



# Studying & Working as a Parent at JGU

March 2021



JOHANNES GUTENBERG  
UNIVERSITÄT MAINZ

The background features several large, overlapping, organic shapes in various shades of green and yellow. The top-left corner is dominated by a dark green shape. Below it, a lighter green shape extends across the middle. To the left, a yellowish-green shape curves upwards. At the bottom, a light green shape curves from the left towards the center. The overall composition is abstract and modern.

Published by  
the Family Services Center  
of Johannes Gutenberg University Mainz

## Table of content

	<b>Preface</b>	<b>5</b>
<b>1</b>	<b>Family at the University</b>	<b>6</b>
<b>2</b>	<b>Counseling Centers at JGU</b>	<b>7</b>
2.1	JGU Family Services Center	7
2.2	JGU Human Resources	8
2.3	JGU Human Resources Development	8
2.4	Staff Council	9
2.5	General Students' Committee (AStA)	10
2.6	Equality and Diversity Office	11
2.7	Coordination Office for Equality and Diversity	12
2.8	Mental Health Services for Students (MHS)	13
2.9	Financial Counseling and Social Support of the Studierendenwerk	14
2.10	Protestant University Chaplaincy	14
2.11	Social Counseling of the Catholic Chaplaincy Mainz	15
2.12	Family Services Center of the University Medical Center	15
2.13	Info-Breakfast for Parents	16
2.14	Further Contact Points within JGU	17
<b>3</b>	<b>Counseling Centers in Mainz</b>	<b>19</b>
3.1	Counseling at Pro Familia	19
3.2	Social Service of Catholic Women (Sozialdienst Katholischer Frauen e.V.)	20
3.3	Counseling of the Diakonisches Werk Rheinhessen	21
3.4	Offer of the Diocese of Mainz (Bistum Mainz) for Parents	21
3.5	Association of Single Mothers and Fathers (Verband Alleinerziehender Mütter und Väter, VAMV)	22
3.6	Other Counseling Centers in Mainz	23

<b>4</b>	<b>Finances</b>	<b>25</b>
4.1	Maternity Benefits (Mutterschaftsgeld)	25
4.2	Parental Allowance (Elterngeld)	26
4.2.1	Basic Parental Allowance (Basiselterngeld)	26
4.2.2	Parental Allowance Plus (ElterngeldPlus)	28
4.3	Child Benefit (Kindergeld)	29
4.4	The German Federal Training Assistance Act (BAföG)	30
4.5	Benefits according to SGB II	32
4.6	Child Allowance (Kinderzuschlag)	34
4.7	Education and Participation Package (Bildungspaket)	34
4.8	Maintenance and Maintenance Advance	35
4.9	Cash Grants, Scholarships and Loans	36
4.10	Student Loans	39
	<b>Child-friendly Campus Map</b>	<b>41</b>
<b>5</b>	<b>Childcare Facilities</b>	<b>43</b>
5.1	Childcare Facilities on Campus and in the Surrounding Area	43
5.2	Childcare Facilities of the University Medical Center	46
5.3	Other Childcare Facilities in the Mainz City Area	48
<b>6</b>	<b>Individual Care</b>	<b>49</b>
6.1	Project „Kinderbetreuung Mainz“	51
6.2	„Kinderschirm“ of the VAMV	51
6.3	Childcare Exchange WIGWAM 1994	52

<b>7</b>	<b>Childcare in Exceptional Circumstances</b>	<b>53</b>
7.1	Childcare in Transitional Periods	53
7.2	Childcare in Emergencies and Excpetional Circumstances via the University	54
<b>8</b>	<b>Children’s Holiday Camp</b>	<b>55</b>
8.1	Children’s Holiday Camp at JGU	55
8.2	Other Providers in Mainz and the Surrounding Area	57
<b>9</b>	<b>Children on Campus</b>	<b>59</b>
9.1	Parent/Child Room	59
9.2	Facilities in Individual Buildings	59
9.3	Child-friendly Campus Map	60
9.4	Seesaw Animals	61
9.5	Open Children’s Library	61
<b>10</b>	<b>Housing</b>	<b>62</b>
10.1	Family Apartments in Dormitories	62
10.2	Housing Benefit (Wohngeld)	63
<b>11</b>	<b>Legal and Social Issues</b>	<b>64</b>
11.1	Regulations Around the Maternity Protection Act (Mutterschutzgesetz)	64
11.1.1	Reporting Obligation	64
11.1.2	Health Protection of Expectant and Nursing Mothers	65
11.1.3	Periods of Protection or Maternity Leave	66
11.1.4	Protection Against Dismissal	67
11.1.5	Breastfeeding	67

11.1.6	Free Time for Medical Examinations	67
11.2	Leave of Absence of Expectant Parents on Birth	67
11.3	Parental Leave (Elternzeit)	68
11.4	Childhood Law (Kindschaftsrecht)	69
<b>12</b>	<b>Compatibility for JGU Students</b>	<b>72</b>
12.1	Leave of Absence from Studies	72
12.2	Legal Regulations Concerning Examinations	73
12.3	Health Insurance	73
12.4	Special Regulations for the Loan of Reference Collections from the department Libraries	74
<b>13</b>	<b>Compatibility for JGU Employees</b>	<b>75</b>
13.1	Telework	75
13.2	Part-time	75
13.3	Flexible working hours	76
13.4	Consulting for Managers on the Topic of Family-Conscious Personnel Policy	76
<b>14</b>	<b>Additional Links</b>	<b>78</b>
<b>15</b>	<b>Notes</b>	<b>80</b>

**Dear students,  
dear employees,**

Managing pregnancy, childbirth and raising children in addition to pursuing your career is undoubtedly a very special stage of life that can prove to be wonderful and exciting, but also exhausting and challenging. As (expectant) parents, your organizational talent is often in demand when it comes to successfully balancing your career and family responsibilities.

The Family Services Center has been available to (expectant) parents as a central contact and coordination point for advice and support since 2011. In our private counseling sessions, we point out individual options, regarding childcare facilities and financing options, for example, and refer to other counseling and service centers within and outside of the Johannes Gutenberg University Mainz (JGU). In our counseling sessions, we often find that a handbook summarizing the most important information for support in special life situations could be a great resource. This is exactly where our newly revised and updated brochure „Studying and Working as a Parent at the Johannes Gutenberg University Mainz“ comes into play. In it, we collect and present addresses and contact points at JGU and in Mainz and bundle the most important aspects on the topic of the combination of family and career.

We would like to support those who decide to have a child during their studies and/or professional life in succeeding in both roles - a life with a child and a successful career – despite the inevitable difficulties, efforts, and challenges.

**Stefanie Schmidberger  
Ina Weckop  
Elisabeth Gerhards**

## 1 Family at the University

The compatibility of career and family is a high-priority issue at JGU. Accordingly, JGU takes into account the realities of studying and working parents' lives, as well as those who care for relatives. As an international place of research, work, learning and teaching, JGU constantly aims to improve the framework conditions to enable optimal working and studying conditions. By signing the „Familie in der Hochschule (Family at the University)“ charter in September 2016, JGU committed to being a family-friendly university. As a member of the Best Practice Club „Familie in der Hochschule (Family at the University)“, one of the central aspects is the further development of already existing measures to provide the best possible support for students and employees with family responsibilities. JGU has set itself the following goals:

- further development of measures to provide the best possible support for students and employees with family responsibilities,
- creating a growing culture of information and awareness among university staff on the topic of combining career and family,
- the expansion of childcare facilities according to the specific needs created by participating in everyday university life
- the creation of a handout for employees/supervisors on the topic of „professional re-entry after family-related leave“.



## 2 Counseling Centers at JGU

### 2.1 JGU Family Services Center

The Family Services Center (Familien-Servicebüro) is a counseling center and service facility of JGU, located in the Human Resources Development unit. It supports students and employees with the aim of successfully combining career and family responsibilities. The Family Services Center collects, implements, and continuously improves all of the existing measures relating to family issues.

The Family Services Center is the main point of information for all (expectant) parents who have questions about financing and/or childcare possibilities, etc. It is also intended to support those who are involved in caring for relatives alongside their career.

The services offered by the Family Services Center in detail:

- **Counseling:** Students and employees of JGU can receive information and advice on aspects relating to the compatibility of career and family responsibilities in person, virtually, via telephone or via e-mail.
- **Website:** The website provides continuously updated information, e.g., on funding opportunities, childcare facilities/possibilities, or internal and external information and counseling centers.
- **Childcare in transitional periods:** If necessary, intermediate childcare can be provided until regular permanent childcare is found, e.g., if study/work must start before children can be placed in care (see chapter 7.1, page 53).
- **Childcare in emergencies and exceptional circumstances:** For students and employees of JGU, the Family Services Center provides last-minute childcare options in emergencies and exceptional circumstances (see chapter 7.2, page 54).
- **Children's holiday camps** for primary school children during the school holidays in Rhineland-Palatinate (see 8, page 55).
- **Workshops and events**, e.g., as part of the staff training program or the Spring and Fall University in cooperation with the Career Service and the Equality and Diversity Office.
- **Consulting for supervisors** on the topic of family-friendly personnel policy
- **Mediation office** for students with children and expectant parents regarding special arrangements for examinations.

If you have any questions or problems regarding family and career, please do not hesitate to contact us:

### **Family Services Center**

Stefanie Schmidberger (Head), Ina Weckop

Forum universitatis 3, Room 00-312

Phone: +49 6131/39-24027

Fax: +49 6131/39-22411

familien-servicebuero@uni-mainz.de

www.family-services-center.uni-mainz.de

Consultation hours: Tue 1– 4.30 p.m. and by arrangement

## **2.2 JGU Human Resources**

Human Resources (Dezernat Personal) is the main contact point for employees of JGU in all matters relating to their employment relationship. Your responsible administrator will give you information on maternity leave, parental leave, the reduction of working hours or similar topics. If you are pregnant, it is important to inform the Human Resources about your pregnancy in writing as soon as you are aware of it. If your spouse or life partner under the Act on Registered Life Partnerships (Lebenspartnerschaftsgesetz) is pregnant, you may apply for special leave for the day of birth.

Human Resources has published leaflets on pregnancy and childbirth (Merkblatt zur Schwangerschaft und Elternzeit) for both pay-scale employees and civil servants. Both leaflets include the most important legal regulations relating to pregnancy and birth. The leaflet for pay-scale employees also includes information on the most important regulations under collective agreements, while the leaflet for civil servants includes information on the most important regulations under civil service law. You can obtain the leaflets either from Human Resources or download them from their website.

### **JGU Human Resources**

Head: Dirk Grüner

Forum universitatis 3

personal@uni-mainz.de

www.verwaltung.personal.uni-mainz.de

## **2.3 JGU Human Resources Development**

Human Resources Development (Personalentwicklung) plans and realizes, among other things, the staff training program and supervisor development. The deve-

lopment of supervisors is also important for (expectant) parents, since employees' perception of their organization as family-friendly depends on the behavior of the supervisors to a large extent.

### **JGU Human Resources Development**

Head: Dr. Elke Karrenberg

Forum universitatis 3

Phone: +49 6131/39-25434

Fax: +49 6131/39-22411

[personalentwicklung@uni-mainz.de](mailto:personalentwicklung@uni-mainz.de)

[www.personalentwicklung.uni-mainz.de](http://www.personalentwicklung.uni-mainz.de)

### **2.4 Staff Council**

The staff council (Personalrat) is the elected representation of the JGU employees. It is made up of representatives from the employee groups for pay-scale employees, workers, civil servants, and academic staff. All employees have the right to contact the staff council during their working hours.

