

JUniKinder Registration information for flexible childcare from Studentenwerk Thüringen

1. INFOtake Jena must be advised (either by email, in person or by telephone on 03641 930596) of the desired childcare date/time, no less than seven days before the desired start date. The availability of a place will be checked and parents/guardians informed as quickly as possible.
2. If a childcare place is available at the desired time, fees must be paid at INFOtake Jena before the start date.

Later payment is not possible, even in exceptional circumstances.

Completed forms (contract of childcare, general terms of use, copy of child's birth certificate, copy of certificate of enrolment and copy of ID for staff) are to be provided upon payment. These will then be passed on to JUniKinder staff.

Please note that certificates of enrolment must be renewed at the beginning of every semester. A copy of certificate of enrolment is to be handed to INFOtake upon the first childcare date of every new semester.

INFOtake Jena opening times:

Mon, Wed und Thu 9.00 Uhr - 16.00
Tu 9.00 - 17.00
Fri 9.00 - 14.00

Payment must be made before the start time of childcare, even if this is outside of the opening times of INFOtake. **Receipt of payment qualifies as proof of booking** and must be shown upon drop-off of the child at JUniKinder.

3. Initial registration must take place in person at INFOtake and thereafter online booking is possible. Please take note of the one-week cutoff period mentioned above. This means that submittal of booking and the desired date of childcare must be at least seven days apart. (Technical requirement!)
4. Online booking
Computer center (**Rechenzentrum**) **login ID** must be provided upon completion of registration. If no login ID is available, booking can only take place in person at INFOtake.

Ongoing registration: online booking is possible after initial registration.

5. Children can now use the JUniKinder facilities.

For insurance purposes JUniKinder can only accept children after submittal of all forms!

Registration forms and general terms of use can be downloaded from our website under the tab.