



## 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.uni-

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

**Childcare location:** University of Cologne nursery  
Weyertal 111 50931 Cologne  
(Right entrance, 1<sup>st</sup> 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). This will be invoiced to you, depending on the agreement.



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