The staff council has rights of co-determination and participation in many personnel issues, but also in social or organizational matters.

If you are pregnant, you can allow Human Resources to inform the staff council of the pregnancy so they can ensure the existing protective regulations will be followed. If conflicts should arise, for example during parental leave, you may also contact the staff council.

In the case of civil servants, the staff council is also entitled to take part in the rejection of an application for part-time employment or leave for family reasons as well as in the delegation of a civil service post upon resumption of employment after parental leave.

### **Staff Council of JGU**

Chair: Rüdiger Wetzel

Forum universitatis 4 (Entrance Forum 3), Room 00-410

Phone: +49 6131/39-25551

[personalrat@uni-mainz.de](mailto:personalrat@uni-mainz.de)

[www.personalrat.uni-mainz.de](http://www.personalrat.uni-mainz.de)

## 2.5 General Students' Committee (AStA)

The General Students' Committee (Allgemeiner Studierendenaustausch, AStA), in its function as the representative body for all students and divided into different working groups, also supports students with children.

### **AStA – Allgemeiner Studierendenausschuss der JGU**

Staudingerweg 21, 55128 Mainz

Tel: 06131/39-24801 (Sekretariat)

Fax: 06131/37-1857

sekretariat@asta.uni-mainz.de

asta.uni-mainz.de

### **Department for Students with Children (Aurel)**

The elected speakers of Aurel support students with children (including expectant students) with general questions (financial questions, childcare) and concerns about studying with children.

To encourage the exchange between student parents, Aurel organizes regular meetings and activities for student parents and their children.

### **Department for Students with Children (Aurel)**

Staudingerweg 21, 55128 Mainz

Phone: +49 6131/39-24814

eltern@asta.uni-mainz.de

[www.blogs.uni-mainz.de/asta-aurel](http://www.blogs.uni-mainz.de/asta-aurel)

### **Social Counseling of the General Students' Committee**

Social Counseling of the General Students' Committee provides free meals, non-cash assistance, interest-free loans and cash grants to students in need at the University of Mainz. More information can be found in chapter 4.9 on page 36.

### **Social Counseling of the General Students' Committee**

Staudingerweg 21, 55128 Mainz

Phone: +49 6131/39-24822

soziales@asta.uni-mainz.de

[en.asta.uni-mainz.de/sb/asta/socialaffairs/](http://en.asta.uni-mainz.de/sb/asta/socialaffairs/)

## Legal Counseling of the General Students' Committee

Free weekly counseling on general legal questions is available to all students in the rooms of the General Students' Committee. You need to bring a valid student ID (semester ticket) to the consultation and register via e-mail ([rechtsberatung@asta.uni-mainz.de](mailto:rechtsberatung@asta.uni-mainz.de)) on the day of the consultation, stating your name, date of birth and telephone number.

## 2.6 Equality and Diversity Office

The President's Equality and Diversity Office (Stabsstelle Diversität) is made up of the working areas gender equality and diversity management. Its duties include the conception, development, and implementation of measures in the academic, technical, and managerial areas of work intended to further the actual equality of all genders, as well as the development of a diversity-oriented university culture.

Furthermore, the Office advises university leadership and the university on a central and non-central level regarding the strategic further development of their activities on the topics of women's advancement, equality, and diversity.

In addition, the Office is the point of contact for JGU members for

- counseling for questions on equality while studying, in a profession, or when earning further qualifications
- career counseling for young female researchers
- crisis and conflict intervention
- cases of sexual violence and harassment
- cases of sexual discrimination
- equality-relevant counseling for writing applications
- counseling for gender-fair and diversity-oriented teaching

### Equality and Diversity Office

Dr. Maria Lau (Head)

Forum universitatis 3, Room 00-404

Phone: +49 6131/39-22988 (secretariat)

Fax: +49 6131/39-25747

[gleichstellungsbuero@uni-mainz.de](mailto:gleichstellungsbuero@uni-mainz.de)

[equality.uni-mainz.de](http://equality.uni-mainz.de)

### **Senate Equality Commissioner**

Univ.-Prof. Dr. Ruth Zimmerling

Jakob-Welder-Weg 12, 55128 Mainz (Room 04-321)

Phone: +49 6131/39-22907

gleichstellung@uni-mainz.de

**You can find the Faculty Equality Commissioners here: <https://equality.uni-mainz.de/faculty-equality-commissioners/>**

## **2.7 Coordination Office for Equality and Diversity**

JGU values the cultural, social, and individual diversity of its members. Its diversity strategy focuses on creating equal opportunities, fighting discrimination, and abolishing exclusion mechanisms. Additionally, it aims to actively foster a diversity-oriented teaching, learning, research and working environment, which includes the acknowledgement and support of different lifestyles.

Today, society faces challenges such as globalized and ever-changing living and working patterns, lack of skilled labor, and demographic development. These challenges require a change of culture. Accordingly, JGU views the heterogeneity among its students and employees as an opportunity. By promoting a diversity-oriented environment, JGU assumes societal responsibility as an educational institution and advocates for more social justice in education.

### **Diversitätsstrategie**

Die geplante Diversitätsstrategie auf der Grundlage des 2017 abgeschlossenen Auditierungsverfahrens des Stifterverbands für die deutsche Wissenschaft nimmt perspektivisch alle an der JGU vertretenen Statusgruppen in den Blick.

In den Prozess der Strategieentwicklung werden von Anfang an möglichst viele Mitglieder der JGU einbezogen. Neben dem Lenkungskreis und der Steuerungsgruppe, die das Auditierungsverfahren begleitet, wurde dafür ein Arbeitskreis Diversität initiiert.

Mit der Ausarbeitung einer Diversitätsstrategie verbindet die JGU folgende Ziele:

- Allen Mitgliedern der JGU soll unabhängig von Alter, Geschlecht, sozialer und ethnischer Herkunft, Religion, sexueller Identität und Orientierung, körperlicher Fähigkeiten sowie individueller Lebensweise die vollständige und gleichberechtigte Teilhabe an universitären Prozessen ermöglicht werden.
- Der Studienerfolg der Studierenden der JGU soll nicht von oben genannten Merkmalen abhängig sein.

- Die JGU befördert und schätzt die Vielfalt fachlicher wie kultureller Art als bereichernde Notwendigkeit des intellektuellen Diskurses.
- Vor dem Hintergrund der bisher noch sehr homogenen Prägung des akademischen Umfeldes soll ein Kulturwandel angestoßen werden, der die wachsende Heterogenität der Studierenden und Beschäftigten nicht als Problem, sondern vielmehr als Chance und Bereicherung begreift.

### **Coordination Office for Equality and Diversity**

Saskia Mahal

Phone: +49 6131/39-20140

[diversitaet@uni-mainz.de](mailto:diversitaet@uni-mainz.de)

[www.diversity.uni-mainz.de](http://www.diversity.uni-mainz.de)

### **2.8 Mental Health Services for Students (MHS)**

The Mental Health Services for Students (MHS) at JGU (Psychotherapeutische Beratungsstelle) is open to all of the university's students. They provide professional psychotherapeutic help in dealing with specific problems that may occur while you are at university.

The variety of services the MHS offer includes

- Help for students in crisis at short notice
- Targeted diagnostics to identify problems
- Individual counseling, coaching and short-term psychotherapy
- Counseling during your time as a doctoral student and during habilitation
- Special consultation hours for learning and performance difficulties
- Courses on common issues

### **Mental Health Services for Students of JGU**

Head: Dr. Maria Gropalis

Hegelstraße 61, 55122 Mainz (HDI-House, 5th floor)

Phone: +496131/39-22312

Fax: +496131/39-20693

[pbs@uni-mainz.de](mailto:pbs@uni-mainz.de)

[www.mhs.uni-mainz.de](http://www.mhs.uni-mainz.de)

## 2.9 Financial Counseling and Social Support of the Studierendenwerk

Questions or situations often arise during your studies that are not directly related to your studies themselves, but rather have to do with coping with everyday life at the university. Among other things, these can be financial difficulties or other stressful situations.

The Financial Counseling and Social Support of the Studierendenwerk Mainz's (Bereich Beratung und Soziales) work is focused on counseling and support in financial emergencies (grants and loans).

The range of services offered by the department includes:

- Financial counseling
- Loans
- KfW student loans
- Cash grants for students in financial distress

### Financial Counseling and Social Support of the Studierendenwerk

Financial Counseling: Alexandra Junga

SB II, Room 02-323

Phone: +496131/39-24927

[junga@studierendenwerk-mainz.de](mailto:junga@studierendenwerk-mainz.de)

Social Support: Monika Schreiber

SB II, Room 02-313

Phone: +496131/39-24732

[schreiber@studierendenwerk-mainz.de](mailto:schreiber@studierendenwerk-mainz.de)

[www.studierendenwerk-mainz.de/en/sozialesberatung](http://www.studierendenwerk-mainz.de/en/sozialesberatung)

## 2.10 Protestant University Chaplaincy

Study stress, personal problems... sometimes you're not sure where your own path is leading, or you may find yourself in a difficult life situation. At the Protestant University Chaplaincy Mainz (Evangelische Studierendengemeinde Mainz), two pastors trained in solution-oriented counseling and pastoral care offer general life counseling. The counseling services are primarily aimed at students of JGU and the University of Applied Sciences Mainz, regardless of their denomination or religious orientation.



### **Evangelische Studierendengemeinde Mainz**

Pastor Erich Ackermann

Am Gonsenheimer Spieß 1, 55122 Mainz

Phone: +496131/30406-12

ackerm@uni-mainz.de

Pastor Dr. Kerstin Söderblom

Phone: +496131/30406-11

ksoederb@uni-mainz.de

[esg.ekhn.de/esg-mainz/angebote/beratung-und-seelsorge](http://esg.ekhn.de/esg-mainz/angebote/beratung-und-seelsorge)

### **2.11 Social Counseling of the Catholic Chaplaincy Mainz**

The Catholic Chaplaincy's social counseling service (Sozialberatung der Katholischen Hochschulgemeinde) advises students on questions of studying and financing their study and on problems with residence and work permits. Students who are temporarily in financial need through no fault of their own can apply for financial aid. The Catholic Chaplaincy also runs the crèche „Sausewind“, more information on this can be found in chapter 5.1 on page 43.

### **Social Counseling of the Katholischen Hochschulgemeinde Mainz**

Contact: Dr. Monika Müller, University Pastor Ignatius Löckemann

Saarstraße 20, 55122 Mainz

Phone: +496131/322-140, -101

monika.mueller@bistum-mainz.de

ignatius.loeckemann@bistum-mainz.de

[www.khg-mainz.de/angebote/beratung#sozialberatung](http://www.khg-mainz.de/angebote/beratung#sozialberatung)

### **2.12 Family Services Center of the University Medical Center**

The Family Services Center of the University Medical Center (Familienservicebüro der Universitätsmedizin) is an advice center for all employees of the University Medical Center Mainz with family responsibilities. The services offered by the Family Services

Center at the University Medical Center include

- Information and advice on pregnancy and maternity leave
- Parental leave and parental allowance
- Child benefit and education and participation packages
- Childcare options

### **Family Services Center of the University Medical Center**

Contact: Annette Diehl

Building 601, Room 05-522

Phone: 06131/17-8915

familienservicebuero@unimedizin-mainz.de

[www.unimedizin-mainz.de/familienservicebuero](http://www.unimedizin-mainz.de/familienservicebuero)

### **2.13 Info-Breakfast for Parents**

The Studierendenwerk Mainz, in cooperation with the Family Services Center and Aural, offers an info-breakfast for parents (Eltern-Info-Frühstück). Each meeting focuses on a topic relevant to the target group. However, the exchange of thoughts among each other is also important. In addition to the lectures, there is enough time to discuss parenting and organizational issues with students and employees experiencing the same challenges. All cooperation partners also have an open ear for (expectant) parents. Children are very welcome at the meetings.

