Our Way towards family

- **09/2004**: Opening of the nanos! daycare center
- **09/2008**: Extension of the nanos! daycare center
- **Since 2009**: Parental leave program
- **Since 2009**: Pregnancy compensation pool
- **Since 2009**: KIT year-round holiday care
- **03/2010**: Parent-child office on Campus North
Here, you are given an overview of KIT’s scope of family services.
<table>
<thead>
<tr>
<th>Contents family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface 7</td>
</tr>
<tr>
<td><strong>Pregnancy</strong> 8</td>
</tr>
<tr>
<td>Pregnancy Compensation Pool 8</td>
</tr>
<tr>
<td>Program Accompanying Parental Leave 10</td>
</tr>
<tr>
<td>Information for Expectant Parents 11</td>
</tr>
<tr>
<td>Timeline of Pregnancy, Maternity Protection, and Parental Leave 12</td>
</tr>
<tr>
<td>Responsible Offices Contact 15</td>
</tr>
<tr>
<td><em>Insight KIT Family Life- Parental Leave of Fathers</em> 16</td>
</tr>
<tr>
<td><strong>Childcare</strong> 18</td>
</tr>
<tr>
<td>Daycare Offered by KIT 18</td>
</tr>
<tr>
<td>Daycare KinderUniversum 20</td>
</tr>
<tr>
<td>Daycare nanos! 21</td>
</tr>
<tr>
<td><em>Insight KIT Family Life- We rock!</em> 22</td>
</tr>
<tr>
<td>Daycare Räuberkiste 24</td>
</tr>
<tr>
<td>Daycare Schloss-Geister 26</td>
</tr>
<tr>
<td>Childminding Service 27</td>
</tr>
<tr>
<td>Childcare for School Kids 28</td>
</tr>
<tr>
<td><em>Insight KIT Family Life- Holidays with the Heart and for the Mind</em> 30</td>
</tr>
<tr>
<td><em>Insight KIT Family Life- Childcare at KIT</em> 32</td>
</tr>
</tbody>
</table>
Bridging the Gaps in Childcare

FlexiKids at KinderUniversum
FlexiKids Registration
Parent-Child Office

ElderCare

Services in the Event of a Family Member Needing Care
Care-Guide
Information material
Online-Portal
Free service hotline

Contact
Preface

Karlsruhe Institute of Technology (KIT), “The Research University in the Helmholtz Association,” fully exhausts its synergy potential resulting from the merger of a national research center and a university of the state of Baden-Württemberg and renders outstanding services along its core tasks of research, teaching, and innovation. In this connection, it is very important for KIT as one of the biggest employers in the region of Karlsruhe to provide for the compatibility of job, studies, and family. Offering family-compatible work and studies conditions is a major goal of KIT. For this purpose, a large range of offers was developed for both employees and students and secured on a sustainable basis. In August 2010, KIT was granted the family-friendly university audit certificate for the first time.

The present brochure contains general information and lists the services offered by KIT. Click our website www.peba.kit.edu/1249.php to obtain information in German.

Christine von Vangerow
Vice President for Human Resources and Law
For the recruitment of staff to replace pregnant employees, in particular higher-grade civil servants and executive employees during the maternity protection period, funds from a compensation pool are offered.

This compensation pool is to balance our potential drawbacks for the organizational units. These drawbacks may result from the fact that the latter are paid no compensation for higher-grade civil servants (Beamten des höheren Dienstes) on maternity leave, whereas they receive money from the health insurance company for replacing women employed under collective agreements.

However, this pool may also be used to fund replacement staff to fill non-funded vacancies of collectively employed women or for scientific and academic staff members who are not allowed to work in laboratories, for instance.
The program accompanying parental leave has been developed by the Human Resources Development Unit to support the work-life balance, reconcile job and family, and ensure equal opportunities in general at Karlsruhe Institute of Technology. Within this program, KIT offers advice to employees referring parental leave and their return to work. Parental leave should not impede the employees’ professional careers. The program addresses both female and male employees prior to or during a parental leave. They can participate on a voluntary basis.
Expectant parents have a lot of questions. Answers and information are given in the brochures “Mutterschutzgesetz” and “Elterngeld und Elternzeit” issued by the Federal Ministry for Family Affairs, Senior Citizens, Women, and Youth (in German only).

