

How does it work in practice?

Before facing a childcare crunch, faculty and staff members who are considering emergency childcare for their children should speak with their supervisors to clarify in which situations in their unit there are considered to be urgent job-related factors.

If the situation involves an urgent job-related interest, the order form should be faxed to KidsMobil and the Family Support Center, signed by the faculty or staff member's direct supervisor, the administrative manager, and one of the child's parents. In urgent cases, emergency childcare can be booked by the parents directly, with the order form to follow afterward. In these cases, however, the parent must speak at least with his or her direct supervisor by phone beforehand if the administrative management is not available.

Further information

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Free Emergency Childcare for Children of Faculty and Staff Members



Flexible, free assistance for parents

The situation is all too familiar to working parents: The little ones get sick, or their regular childcare provider is unexpectedly unable to take care of them – and yet, work deadlines loom and cannot be postponed.

Freie Universität Berlin offers emergency childcare services for faculty and staff members faced with these kinds of unforeseeable emergency situations. Within the terms of use, parents have flexible access to this free service if there are urgent job-related reasons that necessitate emergency childcare.

Who takes care of the children?

The KidsMobil childcare service takes care of children from the ages of eight months up to 14 years at their parents' home, 24 hours a day and seven days a week. Arrangements can also be made to drop children off and pick them up from a childcare facility.

KidsMobil works with qualified educational staff members who take care of the children in their usual environment. The services also include a brief meeting to get to know childcare providers before an emergency childcare situation arises.



Photo: Mirko Zander/Bildmitte

Job-related reasons necessitating childcare

1. A child falls ill on short notice and the parent cannot be absent from work
2. Unforeseen substitution for a colleague
3. Unexpected circumstances in which the regular childcare provider (day care center, school, after-school care, nanny, babysitter, etc.) is unavailable and the parent cannot be absent from work
4. Unusual circumstances affecting working hours on short notice, overtime, representation duties outside of the child's regular childcare hours
5. Unforeseen participation in conferences, committee work, etc., or participation required on short notice (e.g., when performing representation duties)

The faculty or staff member's direct supervisor and the relevant administrative manager decide as to whether the situation involves urgent job-related factors. If time is pressing and it is not possible to obtain the administrative manager's signature before sending the fax order, the signature can be obtained later.

Terms of use and order forms are available at www.fu-berlin.de/familienbuero/kinderbetreuung/notbetreuung and at the Family Support Center of Freie Universität.