You can take advantage of the wide and varied breakfast offer at the Mens@ria. Coffee for the event is donated by the Studierendenwerk.

You can find the current dates and topics as well as the possibility to register for the breakfast events on the website of the Studierendenwerk Mainz.

Participation is free of charge for students, employees must pay a contribution of 5 euros.

### **Studierendenwerk Mainz – “Studieren mit Kindern”**

Contact: Manuela Speth

Colonel-Kleinmann-Weg 2 (Room 02-333)

Phone: +496131/39-24969

[speth@studierendenwerk-mainz.de](mailto:speth@studierendenwerk-mainz.de)

[www.studierendenwerk-mainz.de/studieren-mit-kind/eltern-info-fruehstueck](http://www.studierendenwerk-mainz.de/studieren-mit-kind/eltern-info-fruehstueck)

## 2.14 Further Contact Points within JGU

Here you will find further advice and contact points within JGU. Another good orientation about existing services at JGU is offered in the JGU Guide, which can help you quickly find the right information and contact persons at JGU: [ww2.unipark.de/uc/Wegweiser/](http://ww2.unipark.de/uc/Wegweiser/)

### **Student Services (Studierendenservice)**

(for questions on leave of absence, exchange of study places etc.)

Head: Falk Stenger

Forum universitatis 1, 1. OG

Hotline: +496131/39-22122

Fax: +496131/39-55402

[studsek@uni-mainz.de](mailto:studsek@uni-mainz.de)

<https://www.studying.uni-mainz.de/student-services/>

### **Student Advisory Center (Zentrale Studienberatung)**

(for questions on study organization, e. g. subject combinations, application strategies)

Head: Beate Lipps

Hotline: +496131/39-22122

Fax: +496131/39-25004

[zsb@uni-mainz.de](mailto:zsb@uni-mainz.de)

[www.studium.uni-mainz.de/zsb](http://www.studium.uni-mainz.de/zsb)

**Career Service** (to support career orientation, planning for the professional future and the acquisition of interdisciplinary qualifications)

Head: Rosanna Götz

Phone: +496131/39-22122

[career@uni-mainz.de](mailto:career@uni-mainz.de)

<https://www.blogs.uni-mainz.de/career-eng/>

**Academic Advisory Office (Studienfachberatung)**

(e. g. for questions on study planning and examination procedures of the respective degree program)

[www.studium.uni-mainz.de/studienfachberatung](http://www.studium.uni-mainz.de/studienfachberatung)

**Student Advising Offices (Studienbüros)**

(Questions about examinations, transcripts, extension of deadlines (Examination Office), etc.)

[www.studium.uni-mainz.de/studienbueros](http://www.studium.uni-mainz.de/studienbueros)

**JGU International Office (Abteilung Internationales)**

(on questions relating stays abroad or incoming students)

Contact: Dr. Markus Häfner (Head)

Forum universitatis 2 (Room 00-206)

Phone: +496131/39-22281

Fax: +496131/39-27018

[international@international.uni-mainz.de](mailto:international@international.uni-mainz.de)

<https://www.international-office.uni-mainz.de/>

**Welcome Center**

(for international researchers and their relatives)

Contact: Snjezana Teljega (Head)

Forum universitatis 2, Room 00-216

Phone: +496131/39-28339, -20040

[welcome@international.uni-mainz.de](mailto:welcome@international.uni-mainz.de)

<https://www.international-office.uni-mainz.de/welcome-center-for-international-scholars/>

### 3 Counseling Centers in Mainz

There are several counseling centers in Mainz where (expectant) parents can seek support. Some of the counseling centers are publicly funded; others are run by churches or private organizations (e. g. welfare associations).

Among other things, the counseling centers provide information about financial options to secure your income during pregnancy and after birth, about care options, medical or health aspects during your pregnancy and about child raising. Some of these counseling centers also offer pregnancy conflict consultation (Schwangerschaftskonfliktberatung).

#### 3.1 Counseling at Pro Familia

Pro Familia provides parents-to-be with detailed information on financial assistance and social benefits, as well as counseling on medical and psychological issues, prenatal examinations, and on the unfulfilled wish to have a child. Pro Familia also offers pregnancy conflict consultations (Schwangerschaftskonfliktberatung).

Pro Familia is discreet and protects their clients' privacy. This is especially important for pregnant people who wish to receive a pregnancy conflict consultation.

According to legal regulations, pregnancy conflict consultations must always be without prejudice to the outcome of the pregnancy. This means that no one may be put under pressure to continue or terminate a pregnancy – the pregnant person alone makes the decision for or against abortion. The counseling also contains information about legal rights and possible assistance that arise with a (further) child and gives necessary medical information.

You can decide whether you want to talk about the reasons for your decision during the counseling session. If desired, you can also discuss alternatives. If you are pregnant and in a situation in which you are not (yet) in a position to decide, Pro Familia offers professional support in multiple sessions. Your partner or another trusted person can - but does not have to - be involved.

If desired, counseling can also be held anonymously. If this is desired, you should express this request at the time of registration. Pro Familia can certify the counseling session in writing. However, your name and the date of the counseling session must be entered on the certificate. This certificate will only be presented to the doctor who performs the abortion. According to legal regulations, an anonymized record of the counseling must be made. The counsellors are in any case bound by confidentiality

laws. No information about personal details may be given to anyone without your permission, not even to your next relatives or the health insurance company. The latter may issue a certificate for the assumption of costs.

Furthermore, Pro Familia offers pregnancy counseling which, in contrast to pregnancy conflict consultation, is carried out on a voluntary basis. Here, they advise and support you in your life situation relating to the pregnancy.

In addition to face-to-face counseling, Pro Familia offers e-mail counseling, which can also be used for all kinds of questions and problems concerning love, sexuality, relationships, family planning and pregnancy as well as contraception. The counseling can be done anonymously and remains adaptable for you in terms of time, frequency of contact and depth of counseling content. This can be particularly advantageous for topics usually deemed taboo. Your questions will be forwarded to the projects „Sextra“ and „Sexundso“, depending on the federal state you specify, and will be answered as quickly as possible by the professional staff. For urgent questions, e. g. about the morning-after pill, you should visit a local counseling center or a doctor.

### **Pro Familia Mainz**

Quintinsstr. 6, 55116 Mainz

Phone: +496131/2876610

mainz@profamilia.de

[www.profamilia-mainz.de/en](http://www.profamilia-mainz.de/en)

### **3.2 Social Service of Catholic Women (Sozialdienst Katholischer Frauen e. V.)**

In addition to pregnancy counseling, the Sozialdienst Katholischer Frauen offers a range of other counseling services and practical help, such as a learning and playing group for children from socially disadvantaged families, the women's shelter for women threatened by domestic violence and their children, and the baby basket with used baby items for children up to one year of age.

You can find out more about the extensive range of services on the website of the Social Service.

### **Sozialdienst Katholischer Frauen e. V.**

Römerwall 67, 55131 Mainz

Phone: +496131/23-3895

Fax: +496131/23-3897

[www.skf-mainz.de](http://www.skf-mainz.de)

### **3.3 Counseling of the Diakonisches Werk Rheinhessen**

The Diakonisches Werk Rheinhessen offers counseling for (expectant) parents, including pregnancy conflict consultation (Schwangerschaftskonfliktberatung).

The counselors are sworn to secrecy. Counseling is free of charge for those seeking advice and anonymous if desired. It is available to women and men regardless of their religious affiliation, world view or nationality.

### **Diakonisches Werk Rheinhessen, Counseling Center Mainz**

Kaiserstr. 29, 55116 Mainz

Phone: +496131/37444-401

[schwanger@diakonie-rheinhessen.de](mailto:schwanger@diakonie-rheinhessen.de)

[diakonie-rheinhessen.webseiten.cc/index.php?id=23](http://diakonie-rheinhessen.webseiten.cc/index.php?id=23)

### **3.4 Offer of the Diocese of Mainz (Bistum Mainz) for Parents**

The Adult Pastoral Care Department (Referat Erwachsenenseelsorge) offers a wide range of support and counseling services on the topic of parenting e.g., courses on parenting issues, family weekends or parent-child activities. There are also offers for single-parent families.

### **Referat Erwachsenenseelsorge**

Bistum Mainz

Bischofsplatz 2, 55116 Mainz

Phone: +496131/253-253, -254

[erwachsenenseelsorge@bistum-mainz.de](mailto:erwachsenenseelsorge@bistum-mainz.de)

[bistummainz.de/seelsorge/Erwachsenenseelsorge/](http://bistummainz.de/seelsorge/Erwachsenenseelsorge/)

### 3.5 Association of Single Mothers and Fathers (Verband Alleinerziehender Mütter und Väter, VAMV)

The VAMV, with around 9,000 members nationwide, represents the interests of single-parent families in which single, separated, divorced, or widowed parents live with their children. It also looks after the claims of children in patchwork families for as long as they are entitled to maintenance from their fathers or mothers.

The association is a family association of active and independent people raising their children alone. The political work of the association is focused on the support and fostering of equal rights of single-parent families.

In addition to the political lobbying, the VAMV in Rhineland-Palatinate also provides counseling and assistance for single parents and their children. The „Kinderschirm“, for example, offers a placement service for day care and childcare in emergency and exceptional circumstances (for more information, see chapter 6.2, on page 51).

The Federal Association publishes the pocketbook „Alleinerziehend - Tipps und Informationen (Single Parents - Tips and Information, only available in German)“ with information on pregnancy and birth, separation and divorce, combining child and career, etc. The booklet is re-edited annually and can be ordered from the association or downloaded free of charge.

#### **Verband Alleinerziehender Mütter und Väter**

Landesverband Rheinland-Pfalz e.V.

Kaiserstr. 29, 55116 Mainz

Phone: +496131/616633

Fax: +496131/9711689

info@vamv-rlp.de

www.vamv-rlp.de

#### **Bundesverband e.V.**

Hasenheide 70, 10967 Berlin

Phone: +4930/6959786

Fax: +4930/69597877

kontakt@vamv.de

www.vamv.de



### 3.6 Other Counseling Centers in Mainz

In the following, you will find a selection of other contact points for parents and families in Mainz who can offer help and advice in various life situations:

#### **Erziehungs-, Ehe- Familien- und Lebensberatung (Counseling Center for Parenting, Marriage, Family and Life) of the Caritasverband Mainz e. V.**

contact: Andrea Krumm

Lotharstr. 11-13, 55116 Mainz

Phone: +496131/907460

Fax: +496131/9074620

[beratungszentrum@caritas-mz.de](mailto:beratungszentrum@caritas-mz.de)

[www.caritas-mainz.de/hilfe-amp-beratung/kinder-jugend-familie-amp-partnerschaft](http://www.caritas-mainz.de/hilfe-amp-beratung/kinder-jugend-familie-amp-partnerschaft)

#### **Evangelische Psychologische Beratungsstelle (Protestant Psychological Counseling Center) – Parenting, Family and Life Counseling**

Kaiserstraße 37, 55116 Mainz

Phone: +496131/965540

Fax: +496131/965549

[epbmainz@ekhn.de](mailto:epbmainz@ekhn.de)

[www.erziehungsberatung-mz.de](http://www.erziehungsberatung-mz.de)

#### **Deutscher Kinderschutzbund (German Child Protection Association)**

contact: Ingrid Pirker

Ludwigstraße 7, 55116 Mainz

Phone: +496131/614191

Fax: +496131/674784

[kontakt@kinderschutzbund-mainz.de](mailto:kontakt@kinderschutzbund-mainz.de)

Hotline for Parents

Phone: +49800-111-0-550

[www.kinderschutzbund-mainz.de](http://www.kinderschutzbund-mainz.de)

**Kinderschutzzentrum Mainz e. V. (Child Protection Center)**

Lessingstr. 25, 55118 Mainz

Phone: +496131/613737

[info@ksz-mainz.de](mailto:info@ksz-mainz.de)

[www.kinderschutzzentrum-mainz.de](http://www.kinderschutzzentrum-mainz.de)

**Amt für Jugend und Familie – Stadtverwaltung Mainz (Office for Youth and Family – Municipality of Mainz)**

Stadthaus Kaiserstraße (Lauteren-Flügel)

Kaiserstraße 3-5, 55116 Mainz

Phone: +496131/12-2753, -2754

Fax: +496131/12-3568

[jugendamt@stadt.mainz.de](mailto:jugendamt@stadt.mainz.de)

[www.mainz.de/vv/oe/amt-fuer-jugend-und-familie.php](http://www.mainz.de/vv/oe/amt-fuer-jugend-und-familie.php)

## 4 Finances

In this chapter, we will offer you an overview of financial assistance offers that you may be able to take advantage of.

