



Information for parents



For needs-oriented, flexible, short-term childcare during events:

Department 4, Unit 45
Dual Career & Family Support

Dear Parents,

Ms. Saskia Schiwietz

The **Dual Career & Family Support** office of the University of Cologne will look after registered children during your event in the **University of Cologne's Backup Service**. The Backup Service is located on campus, which means that you can be with your child immediately in the event of an emergency.

Telephone: +49 221 470 8857
Fax: +49 221 470 5407
Backup-kinderhaus@verw.u

ni-koeln.de <http://verwaltung.uni-koeln.de/cfs>

Childcare location: University of Cologne nursery
Weyertal 111 50931 Cologne
(Right entrance, 1st floor, left-hand side)

Please **bring your child to the University of Cologne's Backup Service one hour before your event begins**. Your child will be looked after by childcare professionals, occasionally supported by experienced students. Your child will not be familiar with the childcare workers, the other children and the room. It is therefore important that your child has enough time to get used to everything and to say goodbye to you without being rushed. Experience has shown that this makes it much easier for children to let go. The Backup Service will take care of meals (breakfast, lunch, snacks and dinner, for babies please bring baby food as required).



Dual Career &
Family Support

Albertus-Magnus-Platz 50931
Cologne Headquarters:
Tel. +49 221 470-0 Fax +49 221
470-5151

You can reach us by:
KVB tram line 9 KVB bus lines 130,
136, 146

Bank details
Sparkasse Köln/Bonn
Sort code 370 501 98
Account no. 19 00 694 835
IBAN DE44 3705 0198 1900 694835
BIC COLSDE33

What you should bring with you:

- Anti-slip socks/slippers
- A change of clothes:
 - A jumper
 - T-shirt
 - Underwear
 - Trousers
 - Socks
 - Bodysuit
 - Tights
- As required:
 - Nappies and baby wipes
 - Baby food
 - Dummy
 - Drinking bottle
 - Sleeping bag or cuddle blanket
 - Rain jacket and waterproof trousers
 - Rubber boots

Please put your child's name on everything.

For smaller children, please also bring a buggy, in case the children are taken on short outings.

Please make sure you save the telephone number of the Backup Service in your mobile phone: **0221-470 8857**.

If you have any further questions, please do not hesitate to contact us.

Saskia Schiwietz

