

Dear Parents,

you have registered your child for the FAU holiday childcare. To make sure everything goes well, we would like to give you a few more tips:

Participation

The places in the FAU vacation programs can only be allocated to **FAU and UK members** (as well as members of university-related institutions: Studierendenwerk, Max-Planck, Fraunhofer Institute, Staatliches Bauamt).

Venue

The FAU Holiday Care does not have a fixed care building. **The current venue for a holiday period** can be found on the website: <https://www.familienservice.fau.eu/services/holiday-childcare-programme/>

Documents

On the first day of childcare, remember the documents for registration: <https://www.familienservice.fau.eu/services/holiday-childcare-programme/documents-for-registration/>. All documents must be **completed in full and signed**. Only then is it possible to provide care for your child/children. The documents can be handed in at the registration desk on the first day of care. You can take them back with you on the last day of care and use them for later vacation periods.

If you have not yet transferred **the fee for vacation care**, please do so by the beginning of the vacation at the latest.

Drop-off time

Please bring your child **between 7:00 am and 9:00 am**. If you require childcare **from 7 a.m. to 8 a.m.**, please indicate this in the registration portal under comments!

On excursion days, the drop-off times may vary - you will be informed of this the day before at the latest! We are bound to fixed train/bus departure times and therefore cannot wait. We ask for your understanding!

Pick up

Morning children can be picked up at the holiday childcare programme center **between 1:45 p.m. and 2:00 p.m.** The pick-up time for **afternoon children is between 14:00-16:30**. Please do not pick up kindergarten children during the rest period between 1 and 2 pm!

We kindly ask you to discuss the respective pick-up times and locations with your childcare staff on a daily basis. If you are unable to meet the pick-up times, please inform the childcare staff in good time via the group cell phone number! You will receive this number on the first day of childcare when you register.

Holiday programme

Information about the holiday programme can be found on the Family Service website:

<https://www.familienservice.fau.eu/services/holiday-childcare-programme/>

Should announced programmes not be able to take place, we will make every effort to find a replacement.

What else do I need to bring for childcare?

1. slippers and sneakers
2. weather-appropriate clothing - think of sun and rain protection. We do not apply cream to the children, please do this at home!
Please note: Reasonable distances, e.g. to the canteen or on excursions, are usually covered on foot with the children's groups.
3. a box large enough for your child's jacket, shoes and rucksack
4. for our youngest children: pillow and blanket, possibly a cuddly toy for the short rest period of the kindergarten children after lunch.

Catering/Lunch

Please provide your child/children with **breakfast and, if necessary, snacks and drinks** securely packed in a small rucksack. Food cannot be heated in the FAU vacation care. You have the option of **booking a warm lunch in our registration portal**. Please clarify any food intolerances or allergies directly with the canteen in advance:

<https://www.werkswelt.de/?id=sued>

For longer excursions, we ask you to bring your child an additional snack, as we do not go to the canteen on these days. The childcare staff on site will inform you in good time.

Cancellation/termination

If your child is unable to attend the booked vacation care, **please inform us immediately**.

If your child is ill, we will refund the participation fees on presentation of a doctor's certificate.

If you cancel for other reasons, the participation fees will be refunded in full up to 7 days before the start of the vacation. After that, you will only receive a refund if the place can be filled again.

The pedagogical staff of the FAU vacation care reserves **the right to cancel/terminate** care prematurely if the care of a child cannot be guaranteed to an appropriate extent in the FAU vacation care for its own well-being and that of the other children in care.

Additional information

If your child has **symptoms of illness**, we ask you to have them checked by a doctor first, before you bring your child to vacation childcare. This will help you to avoid the risk of infecting other children and our childcare staff. **Thank you very much!**

Medication may only be taken in the FAU holiday childcare programme in exceptional cases, e.g. in the case of chronic illnesses or allergies, on the written order of the treating doctor (with exact details of the dosage). In these cases, please contact the pedagogical staff of the Family Service.

Contact

On the first day, you will receive the **cell phone number of the group** in which your child is cared for. You can always reach the group on this number if necessary.

If you have **any further questions about the FAU holiday childcare programme**, please contact the pedagogical vacation childcare staff:

Annika Knoop (annika.knoop@fau.de; 0174/5848147) and
Christine Hartnagel (christine.hartnagel@fau.de; 0162/1390025)

During vacation periods, Ms. Knoop and Ms. Hartnagel are also on site in person on an alternating basis.

We wish you and your child/children a wonderful vacation!
gez. Annika Knoop and Christine Hartnagel with childcare workers