childcare provider for up to 4 children over 18 months*.
- 2 childcare providers are required for 5 or more children.

*For pedagogical reasons and to ensure quality of care, from two children under 18 months, staff will be increased to two persons.

What we need from you:

- Please reserve a **room for childcare close to the conference**. As we are responsible for supervision, we need **lavatories** in the immediate vicinity in order to avoid long distances. If possible, the room should also be equipped with a **sink** and be barrier-free accessible. Please make sure that the childcare room **can be locked** so that the KIDS-BOX is not left unattended.

In addition, the room must be accessible for the caregivers 30 minutes before the start of care (if necessary, the chips must be activated).

- **Registration** for childcare runs exclusively via the (conference) organizer. Please inform us by an agreed date (approx. 5-6 weeks before the start of the conference) of the exact **period of childcare** and the **number of children**. A preparation and follow-up time of at least 30 minutes per day must be included.
- In order to comply with the obligation of supervision, we require the **following data**, which you must send to us by an agreed date:
 - Name and birthday of the children
 - Special features to be considered during care (e.g. allergies, intolerances, diseases)
 - Name of the parent/legal guardian as well as telephone number(s) for emergencies.

You must also provide the parent(s)/guardian(s) with a form that contains important information about the childcare setting. This must be signed and brought by the parent/guardian no later than the first day of care. This information can be sent together with a registration form (see below) or separately. You can obtain the **information form** from the Family Service upon request.

- We recommend that you already refer to the possibility of childcare in the announcement/invitation to your event - for example on the conference homepage - and provide a corresponding **registration form** to request relevant information/dates/desired childcare time. You can get this registration form in the family service and adapt it as needed.
- During the event, please ensure that the caregivers and parents/guardians have a **contact person** from the organizing team available to receive the KidsBox and to check regularly that everything is in order or if help is needed.

Important:

- Family Service is not responsible for the children's **meals**. The children can bring a snack with them. In the case of full-day care, we recommend to take into account the catering of the children and, if necessary of the caregivers.

- The children are insured against accidents by the university during care. The Family Service is not liable for loss or damage to personal belongings or any other damage to property.

Tip: The costs of childcare should be calculated as early as possible and, if necessary, added to the conference fee. An additional fee may be charged to the parents/guardians.

For concerns, questions or requests, please feel free to contact us. We look forward to the cooperation!

Your Family Service team