Regulations applicable to employees under collective agreements are also summarized in the brochure “Beruf und Familie” (job and family) of KIT’s Human Resources Business Unit (PSE) (in German only).

The Human Resources Development Unit wishes to provide assistance during this period. We will be pleased to give personal advice. Just call us. The contact persons are listed at the end of the brochure.
Timeline of Pregnancy, Maternity Protection and Parental Leave

Prior to Birth

### Notification of Pregnancy

- Notice to your superior and to the Human Resources Business Unit (PSE) about the presumable date of birth.
- Appointment for personal briefing with the Human Resources Development Unit (PEBA).
- Planning of the period remaining until maternity protection (time remaining, hand-over of work, holidays, etc.).

### 7 Weeks prior to Birth

- Expectant fathers: registration for parental leave via your superior and the Human Resources Business Unit (PSE), if parental leave is to start directly after birth. If applicable, inform the Human Resources Business Unit (PSE) about your wish of part-time work during parental leave.

### 6 Weeks prior to Birth

- Application for maternity benefits with your health insurance company together with submission of a medical certificate of the expected date of birth (issued seven weeks prior to the expected date of birth at the earliest). Any changes have to be stated to the Human Resources Business Unit (PSE).

### Start of the maternity protection period.
Send a copy of the certificate of birth to the Human Resources Business Unit (PSE) and your health insurance company. Apply for the registration of the change of family status by the registration authority for ELStAM. Apply for the child allowance (Kindergeld) with the Family Benefits Office (Familienkasse) of the employment agency responsible for employees of Campus North. Employees under collective agreements of Campus South are to send their application for child allowance, together with a copy of the certificate of birth, to Personalbuchhaltung (Personnel Accounting) of the Human Resources Business Unit on Campus North (PSE-CN). KIT employees of the university sector, who disagreed with the transition to KIT, are to send the corresponding LBV documents and a copy of the certificate of birth to Personal-service PSE-CS.

Application for parental benefits (Elterngeld) with the responsible Parental Benefit Office (in case of later application, retroactive payment is possible for three months only).
Responsible Offices

Notification of pregnancy:

Superior at the Organizational Unit and Human Resources Business Unit (PSE)

Maternity protection deadlines / maternity benefit:

Health insurance companies. Human Resources Business Unit (PSE)

Safety and security regulations:

Safety and Environment Staff Unit (SUM), company’s physician (MED), responsible Radiation Protection Officer. Human Resources Business Unit (PSE), the personnel officer responsible for you

Parental leave:

Human Resources Business Unit (PSE), the personnel officer responsible for you

Child allowance:

University sector: Human Resources Business Unit (PSE-CN), Personnel Accounting Employees of the university Sector, who disagreed with the transition to KIT, are to apply for child allowance with the LBV documents and a copy of the certificate of birth via the Human Resources Business Unit of Campus South (PSE-CS).
......It is easy to become a father, but hard to be one

Today, it is goes without saying that mothers take parental leave. The situation is slightly different for fathers. We asked KIT employees for their opinion on fathers’ leaves.

Survey by Nina Nikolai, published in the staff magazine KIT-Dialog 01/2015

>> I took parental leave for one year and think that the concept is good. This made it easier for my partner to return to work and I had more time for my child. If I had been at work the whole day, I would not have had this time. If I did not have to expect any disadvantages at work, would do it all again.

Rainer Koß, MINT-Kolleg BW

>> Parental leave for men is good and I would probably accept this offer, unless this has extremely negative impacts on my work. You have to give it a very careful thought, especially when working at the university, where a lot of limited employment contracts are offered.

Jan-Hendrik Treude, MINT-Kolleg BW

>> It is good for fathers to gain the experience that would otherwise be gathered by women only. Normally, a father has no idea about critical times in a family, for example, when the child returns home after school. During the first years, a father might see his children sleeping only.

Bernhard Hemmer, Institute for Catalysis Research and Technology

>> I think it’s great, but I also believe that it is a difficult topic. When asked, every father would answer that he would take parental leave. But at a closer look, men just take four to eight weeks of parental leave. Probably, they still think that a parental leave will entail disadvantages after their return to work.

Anja Hess, Institute for Applied Informatics and Formal Description Methods
>> It is very positive, because fathers get the opportunity to see a child grow up. In my opinion, old structures still prevent many men from accepting this offer. These men think that they have to go to work, while their wives remain at home, even more so, as they mostly have a higher level of education and, hence, earn more money.