### 4.1 Maternity Benefits (Mutterschaftsgeld)

Since you are not allowed to work during maternity leave (Mutterschutz) (usually six weeks before and eight weeks after giving birth), you will receive maternity benefits during this period. To receive maternity benefits, you must have been in employment at the beginning of the maternity leave period (Mutterschutzfrist); a marginal job is sufficient. Maternity benefits are paid either by the statutory health insurance or by the Federal Office for Social Security (Bundesversicherungsamt). You can find an overview of whether you are entitled to maternity benefits and to what extent in the „Leitfa-den zum Mutterschutz (Guide to Maternity Leave)” published by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth, starting on page 87 (only in German). You can find the link on our website: [www.familien-service.uni-mainz.de/mutterschaftsgeld/](http://www.familien-service.uni-mainz.de/mutterschaftsgeld/)

As maternity benefits serve a similar purpose as the parental allowance, you cannot receive both benefits in parallel, i.e. if you receive maternity benefits during the first two months of your child’s life, you cannot be granted parental allowance during this period.

#### **For people with statutory health insurance:**

Your responsible health insurance company

#### **For privately insured people:**

Federal Office for Social Security

– Maternity Benefit –

Friedrich-Ebert-Allee 38, 53113 Bonn

Phone: +49228/61910

[poststelle@bas.bund.de](mailto:poststelle@bas.bund.de)

<https://www.bundesamtsozialesicherung.de/en>

## 4.2 Parental Allowance (Elterngeld)

### Entitlement:

In addition to employed persons, civil servants, self-employed persons and unemployed persons, trainees and students are also entitled to a parental allowance. You do not have to interrupt your education in order to receive it. In contrast to employment, the number of hours per week spent on education does not matter.

Even if you do not have German citizenship, you are entitled to parental allowance, as a rule. However, you cannot receive a parental allowance if you have a residence permit for educational purposes only for a limited period, or in conjunction with a work permit.

### 4.2.1 Basic Parental Allowance (Basiselterngeld)

#### Period of payment:

Parental allowance is paid for twelve months (starting on September 1st, 2021, parents of children born prematurely will receive additional parental allowance months). Two additional partner months (Partnerschaftsmonate) are added if your partner takes time off for the child as well and reduces his or her working hours.

The condition for receiving the partner months is that the income of at least one parent is lower than before the birth, for example due to parental leave or a change to part-time work. The total of 14 months can be divided between the parents, whereby one partner must/can take at least two and a maximum of twelve months. Single parents receive the full 14 months of parental allowance as equalization, being able to claim the partner months for themselves as well.

The parental allowance can either be claimed consecutively or in parts or alternated with a partner. The basic parental allowance can only be claimed during the first 14 months of the child's life. Afterwards, only parental allowance plus (ElterngeldPlus) or partnership bonus (Partnerschaftsbonus) are possible. Months in which you receive maternity benefits will be reduced from your parental allowance. During this time, you can also neither receive parental allowance plus nor the partnership bonus.

Part-time work of up to 30 hours (from September 1st, 2021: 32 hours) per week is permitted, but leads to a recalculation of the parental allowance, which is why you must report it to the office in charge immediately.

#### Amount:

The parental allowance amounts to between 300 euros and 1,800 euros per month,

the maximum rate is currently 1,800 euros per month. The parental allowance normally replaces 65% of the previous net income of the parent raising the child. The percentage can be increased for low-income earners. You can estimate the amount of parental allowance to be expected by using a parental allowance calculator on the internet or visiting a parental allowance advice center.

If, in addition to the child for which you are claiming parental allowance, a sibling under the age of three or two siblings under the age of six or a sibling under the age of 14 with a disability also lives in your household, you will receive a sibling bonus (Geschwisterbonus) of 10% of the parental allowance normally paid, but at least 75 euros. In the case of multiple births, the multiple sibling bonus (Mehrlingszuschlag) is 300 euros per month for each additional child, so the total parental allowance is 600 euros for twins, 900 euros for triplets, and so on.

Income from employment, based on which the amount of the parental allowance is calculated, does not include, for example, unemployment benefits I and II (Arbeitslosengeld I and II), short-time allowance (Kurzarbeitergeld), sickness benefit (Krankengeld), pensions, scholarships, or BAföG.

### **Mutual Crediting of Parental Allowance with BAföG and Social Benefit**

**BAföG/housing benefit (Wohngeld):** As a rule, the parental allowance does not affect the amount of BAföG or housing benefit. The parental allowance is only considered income for BAföG recipients if it exceeds the minimum amount of 300 euros or 150 euros for parental allowance plus. The minimum amount of 300 euros or 150 euros is therefore not considered when calculating income. As a result, you will receive an additional 300 euros or 150 euros in parental allowance in addition to BAföG. The increase amounts for multiple births of 300 euros for the second and each further child are also not considered as income.

**Child allowance/unemployment benefit II/social assistance:** In principle, the parental allowance is counted in full as income, i.e., also in the amount of the minimum amount of 300 euros. If you receive parental allowance and unemployment benefit II, social assistance, or child allowance, but were employed before the birth of your child, you will receive an allowance. The allowance corresponds to the income before the birth but does not exceed 300 euros or 150 euros in the case of parental allowance plus. Up to this amount, the parental allowance is paid in addition to the above-mentioned benefits.

### **Application:**

In Rhineland-Palatinate, parents receive the application form after the birth of their

child at the hospital or at the parental allowance office of their district or city administration. In addition, it is available with further information on the website of the Ministry for Family Affairs, Women, Youth, Integration and Consumer Protection. There you can also apply for parental allowance online. It is advisable to apply for child benefit soon after the birth, as benefits can only be paid retroactively for the previous three months. If your primary residence is in Mainz, the Amt für Soziale Leistungen (Office for Social Services) is responsible for the application. In Hesse, the Ämter für Versorgung und Soziales (Offices for Supply and Social Affairs) are responsible for parental allowance.

#### 4.2.2 Parental Allowance Plus (ElterngeldPlus)

##### **Period of Payment:**

With parental allowance plus, the payment of a basic parental allowance (Basiselterngeld) month is divided into two months, which means that parental allowance plus can be claimed for twice as long, i.e., a maximum of 28 months. The monthly rate is only half that of the basic parental allowance. Receipt of parental allowance plus is not limited to the first 14 months of the child's life, but after the 14th month of life, parental allowance plus can only be received without interruption or in alternation with your partner.

If both parents work at least 25 and a maximum of 30 hours a week (from 01.09.2021: 24-32 hours) in part-time work, each parent can apply for an additional four months of parental allowance plus as a partnership bonus. Thus, the payment period can be extended to 18 months per parent if both claim the same number of months of parental allowance plus.

Single parents can apply for the partnership bonus if they work 25 to 30 hours (from 01.09.2021: 24-32 hours) per week in four consecutive months of the child's life.

Questions and answers on parental allowance plus are provided by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth at <https://familienportal.de/familienportal/meta/languages/family-benefits/parental-allowance-141952>.

##### **Amount:**

The calculation of the parental allowance plus is based on the amount of the normal parental allowance, the calculation of which does not change. It is based on the amount of parental allowance that would be paid if you did not work during parental leave. This basic parental allowance is then simply divided by two. This means that the pay entitlement from one basic parental allowance month corresponds to the entitlement from two parental allowance plus months. Part-time work of up to 30 hours (from 01.09.2021: 32 hours) per week is also permitted in this case.

## Stadtverwaltung Mainz – Amt für Soziale Leistungen (Municipality Mainz – Office for Social Services)

You can find the person in charge of your case on the page of the Amt für Soziale Leistungen > Dienstleistungen > Elterngeld

### 4.3 Child Benefit (Kindergeld)

Child benefit is paid independently of income. It is graded according to the number of children and currently amounts to

- 219 euros per month for the first and second child
- 225 euros per month for the third child
- 250 per month for the fourth and each subsequent child.
- for all children up to the age of 18,
- for children in education up to the age of 25,
- for unemployed children up to the age of 21,
- for disabled children in certain cases beyond the age of 25.

For children who cannot start or continue education because they do not have a traineeship, the regulations for children in education apply. Child benefit is paid to the person taking care of the child. If the parents live together, they can decide who is to receive the child benefit.

Child benefit is usually paid by the family benefits offices (Familienkassen) of the employment agencies (Agenturen für Arbeit). For **JGU or state employees**, the family benefits are processed by the Familienkasse of the federal employment agency (Bundesagentur für Arbeit). The responsibility party depends on your place of residence. For most of those entitled, this will be the Familienkasse Rheinland-Pfalz-Saarland in Mainz.

### Child Benefit for Student Mothers and Fathers

For students with a child who live in their parents' household, it can be worthwhile to transfer the child benefit claim to their own parents, especially if the grandparents are still entitled to child benefit for the parent themselves or for other children of their own.

### Familienkasse Rheinland-Pfalz-Saarland (responsible for Mainz)

Wilhelm-Theodor-Römheld-Straße 19, 55130 Mainz

Phone: +49800/45555-30

Familienkasse-Rheinland-Pfalz-Saarland@arbeitsagentur.de

#### 4.4 The German Federal Training Assistance Act (BAföG)

BAföG is intended to help you if you are unable to finance your studies independently. If you have children during your studies, you may have many questions regarding the effects on BAföG. The most important aspects concerning BAföG and children are explained below.

##### **BAföG and Pregnancy**

During pregnancy, the allowances increase, increasing the amount of BAföG or entitling you to BAföG in the first place. BAföG does not provide for so-called "Mehrbedarf bei Schwangerschaft" (additional needs during pregnancy). However, all „needy pregnant people“ (including those who do not receive unemployment benefit II (Arbeitslosengeld II) because they are studying or are not entitled to BAföG) can apply for a "schwangerschaftsbedingten Mehrbedarf" (pregnancy-related additional need) in the amount of 17 per cent of the standard unemployment benefit II (§ 21 SGB II) from the 13th week of pregnancy onwards. Responsible for this are the employment agencies (Agenturen für Arbeit). You can find further information in the next chapter (4.5 Benefits According to SGB II, from page 32).

##### **BAföG Childcare Allowance (Kinderbetreuungszuschlag)**

If you are a student or trainee and live in a household with least one child of your own who has not yet reached the age of 14, your qualifying rate is increased by 150 euros per month for each child. The supplement is paid as a fixed amount without proof of corresponding childcare costs.

