

Räuberhöhle and Kinderladen Registration information for flexible childcare from Studentenwerk Thüringen

1. Child care facilities Räuberhöhle or Kinderladen must be advised (either by email, in person or by telephone on 03641 930596) of the desired childcare date/time, no less than three 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:

- at the cash desk of the accountancy department in Hochhaus in the Erfurt university campus
- or at the cash desk of the Altonaer Straße Mensa in Erfurt

before the start date.

Later payment is not possible, even in exceptional circumstances.

3. 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 brought directly to the childcare facility and will be kept on the premises. **Initial registration must always take place in the respective childcare facility!**

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.

Payment must be made before the start time of childcare, even if this is outside of the opening times of the cash desk of the accountancy department or of the Mensa. **Receipt of payment qualifies as proof of booking** and must be shown upon drop-off of the child at childcare facility.

4. 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.