Sarah Dold, Institute of Process Engineering in Life

>> To set priorities in your private life is essential and in my opinion, seeing your children grow up should be ranking high. Once I have children also take parental leave. Maybe, with a certain delay, in order to be able to complete important projects. I also think that most men of the younger generation would do so.

Simon Bonk, Institute for Applied Materials

>> My husband took parental leave for one year, even though he was not paid any parental benefit at that time, which was really bad. Apart from that, it was a very good thing, because he was there for our children in their first year, which is still noticeable today: the father-child relationship is very close.

Dr. Susann Schäfer, Helmholtz Programme on Energy Efficiency, Materials and Resources

>> I think that parental leaves for fathers are a good thing, because fathers should take care of their children, too. I would also take parental leave. For this decision, you have to evaluate your working situation and that of your partner and to decide for whom a parental leave would be more reasonable.

Alexander Bilmes, Physikalisches Institut

>> Directly after the birth of my child, I spent two months in parental leave, which was great. I miss this time now, because I no longer have the possibility to be so close to my child. Of course, a lot of work is waiting for you when you return to your job, because many employers do not expect men to be on parental leave. But this can be handled. I had no disadvantage due to my parental leave.

Andreas Petzold, Steinbuch Centre for Computing
Childcare Offered by KIT

Daycare Centers

KIT offers daycare places at four daycare centers: Kita nanos!, Kita KinderUniversum, Kita Schloss-Geister, and Kita Räuberkiste. This results in 205 daycare places offered to the employees of KIT for children from three months to school starting age.

Kita KinderUniversum
Karl-Wilhelm-Straße 1
76131 Karlsruhe

Kita Räuberkiste
Tullastraße 25
76131 Karlsruhe

Kita nanos!
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen

Kita Schloss-Geister
Wolfartsweierer Straße 5a
76131 Karlsruhe

After-school Program

For school children (6 – 14 years) of all employees and students of KIT, the Equal Opportunities Office organizes a year-round care during all holidays in Baden-Württemberg. More information can be found at www.ferienbetreuung.kit.edu (in German only).
KinderUniversum Daycare Center

The KinderUniversum daycare center is located on Campus South, Karl-Wilhelm-Straße 1, Karlsruhe. KinderUniversum is operated by a state-approved daycare provider, educcare gGmbH.

The daycare center offers 115 places in total. Of these, 65 are nursery places for children from three months to three years, the other 50 are kindergarten places for children aged from 3 years to school age.

Education offered by the daycare center focuses on natural sciences and engineering as well as exercise and sports. In addition, KinderUniversum offers bilingual services by English native speakers. The highly flexible care concept gives parents the opportunity to bring their children for 25 to 45 hours per week.

Opening Times

The KinderUniversum daycare center is open from Mondays to Fridays, 7 am to 7 pm. On only two days per year, the daycare center is closed and care will be provided upon registration only.
nanos! Daycare Center

The nanos! daycare center is located near the entrance of Campus North, Hermann-von-Helmholtz-Platz 1 in Eggenstein-Leopoldshafen. It is operated jointly by KIT, the European Commission’s Joint Research Center (JRC), and the Kerntechnische Entsorgung Karlsruhe GmbH (KTE). The daycare center is managed by Pro-Liberis gGmbH.

The nanos! presently offer 50 places for children aged from 0 to 6 years in the form of three nursery groups and one kindergarten group. Daycare is provided for children aged from 3 months to school age. In the nursery groups, places are available for the complete week or half a week. In the kindergarten group, care is provided for whole days.

Opening Times

The nanos! daycare center is open from 7 am to 6 pm on all an working days of KIT. The five closing days are mainly the ones between Christmas and New Year’s Eve.
In 2013, KIT’s daycare center KinderUniversum opened. Here, 115 places are available for children aged from 8 weeks to school age. These places are in high demand, because the child’s development is promoted in the areas of natural sciences and engineering, sports, and exercise as well as in the learning of languages. The program additionally covers special cooperation projects, as is outlined in the interview with the Head of KinderUniversum Susanne Koch and Antje Wiggenhauser from KIT’s Human Resources Development and Vocational Training.

