

## **Guidelines for the allocation of places for childcare in transitional periods at the Johannes Gutenberg-Universität Mainz**

1. The JGU aims to make the professional activities, studies, qualifications and family life compatible with one another. Childcare during transitional periods was introduced as an addition to the offers that already existed. We intend to support students, employees, doctoral candidates and postdoctoral fellows with their childcare.
2. All students and employees at the JGU and all the academics who graduate or habilitate at JGU are eligible to apply for childcare in transitional periods. To prove your eligibility, please bring your enrolment certificate (student-id), employment contract or membership information.
3. Please send your application in writing to the Family Services Center of any changes to your information. Your application must clearly identify: membership at JGU, age of child(ren), personal situation. Please add to your application: enrollment certificate or proof of employment at JGU and a copy of the child's birth certificate.
4. Please immediately notify the Family Services Center of any changes to your information.
5. When booking, applicants must specify certain days of the week (working days). Before a confirmation can be issued, the maximum group capacity has to be taken into consideration.
6. The maximum amount of days that can be booked is 3 days. The 3 days do not have to be in a row. The booked day(s) per week have to be booked for a period of at least 4 weeks.  
  
During the school holidays in Rhineland-Palatinate, it is possible to book a maximum of 5 days a week (working days) for a period of up to 4 weeks.  
  
If you require even more days, you will need to provide separate reasons.
7. The pme Family Services GmbH is responsible for the childcare and is located in their childcare center 3K – Kinder, Kunst, Kultur (Children, Art, Culture), Münsterstraße 25, 55116 Mainz.
8. The University of Mainz accepts no liability.
9. Childcare in transitional periods per child per day costs 15 euros for children of students and 25 euros for children of employees.
10. If more people apply than there are places available then the following criteria will be taken into account: Exam/work situation, single parents, if child already has a place at a kindergarten, income of parents, right to BAföG and downtime (the order of this list is insignificant).
11. There is no such thing as an enforceable right to childcare.