The childcare allowance is only granted to one parent for the same period. If both parents are eligible for BAföG support and live in the same household, they must decide who receives the childcare allowance. The other parent must therefore declare in the application that he or she does not receive or has not applied for the allowance and that he or she agrees to the payment to the applicant trainee. The childcare allowance is granted as a subsidy, so that the BAföG debts do not increase as a result.

##### **Exceeding the Maximum Funding Period due to Parenting**

BAföG is only paid for the regular period of study (semesters off do not count). However, BAföG takes into account the workload which students are exposed to through pregnancy and parenting. According to §15 Para. 3 No. 5 BAföG, support can be granted for a „reasonable time“ beyond the maximum support period if the child has not reached the age of 14 and if the delay in education is caused by the pregnancy/



raising of the child. The question of whether this condition is met will be clarified in each individual case by the Amt für Ausbildungsförderung (Office for Educational Support) responsible for you.

The following extension periods for pregnancy and parenting are considered „reasonable“:

- **for pregnancy:** one semester,
- **until the child reaches the age of 5:** one semester per year of life,
- **for the 6th and 7th year of the child's life:** a total of one semester,
- **for the 8th to 10th year of the child's life:** a total of one semester,
- **for the 11th to 14th year of the child's life:** a total of one semester.

It is worth knowing that funding beyond the maximum funding period is provided entirely as a grant. BAföG debts do not increase as a result.

The extension periods for parenting can be divided between both studying parents. In this case, you must submit a declaration on how the childcare is shared between you.

Please note that the funding concession according to §15 Para. 3 No. 5 BAföG is limited to the duration of one semester, even if several children are being cared for at the same time

### **BAföG and Interruption of Studies**

In principle, support is only provided if the education is being pursued. However, it is also paid if you are unable to pursue your studies due to pregnancy, although this does not extend beyond the end of the third calendar month of the pregnancy-related interruption (Section 15, Para. 2a BAföG). The month in which the interruption begins is not included. As a rule, the applicable specific protection periods for the parental implementation of the education (but not for its financing) are fully covered by this general payment extension regulation of the BAföG. If additional interruptions due to illness are certified outside of the maternity leave periods (Mutterschutzfristen) already covered, these may lead to a further payment for up to three months.

If the education is interrupted for longer than the above-mentioned period, for example, due to a leave of absence, the funding is discontinued. However, funding can be continued after the end of the interruption. Before interrupting your studies, you should always contact your Amt für Ausbildungsförderung.

If you interrupt your studies, you may be entitled to benefits to secure your basic needs in accordance with SGB II (see the following chapter for more information).

## **Parental Allowance (Elterngeld), Child Benefit (Kindergeld) and Co. and the Crediting to BAföG**

Neither your own child benefit (if you are younger than 25) nor the child benefit for your own children will be counted towards BAföG and the childcare allowance. For students who receive BAföG, the parental allowance of 300 euros does not count towards the education grant.

### **Amt für Ausbildungsförderung**

Visitor address: Bonifaziesturm A, 4th/6th floor, Rhabanusstraße 3, 55118 Mainz

Phone: +496131/39-22420

Fax: +496131/39-23129

[bafoeg@uni-mainz.de](mailto:bafoeg@uni-mainz.de)

[www.bafoeg.uni-mainz.de](http://www.bafoeg.uni-mainz.de)

## **4.5 Benefits according to SGB II**

In general, students are not entitled to benefits under SGB II. However, if you take a semester off due to parenting, you may be entitled to benefits according to SGB II.

Unemployment benefit II (Arbeitslosengeld II (ALG II)) ensures your basic needs if you can work but need assistance. You need assistance if you cannot secure your livelihood through income or assets. If the income you earn does not cover your needs, you may therefore also be entitled to ALG II. Social benefits are paid to people who are not capable of working and share a household with people capable of working.

### **Unemployment Benefit II**

Students receive a standard rate of 389 euros per month (432 euros if they are single) if the income and assets of the household are low enough, plus adequate housing costs and a refund of heating costs. Parental allowance (Elterngeld) or child benefit (Kindergeld) for those under 25 is also considered in the amount of the benefit.

### **Social Benefit (Sozialgeld)**

Children living in a needy household are entitled to benefits under Book II of the Social Code (SGB II) if they need assistance. Children who are younger than 6 years of age receive 250 euros as the standard amount of social benefit, from 6 to 13 years of age 308 euros, and children or young people between 14 and 17 years of age receive 328

euros per month. Child benefit is counted as the child's income towards the amount of the benefit..

### **Additional Needs during Pregnancy**

All pregnant people in need (BAföG beneficiaries, pregnant people with low incomes) are entitled to apply for pregnancy-related additional need supplement ("schwangerschaftsbedingter Mehrzuschlag") amounting to 17 percent of the standard need of ALG II (§21 SGB II) from the 13th week of pregnancy onwards. You can apply for the additional need via the Jobcenter (Job Center).

### **One-Off Benefits for the "Initial Equipment" ("Erstausrüstung" ()) during Pregnancy and Birth**

An initial allowance may also be granted on application for necessary equipment for a dwelling as well as for pregnancy and birth. These one-off benefits are also available to those in need who are otherwise not entitled to ALG II or social benefits (§ 23 SGB II). They are provided in a fixed amount, i.e., in the form of a fixed sum of money. They are intended for items such as prams, baby changing units or maternity clothes. However, the application must be made before the purchase.

#### **Jobcenter Mainz**

Besucheradresse:

Wilhelm-Theodor-Römheld-Str. 19, 55130 Mainz

Tel: 06131/8808-0

Fax: 06131/8808-120

[jobcenter-mainz@jobcenter-ge.de](mailto:jobcenter-mainz@jobcenter-ge.de)

[www.jobcenter-mz.de](http://www.jobcenter-mz.de)

#### 4.6 Child Allowance (Kinderzuschlag)

The child allowance applies to single parents or parents who have a minimum income (600 euros alone or 900 euros as a couple) but are nonetheless earning less than a certain income limit and thus cannot fully support their child but could do so if they received the child allowance. In this case, a child allowance of a maximum of 185 euros per month per child is granted, which can be applied for in writing or online at the Familienkasse (family benefits office) of the employment agency (Agentur für Arbeit). The KiZ-Lotse helps you to check whether you are theoretically entitled to a child allowance before you submit your application ([www.arbeitsagentur.de/familie-und-kinder/kiz-lotse](http://www.arbeitsagentur.de/familie-und-kinder/kiz-lotse)).

##### **Familienkasse Rheinland-Pfalz-Saarland** (responsible for Mainz)

Wilhelm-Theodor-Römheld-Straße 19, 55130 Mainz

Phone: +49800/4555530

[Familienkasse-rheinland-pfalz-saarland@arbeitsagentur.de](mailto:Familienkasse-rheinland-pfalz-saarland@arbeitsagentur.de)

#### 4.7 Education and Participation Package (Bildungspaket)

Children from families who receive unemployment benefit II (Arbeitslosengeld II (ALG II)), social benefits (Sozialgeld), social assistance (Sozialhilfe), basic income support (Grundsicherung), child allowance (Kinderzuschlag) or housing benefit (Wohngeld) are entitled to benefits for education and participation on social and cultural life in the community (Leistungen für Bildung und Teilhabe am sozialen und kulturellen Leben in der Gemeinschaft).

They are eligible for the following benefits:

- One-day school or day-care center excursions (may be covered in full),
- School trips lasting several days (may be covered in full),
- transport of pupils to school,
- School supplies such as schoolbags, sportswear, etc. (150 euros per school year),
- Appropriate learning support,
- Lunch at school, kindergarten, or after-school care center,
- Social and cultural activities in the community such as sports clubs, music schools, etc. (15 euros per month).

You must apply for the education and participation benefits at the responsible municipal office, where the relevant application forms are also available.

In Mainz, the "Jobcenter" (Job Center) is responsible for recipients of ALG II and social benefits. The Amt für Soziale Leistungen (Office for Social Services) of the city of Mainz is responsible for recipients of housing benefit, child allowance and basic income.

## 4.8 Maintenance and Maintenance Advance

If children live with a single parent and the parents are separated or divorced, child maintenance is an important issue.

### Maintenance

Every child is entitled to maintenance from its parents. Mothers and fathers can provide maintenance either through care and education or through cash maintenance. The parent with whom the child lives usually pays maintenance by caring for and raising the child. The other parent pays cash maintenance.

The amount of cash maintenance to be paid depends mainly on

- the current income of the person paying the maintenance,
- the age of the child, and
- the number of persons to whom maintenance is owed.

Cash maintenance must be paid monthly in advance. The Düsseldorf Table is the guideline for child maintenance. Since January 1st, 2021, the statutory minimum maintenance is as follows

- for children up to 5 years: 393 euros
- for children up to 11 years: 451 euros
- for children up to 17 years: 528 euros
- for children aged 18 and over: 564 euros

From this minimum maintenance, the parent liable to pay cash maintenance can deduct half of the child benefit. The actual maintenance payment to be made depends on the income of the parent liable to pay maintenance. From a net income of 1901 euros, the maintenance payment increases.

According to the law, „relatives in the direct line [...] are obliged to provide maintenance for each other.“ In principle, it is possible that the child's grandparents must pay maintenance to the child if they have a corresponding income, and the parents cannot afford the maintenance.

### Maintenance Advance

Children who do not receive (regular) cash maintenance can receive maintenance advance. This benefit is particularly helpful if the parent liable for maintenance is still studying and does not have the income to pay the maintenance.

A court decision on maintenance is not necessary, so that advance maintenance pay-

ments can also be applied for in cases of unclear parentage.

Maintenance advance is available until the child reaches the age of majority. The income of the single parent is irrelevant. For the calculation of the maintenance advance, the child benefit to be paid for a first child is deducted in full from the maintenance payment.

Since January 1st, 2021, the following maintenance advance amounts apply nationwide:

- for children under 6 years: up to 174 euros per month
- for older children up to 12 years of age: up to 232 euros per month
- for children under 18 years: up to 309 euros per month

As a rule, the Jugendamt (youth welfare office) is responsible for processing applications. If the child's place of residence is in Mainz, the application must be submitted to the Office for Social Services of the City of Mainz.

#### **Stadtverwaltung Mainz – Amt für Soziale Leistungen (Municipality of Mainz - Office for Social Services)**

Stadthaus Kaiserstraße (Lauteren-Flügel), Kaiserstraße 3-5, 55116 Mainz  
unterhaltsvorschuss@stadt.mainz.de

### **4.9 Cash Grants, Scholarships and Loans**

#### **Social Counseling of the General Students' Committee (AStA)**

Students of the University of Mainz and the International Preparatory and Language Center (ISSK) who are in financial need through no fault of their own can apply for financial support from the Social Counseling of the AStA. This can be done either with an interest-free loan (repayment period one year) or with a non-repayable grant. In addition, you can apply for a subsidy of up to 211,48 euros if your income for the last three months minus rent and health insurance is below the assessment basis (currently 322 euros per month, increase of 161 euros per child).

#### **Social Counseling of the AStA**

Staudingerweg 21, 55128 Mainz

Phone: +496131/39-24822

soziales@asta.uni-mainz.de

en.asta.uni-mainz.de/service/financial-aid/

## Studierendenwerk

The Studierendenwerk supports students in financial emergencies, among other things, through free meals, cash grants, loans, and counseling.