The care concept of KinderUniversum focuses on STEM topics, among others. The daycare center is also involved in the program “Haus der kleinen Forscher” (house of Little Researchers). How do you manage to integrate these topics in the daily routine of the daycare center?

Susanne Koch: Generally, children are interested in natural science issues: “Why do I see myself in a puddle?” or “Why does it snow?” These questions are important to children and this natural interest may certainly be enhanced by the parents.

We take this up and transfer this knowledge, for example, by visiting the parents at their institutes, by excursions, or by experiments.

Antje Wiggenhauser: In this way, girls and boys are given the opportunity to discover their own talents and potentials in the STEM area. The “House of Little Researchers” initiative supports us in creating an optimal learning environment.
This summer, KinderUniversum was certified as a language daycare center. What does this mean?

Koch: At our daycare center, we experience internationality and also have English native speakers among our education staff. Our team consists of 37 pedagogic specialists, of which four are men. The children are speaking German, English, plus another language in most cases, and they enjoy this language pool. Another positive effect is that we can assist the parents, who sometimes also have to learn a new language, namely, German.

KinderUniversum also attaches priority to exercise and sports?

Wiggenhauser: Yes. From the very beginning, we planned the rooms so that sufficient exercise can be provided. This was very important to KIT and is a unique selling point of the daycare center. Special fitness equipment, rolling ladders, wall bars, or a net for climbing can be found in our gym. Right from the start, we cooperated with KIT’s Research Center for School Sports and Sports of Children and Adolescents (FOSS) and relied on their expert knowledge.

Koch: And this is not all. We also cooperate with the Baden conservatory KONS and the Karlsruhe Ballet Club. In this way, we can offer parents and children a broad spectrum of opportunities. This results in a strong team spirit, as we are constantly in close contact, and in an excellent learning and development environment for the children.

INFO

FLEXIKIDS IS COST-FREE IN CERTAIN CASES

The FlexiKids emergency Daycare program can be used for free in case of official business reasons. This holds for children up to school age, if parents have to make a business trip or to attend an event within a short term.

www.peba.kit.edu/english/1810.php
Räuberkiste Daycare Center

KIT currently offers 30 places at the Räuberkiste daycare center located on Tullastraße 25-29 in Karlsruhe. It is managed by a state-approved childcare provider, Pro-Liberis gGmbH.

The 30 places consist of 10 nursery places for children from 3 months to 3 years and 20 kindergarten places for children from 3 to school age. The places offered are full-time places exclusively.

Opening Times

The Räuberkiste daycare center is open from Mondays to Fridays from 7.30 am to 5.30 pm. The daycare center is closed between Christmas and January 6. Altogether, the Räuberkiste daycare center is closed only 10 days per year.
Registration

It is outlined in a service agreement which groups of persons can register for a daycare place. An employment contract with the KIT valid for at least three months is a basic requirement.

The following persons are eligible for a daycare place:

- Employees under collective agreements / non-tariff employees
- Civil servants
- Full-time professors
- Trainees
- Doctoral researchers of KIT, who have been accepted for a doctorate by a KIT department and mainly work for the doctorate at KIT

If you wish to have your child registered for a daycare place at KinderUniversum, complete the registration form and send it to the Human Resources Development and Vocational Training Business Unit (PEBA), Familienbetreuung. For guest scientists and the Executive Board, reserved places are available, if necessary.
Schloss-Geister Daycare Center

The Schloss-Geister daycare center is located in the direct vicinity of the Gottesauer Schloss on Wolfartsweierer Straße 5a, Karlsruhe.

The daycare center is operated by netzwerk mensch gGmbH. The ten places are preferably given to newly appointed professors, staff of collaborative research centers, and leaders of young investigators groups.

**Opening Times**

The Schloss-Geister daycare center is open from Mondays to Fridays from 7 am to 6 pm. It is closed between Christmas and New Year and on five additional days, only.
Childminding Service

If KIT employees and doctoral researchers are in need of childcare, we help searching for a childminding service for a longer term. These childminders have a license issued by the Youth Welfare Office and take care of small groups of children (5 at the maximum).
Childcare for School Kids

“A matter dear to our heart”

The team of KiBU e.V. offers daycare for school children (from 6 to 14) as well as a childcare program during holidays in Baden-Württemberg.