- **Cash grants:** For students who are currently in a financial emergency that endangers the continuation of their studies. The grant is awarded as a subsidy and does not have to be repaid. As a rule, a grant of 850 euros (plus 150 euros per child) is awarded, but the exact amount depends on the available funds. The grant can usually only be claimed once per semester.
- **Emergency Aid:** The emergency aid fund serves as support for students who find themselves in an acute and urgent financial emergency that requires immediate assistance.
- **Free meals:** Free meals are vouchers for the refectories and cafeterias of the Studierendenwerk. As a rule, a monetary allowance is granted, which is calculated in such a way that lunch can be financed for one month. The free meal month is usually only granted once per semester. A condition for receiving a free meal is that the student is currently in a difficult financial situation.
- **Loan fund „Stiftung Notgemeinschaft Studiendank“:** The „Stiftung Notgemeinschaft Studiendank“ is a loan fund that provides interest-free loans. The aim is to grant loans up to a maximum of 3,000 euros to students at the universities supported by the Studierendenwerk Mainz, who have either temporarily insufficient or no funds at their disposal, to enable them to continue their studies. The loan must be repaid within two years.
- **Loan fund from the Studierendenwerk Mainz:** These loans up to a maximum of 1,500 euros are only granted to students who find themselves in a financial crisis and are thus prevented from properly completing their studies. The interest-free loan must be repaid within two years.
- **Loan fund for students in Rhineland-Palatinate:** The loan fund serves exclusively to finance the borrower's expenses directly related to the completion of their studies, which also include living expenses. The maximum amount for an exam loan is 1,800 euros. The loan is granted at the earliest one year before the start of the final exam period. Two months after the exam, the loan is due for repayment in monthly instalments and bears interest at 3% p.a. from that point on.

### **Social Support of the Studierendenwerk Mainz**

Contacts:

Monika Schreiber (grant fund)

SB II (Room 02-313)

Phone: +496131/39-24732

[schreiber@studierendenwerk-mainz.de](mailto:schreiber@studierendenwerk-mainz.de)

[www.studierendenwerk-mainz.de/en/sozialesberatung/social-support](http://www.studierendenwerk-mainz.de/en/sozialesberatung/social-support)

Alexandra Junga

SB II (Room 02-323)

Phone: +496131/39-24927

[junga@studierendenwerk-mainz.de](mailto:junga@studierendenwerk-mainz.de)

[www.studierendenwerk-mainz.de/en/sozialesberatung/financial-consulting](http://www.studierendenwerk-mainz.de/en/sozialesberatung/financial-consulting)

### **Bundesstiftung Mutter und Kind (Federal Foundation Mother and Child)**

The Bundesstiftung „Mutter und Kind - Schutz des ungeborenen Lebens“ (Federal Foundation „Mother and Child - Protection of Unborn Life“) helps pregnant women in emergency situations and makes it easier for them to continue their pregnancy. The funds received are not offset against social benefits.

An emergency exists if your income does not cover the financial needs for pregnancy and birth as well as care and raising of the infant, and other state benefits are not available in time or sufficiently.

Only the local pregnancy counseling centers or pregnancy conflict counseling centers, such as Pro Familia, Caritas and Diakonie, can carry out the application and approval procedure required for payment.

**Further information:** [www.bundesstiftung-mutter-und-kind.de](http://www.bundesstiftung-mutter-und-kind.de)

### **Landesstiftung „Familie in Not – Rheinland-Pfalz“ (State Foundation „Family in Need – Rhineland-Palatinate)**

The Landesstiftung fulfils two tasks: It distributes the funds from the “Bundesstiftung Mutter und Kind” to the federal states according to the population key. It also holds own foundation capital.



The foundation „Familie in Not“ may be able to help in special emergency situations where the general assistance available is not sufficient. The foundation has annual funds from the income of its endowment capital provided by the state of Rhineland-Palatinate to provide financial assistance quickly and unbureaucratically in individual cases of extraordinary need.

The prerequisite is that the necessary assistance cannot be provided by other service providers or that this assistance is insufficient. This means that the foundation can only provide support if there is proof all other possibilities have been exhausted. The counseling center or authority to be consulted must explain this in the application for assistance.

People in need of assistance can apply to the foundations via the social counseling centers and submit applications via the local youth and social welfare offices.

#### 4.10 Student Loans

One option for financing your studies, especially in the final phase, is a student loan. These loans have relatively low interest rates and repayment is usually flexible. However, your decision must be well thought out because you must pay off the debt and interest after you finish your studies.

CHE has conducted a student loan test. They published the results and many factors that need to be considered when choosing a loan in detail. You can find the current link to this document on our website in the section „Finanzen für Studierende“ under „Darlehen und Studienkredite“ ([www.familienservice.uni-mainz.de/darlehen-und-studienkredite](http://www.familienservice.uni-mainz.de/darlehen-und-studienkredite)).

Roughly there are two types of student loans:

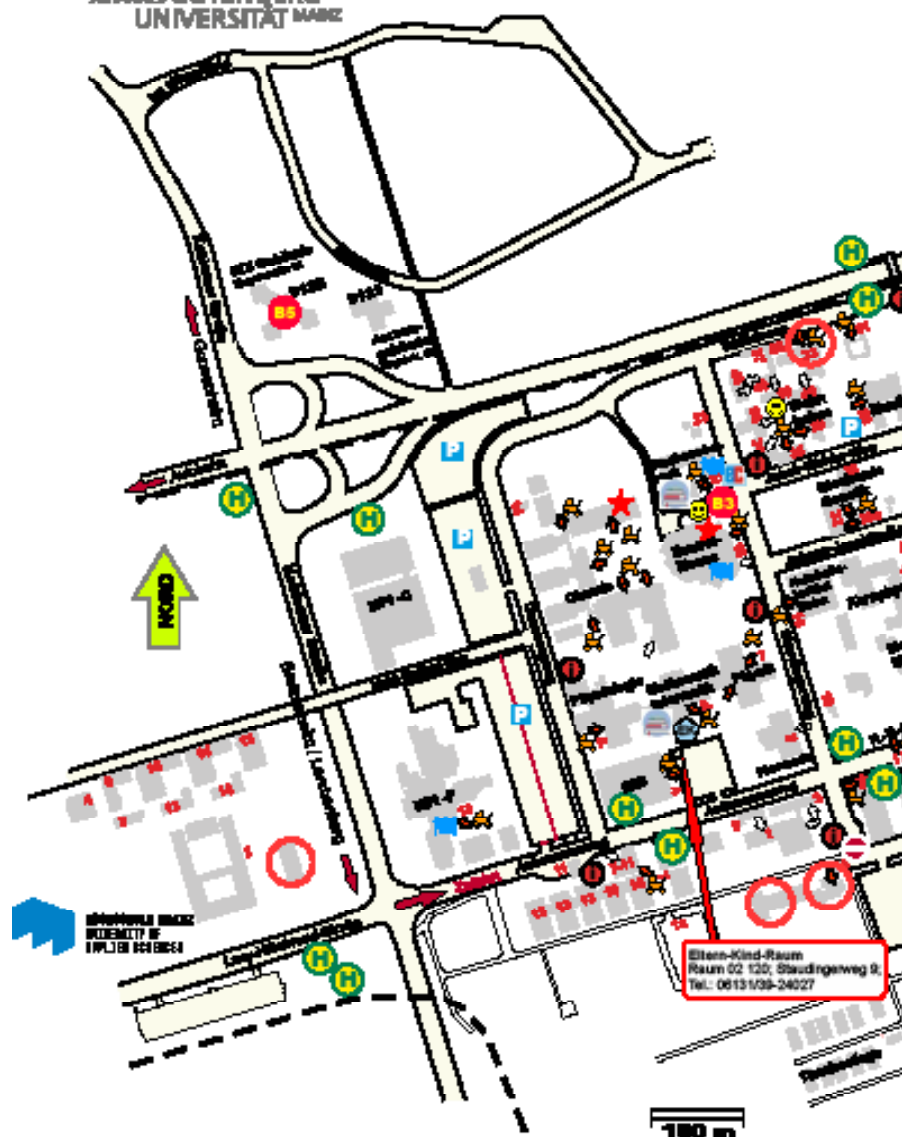
- **Student loans for the general financing of studies:** These can be taken out for the entire duration of studies and are intended to finance living costs. Most banks (savings banks, credit unions, private banks, etc.) now offer such loans. The best-known student loan is the KfW Student Loan: The KfW banking group offers a student loan for financing studies, which you can use to finance your living costs for up to 14 semesters. The monthly amounts range from 100 to 650 euros. Repayment begins 6 to 23 months after the last payment. At the beginning of the financing, you must not be older than 34 years.
- **Graduation loans:** These are intended to provide financial support for a limited period to students who are about to graduate. They are characterized by particularly favorable interest rates, and some are even interest-free.

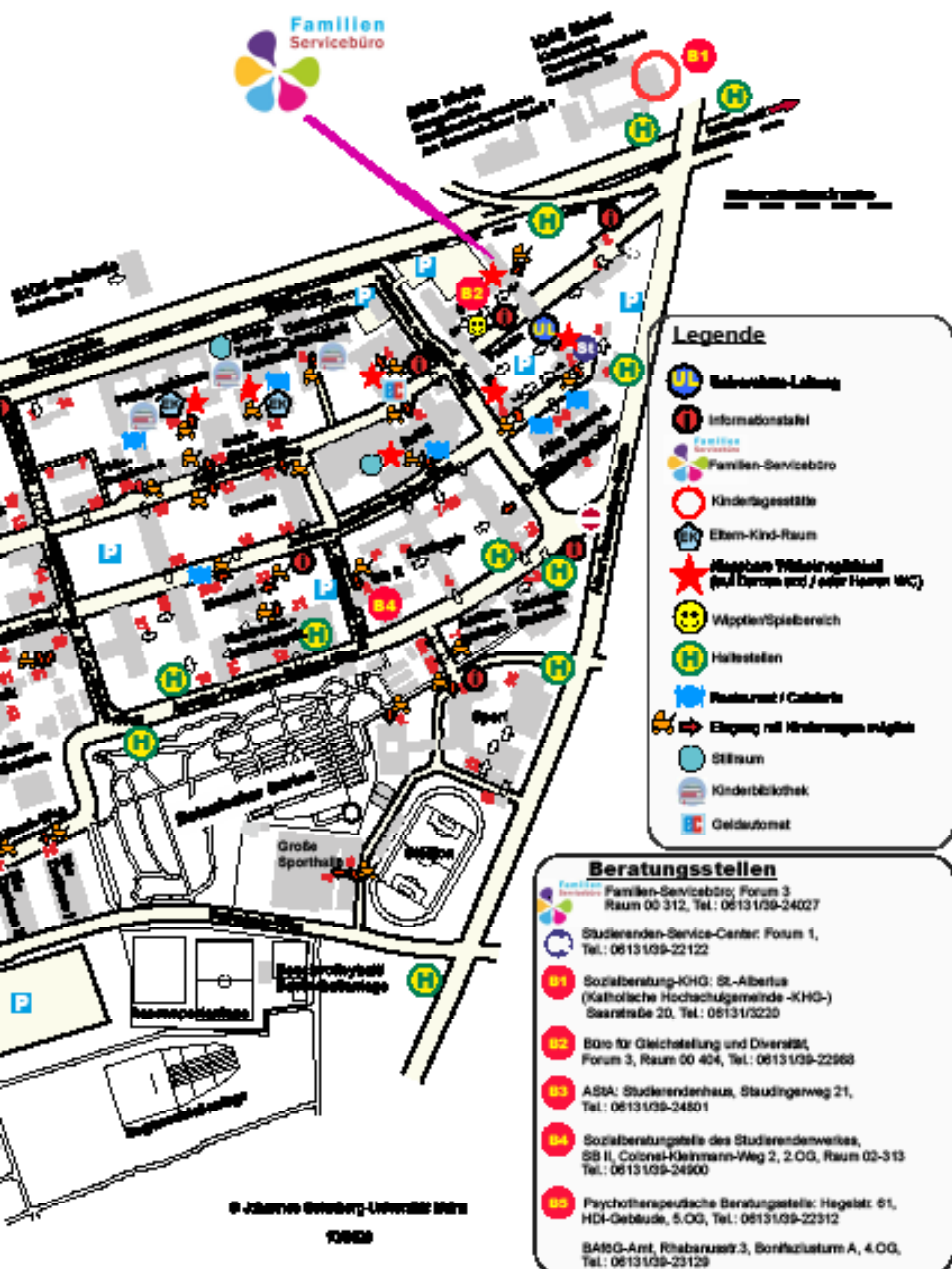
**KfW Education Loan:** The KfW Education Loan is specifically designed for the final phase of education or for internships as well as for additional, supplementary,

or postgraduate studies. It finances part of the student's costs at a BAföG (German Federal Training Assistance Act)-recognized training institution for up to 24 months with 100, 200 or 300 euros per month. The prerequisite for the education loan is that you must be at least of age and no older than 36.