For detailed information, click www.ferienbetreuung.kit.edu

Foto: Ralph Pawlowski
Pedagogically balanced, imaginative, creative, and varied theme weeks

Guaranteed places for all children of employees and students of KIT

Age-appropriate programs

Opening Hours daily from 7 am to 5 pm, i.e. parallel to Working Hours

Child-appropriate and Educational program
Holidays with the Heart and for the Mind
An interview by Heike Marburger published in the staff magazine KIT-Dialog 01/2015

Holidays are wonderful, for children at least. But working parents, who cannot rely on grandparents, are not always that happy. They are addressed by a service that has been rendered by KiBU e.V. since 1995. KiBU stands for the Association for Children of Employees and Students of KIT. The initiators wish to give students and employees the opportunity to have their children cared for in their neighborhood during holidays. In the interview, organizer Ralph Pawlowski explains the services of KiBU.

Mr Pawlowski, what is KiBU?

**Ralph Pawlowski:** In principle, KiBU e.V. is an association for children. Parents are offered help and care of their children outside of schools. In particular, KiBU stands for a large range of instructive and varied care programs. For the children, KiBU means adventure, phantasy, creativity, variety, exercise, and a lot of fun.

This year, KiBU is 20 years old. How did your services develop in the past years?

**Pawlowski:** In the beginning, committed parents established an association and took the children to their institutes or workplaces during holidays. Soon, the demand and need for appropriate care services became larger and we needed space to offer a pedagogically reasonable and age appropriate program. Today, KiBU is a well-established institution at KIT and often, it is an important piece of the puzzle to reconcile family needs with the requirements at work.

Which approach do you pursue?

**Pawlowski:** We render our care services under the motto: “Ferien mit Herz und für den Verstand” (holidays with the heart and for the mind). This is the requirement to be met by us and by each of the 12 to 14 care weeks per year. Children are little researchers, they want to see and test something new, and to explore things. We offer a variety of pedagogic programs in each of these weeks.
Which type of programs do you offer?

**Pawlowski:** Every holiday week covers another topic that is associated with the life of the children. We organize various workshops depending on the age of the children, in which they explore and experiment. It is all about capturing the imagination of the kids and taking them along on a discovery journey. A journey always means something new and fascinating, it is varied and interesting. The same holds for every holiday week offered by KiBU. The programs are completed by fun, sports and exercise.

What may such a program look like?

**Pawlowski:** One week focused on media, for instance. Media, such as a smartphone, computer, Facebook, or Xbox games, are part of the children’s lifes. We established editorial teams for recording films and printing magazines. The children became editors, camera operators, reporters or graphic designers. While implementing their projects, the kids in their roles experienced a reasonable and creative use of media. They created own works and learned about the risks and limits associated with this topic.

And which programs will be offered by KiBU in 2015?

**Pawlowski:** During the Pentecost holidays, we will move into a new and larger building on Campus East. This will help us meet the needs of the parents at KIT in a much better way. In future, up to 60 children per week will join our programs. This is an important step, as in the past, we were already booked out at the beginning of the year.

How is KiBU organizationally affiliated to KIT?

**Pawlowski:** Since its start, the association has been cooperating very closely with the Equal Opportunities Office of KIT. The services rendered by the association are mainly funded from the membership fees and the payments for care services. KIT supports us in developing programs, but also by providing the infrastructure, such as rooms and necessary furniture.
When Anne Koziolek brings her daughter to the KinderUniversum, one of the daycare centers of KIT, at 7 am in the morning, she knows that Sarah is in good hands and that she can start her work without any worries. The junior professor working at KIT’s Institute for Program Structures and Data Organization has been using the daycare center’s services for about three years now and considers them an immense relief.

In the opinion of Anne Koziolek, the flexible care times offered by KinderUniversum are highly advantageous. Between 7 am and 7 pm, they can be adapted to the parents’ needs. The daycare center also offers an emergency care service, FlexiKids. This service may be used by employees and students in case of gaps in childcare.
Fortunately, Anne Koziolek was never forced to use this service. But still, she is happy that it exists. Within FlexiKids, childcare is offered by pedagogic experts for a maximum of three days. This additional service means a great relief for the parents and is a highly appreciated emergency option, says Antje Wiggenhauser of the Human Resources Development and Vocational Training Business Unit. Together with Tina Knopf and Karolina Kaczmarczyk, she can be contacted by parents interested in childcare. Since 2015, emergency childcare has been complemented by cooperation with a childminder coop network that also accepts children from 0 to 12 years.

Several daycare centers are located in the direct vicinity of KIT’s Campus South: KinderUniversum with 115 places on Karl-Wilhelm-Straße, Räuberkiste with 30 places for KIT on Tullastraße, and Schloss-Geister with ten additional places near Gottesauer Schloss. On Campus North, the nanos! daycare center offers 50 places.

The daycare centers of KIT are nearly always open. Anne Koziolek is happy that the KinderUniversum is also open during holidays. But she is not only interested in opening hours, she also attaches importance to how care is provided. She wants her daughter Sarah to be in good hands, to feel well, and to be given competent pedagogic support. This is an issue of crucial importance to the daycare centers of KIT. The children have a structured daily life, but also time for playing.

A day at KinderUniversum starts with the morning circle during which the children sing together or play finger games. Then, various daily activities start for the children in the nursery group. Phases of activity are always interrupted by phases of rest. The same applies to the kindergarten section: after breakfast, the children start their day together.
Apart from childcare facilities, KIT offers additional programs for children. KiBU e.V. (Association for Children of Employees and Students of KIT) organizes care for 6-14-year-old school children during the summer holidays every year. Up to 60 kids can participate in a program of high pedagogic quality, which encompasses sports and crafts activities as well as games of all kind.

First-hand experience of science and research is offered by KIT’s Children University. Children at the age from 7–14 years can attend lectures supporting their creative thinking and test small experiments. KIT’s pupils’ laboratories are based on a similar principle. Children and pupils are provided first insight into the world of natural sciences and engineering. School classes are free to join various pupils’ laboratories or the children’s research lab.
Short-term gaps in childcare may occur anytime: the childminder falls ill or school lessons are cancelled, the kindergarten is closed and there is nobody to take care of the child. Therefore, we are offering the following services in case of emergencies:

**FlexiKids at KinderUniversum**
The FlexiKids program offers emergency care within short notice, if the (babysitter) falls ill, you have to go on a short-term business trip, or you have an important business appointment.

**Parent-Child Office**
On Campus North, the Equal Opportunities Office has established a Parent-Child Office. Here, mom or dad can work at a well equipped desk while the child can play.
FlexiKids at KinderUniversum

To better reconcile job / studies and family, we have developed the FlexiKids program which is to help employees and students bridge the gaps in childcare.

Daycare is offered at our childcare center KinderUniversum, Karl-Wilhelm-Straße 1, 76131 Karlsruhe and can be booked from Mondays to Fridays from 7 am to 7 pm. Five emergency care places are available for children aged between 6 months and 12 years. These places may be booked for three days in a row at the maximum.

For emergency care, please bring along a change of clothes, your child’s favorite toy, and nappies/ baby food, if required. FlexiKids can also be booked for childcare while parents have to attend an event.

When can FlexiKids be used?

FlexiKids can be used by employees, doctoral researchers, and students of KIT in case of

+ emergency situations at the job,
+ gaps in regular childcare,
+ short-term business trips,
+ events at KIT
FlexiKids Registration

Employees, doctoral researchers, students, and cooperation partners of KIT can book FlexiKids on short notice and flexible terms. Send the completed registration form to the Human Resources Development and Vocational Training Business Unit (PEBA-CN) by 10 am previous day, and we take care. In very urgent cases, contact the KinderUniversum directly, phone 0721 69142466.

If an organizational unit wants to book FlexiKids childcare services for an event, please register four weeks prior to the start of the event at the latest.

The registration forms and cost rates can be found on our homepage under www.peba.kit.edu/1810.php

Free one hour introduction at "Flexikids"
Interested parents can book a test hour at FlexiKids. On special open days, a maximum of two children can take part at separate times.

Registration can be made directly via KinderUniversum. Days and times can be found on our homepage.
**Parent-Child Office**

**What is the Parent-Child Office?**

The Parent-Child Office is a service developed by the Equal Opportunities Commissioner of KIT to facilitate compatibility of job and family for all employees of KIT. At the Parent-Child Office, employees can work at a desk that is equipped with a PC, telephone, and internet access. At the same time, there is enough space for the child. Please keep in mind, that room is suited for emergencies only. It does not represent any alternative to regular childcare.