JOHANNES GUTENBERG  
UNIVERSITÄT MARIENBURG





## 5 Childcare Facilities

There are numerous childcare facilities at the University of Mainz and in its surrounding area. They range from crèches (up to 3 years) to kindergartens (3 to 6 years). You can choose between full-day and half-day care and between municipal, church, and private providers.

### 5.1 Childcare Facilities on Campus and in the Surrounding Area

Please note: A selection committee is responsible for allocating places at the Campulino and Sprösslinge kindergartens and the municipal kindergarten on the university campus.

You can apply for admission to a selected kindergarten or to all the kindergartens. The admission criteria are listed in the following text under the respective kindergarten. The Studierendenwerk is responsible for the Campulino and Sprösslinge kindergarten, and the Family Services Center is responsible for the municipal kindergarten application.

Details can be found on the application form or on our website:

<https://www.family-services-center.uni-mainz.de/childcare-facilities/>

#### Municipal Kita on Campus

The municipal kindergarten on campus is open to the children of JGU employees. All places are intended for all-day care.

The facility consists of two areas: the crèche and the kindergarten. The crèche is currently attended by children aged 8 weeks to 2 years. The kindergarten is attended by children from the age of 2 until they start school. In the last year of kindergarten, the soon-to-be school children, the „Wackelzähne“, receive special preschool support.

A trusting relationship between parents and staff is the basis of the educational work. To be able to give parents feedback on the development of their child, the kindergarten offers parent and information meetings once a year and on special occasions. A four-week settling-in period together with a parent is obligatory in the crèche area.

Visiting the facility as soon as possible before a possible admission is recommended. The dates for the visit are always published in advance on the website of the Kita as well as on the website of the Family Services Center under the heading „Infos und Termine“.

### **Municipal Kita on Campus**

Head: Silvana Schirmer

Wittichweg 33, 55128 Mainz

Phone: +496131/39-27450 (kindergarten)

Phone: +496131/39-27455 (crèche)

Fax: +496131/39-27451

[kita.unigelaende@stadt.mainz.de](mailto:kita.unigelaende@stadt.mainz.de)

[www.kita.uni-mainz.de](http://www.kita.uni-mainz.de)

### **Campulino**

The all-day kindergarten „Campulino“ of the Studierendenwerk Mainz was opened in October 2011 on the grounds of the new building of the Mainz University of Applied Sciences. JGU students can register their children there.

To register, at least one parent must either be enrolled as a student at the university (of applied sciences) or work for one of the cooperation partners (Mainz University of Applied Sciences, Max Planck Institute for Chemistry and Polymer Research, Institute of Molecular Biology). Places are available for children from a few months old until they start school. There are six groups - from the crèche group to mixed-age groups to the regular kindergarten group.

During the first four weeks, parents accompany their children to allow them to gradually settle into the environment of the kindergarten.

### **Kindergarten Campulino**

Head: Michaela Moch

Lucy-Hillebrand-Straße 2a, 55128 Mainz

Phone: +496131/39-37374

Fax: +496131/39-24907

[kita.campulino@studierendenwerk-mainz.de](mailto:kita.campulino@studierendenwerk-mainz.de)

[www.studierendenwerk-mainz.de/studieren-mit-kind/kindertagesstaetten/campulino](http://www.studierendenwerk-mainz.de/studieren-mit-kind/kindertagesstaetten/campulino)

### **Sprösslinge**

Located at the edge of a field, the Montessori kindergarten „Sprösslinge“ is in the immediate vicinity of JGU. With four daycare groups (1-3 years) and two kindergar-

ten groups (3-6 years), the kindergarten offers space for 90 children aged 1-6 on one floor.

To register for the kindergarten, at least one parent must either be enrolled as a student at the university (of Applied Sciences) or work for one of the cooperation partners (Mainz University of Applied Sciences, Max Planck Institute for Chemistry and Polymer Research, Institute for Molecular Biology).

### **Kindergarten Sprösslinge**

Head: Dr. Nadine Zimmer

Dahlheimer Weg 1b, 55128 Mainz

Phone: +496131/39-24890

Fax: +496131/39-24891

[kita.sproesslinge@studierendenwerk-mainz.de](mailto:kita.sproesslinge@studierendenwerk-mainz.de)

<https://www.studierendenwerk-mainz.de/en/studieren-mit-kind/day-care-facilities/sproesslinge>

### **UniBunt parent initiative**

In addition to its own childcare services, the Studierendenwerk Mainz holds 5 places for children from 2 to 6 years of age at the parent initiative Burg UniBunt. This offer is only available to students who live in Mainz.

### **UniBunt parent initiative**

An der Oberbrücke 18, 55124 Mainz

Phone: +496131/41140

[info@burg-unibunt.de](mailto:info@burg-unibunt.de)

[www.kita-unibunt.de](http://www.kita-unibunt.de)

### **Sausewind Crèche of the Katholischen Hochschulgemeinde (Catholic Chaplaincy)**

The crèche is a parents' initiative run by the Katholischen Hochschulgemeinde (KHG). Here, they take care of children between the ages of 6 months and 3 years. Children of all nationalities, religions and denominations are welcome. Active parental participation has a direct influence on the conceptual framework. Prerequisite for admission is the enrollment of at least one parent at JGU. Registration takes place via the KHG.

### **Sausewind crèche of the KHG**

Commissary management: Maria Aufleger, Carolin Geiger Saarstr. 20, 55122 Mainz

Phone: +496131/322120

kinderkrippe.sausewind@bistum-mainz.de

www.khg-mainz.de/leben/kinderkrippe

## **5.2 Childcare Facilities of the University Medical Center**

Various childcare facilities are available to employees of the University Medical Center Mainz. Please direct specific enquiries about childcare places to the relevant facilities. Please note that crèche places are allocated exclusively via the contact person named at the respective facility:

- **Children aged 0 to 3 years:** Unimediminis crèche
- **Children aged 2 to 10 years:** Villa Nees children's house
- **Children aged 0 to 10 years:** Kindergarten Mainz-Zahlbach

### **Villa Nees children's house (University Medical Center Mainz)**

The „Freunde der Universität Mainz“ (Friends of Mainz University) kindergarten is open to all children of Mainz University Medical Center employees. Legal guardians must have an active employment relationship with the University Medical Center.

There are two mixed-age groups as an open kindergarten group with full-day places for children aged 2-6 years (the Spatzen and Bären) on the children's house. There is also a mixed-age group with a large age mix with all-day places, for children aged 4 to approx. 10, of which there are usually ten after-school children (the Löwenzähne).

### **Villa Nees children's house**

Head: Larissa Hofmann

Am Pulverturm 1, 55131 Mainz

Phone: +496131/17-9570

Fax: +496131/17-9581

info@kinderhaus-villanees.de

www.kinderhaus-villanees.de



### **Unimediminis Crèche**

The crèche was newly opened in June 2010 on the grounds of the University Medical Center. Employees of the University Medical Center take care of children between the ages of 9 weeks and 3 years. The opening hours are based on the shift times of the University Medical Center Mainz.

#### **Unimediminis crèche**

Head: Andrea Löbert

Building 204 G 0.002

Phone: +496131/17-8150

Fax: +496131/17-8152

[unimediminis@unimedizin-mainz.de](mailto:unimediminis@unimedizin-mainz.de)

[www.unimedizin-mainz.de/unimediminis/uebersicht.html](http://www.unimedizin-mainz.de/unimediminis/uebersicht.html)

### **Municipal Kita Mainz-Zahlbach**

This municipal childcare facility also serves to accommodate children who have at least one parent employed at the University Medical Center Mainz. If there are still places available, children from the Bretzenheim district or the university can also be registered. The center takes care of children from the age of 0 until the end of their primary school years, i.e., it consists of a crèche, kindergarten and after-school care

#### **Municipal Kita Mainz-Zahlbach**

Head: Stephanie Gleich-Busch

Am Fort Hauptstein, 55122 Mainz

Phone: +49 6131/12-3089

[kita.zahlbach@stadt.mainz.de](mailto:kita.zahlbach@stadt.mainz.de)

### **WIGWAM 1994 – Kinderbetreuungs Börde (Childcare exchange)**

To create further childcare options for young children of employees, the University Medical Center entered a cooperation with the Kinderbetreuungs Börse WIGWAM 1994 in April 2019.

Since 1994, under the umbrella of the „WIGWAM 1994“ solidarity association, a network for parents and educators who have said goodbye to the classic institution

of day care centers to live out educational partnerships for the benefit of the children and a relaxed reconciliation of family and work.

Currently, 15-day care places are available for children of employees of the University Medical Center Mainz from the age of 3 months.

### **WIGWAM 1994 - Kinderbetreuungs Börse**

Head: Susanne Rowley

Kapitän-Lorenz-Ufer 20, 55583 Bad-Kreuznach

Phone: +49 6708/660636

info@wigwam.de

www.kinderbetreuungsboerse.de

### **5.3 Other Childcare Facilities in the Mainz City Area**

If you are unable to find a place in the above-mentioned facilities, there are other kindergartens and childcare facilities in the city of Mainz available, which will be expanded in the coming years. You can search for facilities both via the Kita-Server Rhineland-Palatinate and on the pages of the City of Mainz.

To register for one or more day-care centers, all you need to do is apply to the "Amt für Jugend und Familie" (Office for Youth and Family), where the places are allocated centrally. It is advisable to submit the application about 1 year before the planned admission.

### **Amt für Jugend und Familie – Stadtverwaltung Mainz (Office for Youth and Family - Municipality of Mainz)**

Stadthaus Kaiserstraße (Lauteren-Flügel)

Kaiserstraße 3-5, 55116 Mainz

Phone: +496131/12-2753, -2754

Fax: +496131/12-3568

jugendamt@stadt.mainz.de

www.mainz.de/vw/oe/amt-fuer-jugend-und-familie.php

### **Kita-Server Rhineland-Palatinate**

<http://kita.rlp.de/>

## 6 Individual Care

The best-known and most widespread form of individual care are childminders (Tagespflegepersonen) or nannies (Betreuungspersonen im Haushalt der Eltern). Both types of childcare are referred to as day care, for which you can apply for day care allowance (Tagespflegegeld). You can also employ an au pair. You can find the most important information on the individual forms of care below:

### Childminders:

A childminder looks after several children (up to five) in their own home. This form of care is very individual and flexible, as the hours of care can be arranged with the childminder. This family-like care in a small group is often particularly suitable for very young children. Since August 1st, 2015, all children from the age of 1 have a legal right to a childcare place. On application, the responsible authority (Jugendamt) can grant subsidies in addition to the parents' own contribution (4.90 euros/hour for professionally certified childminders). To receive public funding, at least two days and at least 10 hours per week must be used for care.