**Who can use the Parent-Child Office?**

The babysitter is calling in sick and the grandparents are not available this day? For those "emergencies" that all parents know, the Parent-Child-Office is the perfect solution. Furthermore, the room allows pregnant employees and breast-feeding mothers some privacy.

**What equipment do I find in the Office?**

A table for changing nappies and a child’s bed are available. There are toys for children of various age, a play castle and a place for cuddling as well as a sun-protected outside sandbox. At request, a water cooker and a bottle warmer will be made available to the parents.

The meeting room is equipped with a telephone, internet connection, meeting table, and chairs. At request, a beamer will be provided.
Information for Registration

If needed, parents can register by phone. The contact person for registration and use (handover of keys, use instructions) is given at the end of the brochure.

Where is the Parent-Child Office?

The Parent-Child Office is located in Building 226 on KIT Campus North. It is located opposite of the nanos! childcare facility outside of the premises of KIT to which children are not admitted. Hence, the Parent-Child Office can only be accessed from outside of the KIT.
Relatives in Need of Care

To us, compatibility of job and family does not only mean programs to help employees with children. We also assist employees who take care of relatives. In view of demographic change, this issue will gain importance in the future, also at KIT.

More than two thirds of people in need are looked after by relatives at home. As this is associated with an enormous dual strain for employees in particular, it is our task as an employer to support them to the largest possible extent. On the Intranet under Human Resources Development and Vocational Training (PEBA, Personalentwicklung und Berufliche Ausbildung), you will find the services we offer.
Services in the Event of a Family Member Needing Care

When a family member is in need of care, this always is associated with a great burden in particular for working persons. Together with the Deutscher Pflegering, we therefore offer a service for your competent support.

Employees of KIT can choose from the following service modules:
Care-Guide

The Care-Guide informs you about the legal and internal options for reconciling work and care as well as the internal processes and contact persons. You will be given an overview of the most important steps to be taken in an event of a family member needing care and the external help network. The contact person can be found at the end of the brochure.

Naturally, the Care-Guide handles all inquiries confidentially.

Information material

You will receive addresses of relevant contact points, useful links and brochures from your Care-Guide. You can also find the flyer of our cooperation partner "Deutscher Pflegering", news from the area of care and further information on our website:

www.peba.kit.edu
Online Portal

The online portal provides comprehensive information, recommendations and checklists relating to all aspects of care. A directory of more than 25,000 care providers all over Germany facilitates the search for the right care provider. Just click:

www.pflegering.de

For all our employees the use of the portal is free of charge. You may obtain access data from the Human Resources Development and Vocational Training Business Unit (PEBA), the contact person is given at the end of the brochure.

Counseling Hotline

Independent care experts give practical advice and recommendations relating to care. From Mondays to Fridays, 9 am to 6 pm, you can call the Germany-wide hotline and will be charged the rate of a local phone call only.
Contact in Case of Pregnancy

Sabrina Heinze
Tel.: (0721) 608-45404
E-Mail: sabrina.heinze@kit.edu

Tina Knopf
Tel.: (0721) 608-25088
E-Mail: tina.knopf@kit.edu

Contact for Childcare Options

KinderUniversum & Schloss-Geister
Antje Wiggenhauser
Tel.: (0721) 608-25830 o. 45685
(Tuesdays and Thursdays)
E-Mail: antje.wiggenhauser@kit.edu

Karolina Kaczmarczyk
Tel.: (0721) 608-48049
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Räuberkiste
Karolina Kaczmarczyk
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Daycare for School Kids
Ralph Pawlowski
Tel.: (0721) 608-45176
E-Mail: ralph.pawlowski@kit.edu

nanos!
Tina Knopf
Tel.: (0721) 608-25088
E-Mail: tina.knopf@kit.edu
Contact for Emergency Daycare

**FlexiKids**
Tina Knopf  
Tel.: (0721) 608-25088  
E-Mail: tina.knopf@kit.edu

Karolina Kaczmarczyk  
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**Parent-Child-Office**  
Biserka Mathes  
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E-Mail: biserka.mathes@kit.edu

Contact for Elder Care

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Tel.: (0721) 608-25830 o. 45685  
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Contact for Equal Opportunities and Audit "Family-friendly university"

Sarah Wenz  
Tel.: (0721) 608-44777  
E-Mail: sarah.wenz@kit.edu

More information on family support at KIT can be found at:  
www.familienportal.kit.edu
Contact
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