Since August 2020, the project „ChiK - Chancengleichheit in der Kindertagespflege (Equal Opportunities in Child Day Care)“, which was introduced as a model in 2016, has been an integral part of child day care in Mainz. The project offers parents the opportunity to apply for one of the places provided as part of ChiK. These offer parents care by a childminder under the same financial conditions as in a childcare center, i.e., without private co-payments to the childminder. The placement is made through the Amt für Jugend und Soziales.

If you have further questions, they will be happy to advise you (contact details under chapter 6.1. Project „Kinderbetreuung Mainz“, page 51).

Provider/agency: „Kinderbetreuung Mainz“ project (page 51), VAMV Kinderschirm project (page 51), WIGWAM 1994 Kinderbetreuungsborse (page 52).

### Nannies:

If the child or children are cared for in the parents' household, this is referred to as nanny. Nannies are bound by the parents' instructions, do not need a care permit, and are therefore not obliged to qualify. Parents, however, only receive a public subsidy in the form of day care allowance (Tagespflegegeld) if the nanny's suitability has been established (4.90 euros/hour with qualification or 3.50 euros/hour without qualification). To be publicly funded, at least two days and at least 10 hours per week of care must be taken and the minimum wage must be paid.

In contrast to a childminder, a nanny is employed subject to social insurance contribu-

tions. The parents are the employers and must continue to pay the wage even if the nanny is not available. The website of the Minijob-Zentrale provides a good overview of what private households as employers must consider: [www.minijob-zentrale.de/DE/00\\_home/node.html](http://www.minijob-zentrale.de/DE/00_home/node.html).

You can look for a nanny in the Mainz area in the day care exchange of the project „Kinderbetreuung Mainz“ (page 51), where you can also find more information about this form of care.

### **Au-Pair**

Employing an au pair is a special form of childcare. Au-pairs are young people from abroad who join families in return for a limited contribution to ongoing family tasks (childcare, light household chores), to improve their language skills, get to know another country and broaden their intercultural skills. An au pair stays with the family for a minimum of six and a maximum of 12 months.

In addition to free board and lodging, costs include a monthly allowance (currently at least 260 euros per month), insurance contributions, travel costs to the nearest German language course and a subsidy of 50 euros per month. In addition, a monthly ticket for public transport is usually provided and all costs incurred by the authorities are covered. The agency may also charge a placement fee. Some of these expenses are tax-deductible. Au pairs can work a maximum of 30 hours per week. The au pairs bear the travel costs. The biggest obstacle is usually that the au pair must be provided with their own room. It should be considered that a visa must be applied for if the au pair does not come from the EU.

At [www.au-pair-agenturen.de](http://www.au-pair-agenturen.de) you can find more information and search for an agency. Further information can be obtained from the Employment Agency (Agentur für Arbeit).

## 6.1 Project „Kinderbetreuung Mainz“

„Kinderbetreuung Mainz“ is a joint project of the Katholischen Familienbildungsstätte (Catholic Family Education Center) Mainz and the responsible authority of the City of Mainz.

Parents can find a childminder or nanny on the site [www.kinderbetreuungmainz.de](http://www.kinderbetreuungmainz.de) via the childcare exchange. Childminders and nannies can offer their services here.

There is also information about other types of childcare (playgroups, babysitters, holiday care, childcare in emergencies, kindergarten, parent initiatives) and current developments, for example in legislation.

Website: [www.kinderbetreuungmainz.de](http://www.kinderbetreuungmainz.de) (with childcare exchange)

### **Katholische Familienbildungsstätte** (Placement, Counseling etc.)

Rochusstraße 9, 55116 Mainz

Phone: 06131/253294

[fbs.mainz@bistum-mainz.de](mailto:fbs.mainz@bistum-mainz.de)

[www.familienbildung-mainz.de](http://www.familienbildung-mainz.de)

### **Amt für Jugend und Familie**

Bonifazius-Turm A, Rhabanusstr. 3, 55118 Mainz

[https://mainz.de/vv/produkte/jugend\\_und\\_familie/kindertagespflegeberatung.php#SP-tabs-contact:1](https://mainz.de/vv/produkte/jugend_und_familie/kindertagespflegeberatung.php#SP-tabs-contact:1)

## 6.2 “Kinderschirm” of the VAMV

The Rhineland-Palatinate “Landesverband Alleinerziehender Mütter und Väter” (state association of single mothers and fathers) (VAMV) arranges childcare in the child’s home environment - not only for single parents, but for all parents and children in Mainz. The childminders are either students of pedagogical subjects, or older women, most of whom already have grown-up children and would like to take on a meaningful activity. All childminders receive professional support and further training from the Kinderschirmprojekt. In addition to day care, Kinderschirm also offers childcare in emergencies in the child’s home environment.

Both forms of day care can be subsidized. The VAMV’s placement services are free of charge.

### **Kinderschirm des Landesverbands Rheinland-Pfalz Alleinerziehender Mütter und Väter**

Head: Miriam Knoll

Kaiserstraße 29, 55116 Mainz

Phone: +496131/616634, -7

[kinderschirm@vamv-rlp.de](mailto:kinderschirm@vamv-rlp.de)

[www.vamv-rlp.de/de/servicezentrum-fuer-alleinerziehende/kinderschirm.htm](http://www.vamv-rlp.de/de/servicezentrum-fuer-alleinerziehende/kinderschirm.htm)

### **6.3 Childcare Exchange WIGWAM 1994**

The childcare exchange WIGWAM 1994 maintains a large network of childcare and emergency families in Rheinhessen, Mainz, Wiesbaden, and the Main-Taunus-Kreis up to Frankfurt.

The childcare exchange has been arranging childcare for parents, single parents and public institutions around the clock since 1994. The childcare offer is aimed at all age groups between 0 and 14 years. If required, care and counseling for parents begins during pregnancy and ends only when the children no longer need care. The care pool currently comprises about 600 places in two wigwams.

The care provided by Wigwam is comprehensive and great care is taken to meet the needs of the families. For more information, including costs, please contact Susanne Rowley.

### **Childcare Exchange WIGWAM 1994**

Head: Susanne Rowley

Kapitän-Lorenz-Ufer 20, 55583 Bad Kreuznach

Phone: +496708/660636

[info@wigwam.de](mailto:info@wigwam.de)

[www.kinderbetreuungsboerse.de](http://www.kinderbetreuungsboerse.de)

## 7 Childcare in Exceptional Circumstances

### 7.1 Childcare in Transitional Periods

How can childcare be arranged when the "Childcare in Emergency"-option is not enough? You start studying in October and your child has a spot at the kindergarten from January on, for example. In the past, we have asked ourselves this question very often, because a lot of people moving to JGU as students or employees have problems like that. For these so called „transitional periods“, we now offer a new possibility of childcare in addition to the childcare centers and the childcare in emergency.

Educational staff takes care of children from the age of 2 months until the age of 12 years. Even full catering is offered. The periods of day care can be arranged flexibly according to the parents' study or working times. The day care periods have to be defined for at least one month. Please note that you can only choose three care days per week in this option. When there are summer holidays in Rhineland-Palatinate, you can choose five days per week, but only for a period of up to four weeks. Please also note that there is a contribution to pay for every day of childcare in transitional periods. Students have to pay the fixed sum of 15 euros per day, employees pay 25 euros per day (tax included). The childcare takes place at the back-up institution of pme Familienservice GmbH near the Mainz main station. If you are interested in using the back-up institution, please visit on an open day (first Saturday of each month from 10.00 a.m. until 02.00 p.m.) to get to know the rooms and caregivers. Please register for the open day by e-mail ([mainz@familienservice.de](mailto:mainz@familienservice.de)) with the heading "Übergangsbetreuung".

**The Family Services Center is responsible for all applications for the childcare in transitional periods.**

You can find further information on childcare in transitional periods as well as the registration forms and guidelines at: <https://www.family-services-center.uni-mainz.de/childcare-in-transitional-periods/>

#### **Family Services Center at JGU**

Stefanie Schmidberger (Head), Ina Weckop

Forum universitatis 3, Room 00-312

Phone: +49 6131/39-24027

Fax: +49 6131/39-22411

[familien-servicebuero@uni-mainz.de](mailto:familien-servicebuero@uni-mainz.de)

[www.family-services-center.uni-mainz.de](http://www.family-services-center.uni-mainz.de)

Consultation hours: Tue 1– 4.30 p.m. and by arrangement

## 7.2 Childcare in Emergencies and Exceptional Circumstances via the University

JGU has made the back-up services provided by pme Familienservice GmbH available to students and employees with children.

This flexible short-term child-care arrangement allows parents to cope effectively with exceptional situations, e.g., if an exam is scheduled outside of normal kindergarten opening hours or your child minder got sick.

The caregivers will look after children aged between 8 weeks and 12 years on an hourly or daily basis, including evenings and weekends. JGU will assume all costs of the emergency childcare services. However, please note that there is a limit of three days per child per year on which this service may be utilized. This service is for exceptional circumstances and cannot be used for regular childcare during holiday periods.

Requests for the emergency childcare service should be sought the night before the service is required. Please call the free hotline to make an appointment.

### **Hotline +49 800 80 100 70 80**

Are you interested in visiting 3K's facilities? The service has an open day on the first Saturday of each month. Opening hours are 10.00 a.m. - 02.00 p.m. upon request. Please call +49 6731 999054 to make an appointment.

The childcare back-up service is situated near the Mainz main station.

### **3K – Kinder, Kunst, Kultur**

Münsterstraße 25

55116 Mainz

Hotline: 0800/80 100 70 80 (gebührenfrei)

<https://www.familienservice.de/web/mainz>



## 8 Children's Holiday Camp

When children start primary school, a new childcare deficit opens for many parents: The children have six weeks of summer holidays, as well as autumn, Christmas, and Easter holidays. This period cannot be covered by annual leave and private babysitters (grandparents, aunts, uncles, etc.) are not available to all parents either.

In the university context, the summer holidays usually begin before the semester break and exams take place during the school holidays. Not only student parents have to be present then, but also many employees cannot simply take leave. For this reason, holiday camps (trips or on-site care) are an important offer to make combining family and career possible.

### 8.1 Children's Holiday Camp at JGU

In order to facilitate the combination of family and career, holiday camps for primary school children are generally offered during summer and fall school holidays in Rhineland-Palatinate.

We make sure that the holiday camps are offered during the overlapping periods of the school holidays and the lecture period. A camp lasts a week and has a different theme each time. The camps are free of charge for students' children but cost about 90 euros for employees.

The camps are announced about two months before they begin in a circular email to all students and staff. Current information and camps can be found at <https://www.family-services-center.uni-mainz.de/childrens-holiday-camp-during-school-holidays/>

Furthermore, the Green School in JGU Botanic Garden usually organizes a holiday camp in summer and autumn.

The „DenkSport“ holiday program of the Mathematics Department and the City of Mainz is aimed at 5th and 6th grade students in Mainz. The program, organized by student teachers at JGU, takes place during the Easter and autumn holidays and combines logical thinking and movement in a playful way.

The junior campus mainz also usually offers workshops for pupils of all ages and school types on individual days during the school holidays.

During the summer holidays, the „Medicine & Sports“ department also offers a kids' sports holiday camp.

**Family Services Center**

Stefanie Schmidberger (Head), Ina Weckop

Forum universitatis 3, Room 00-312

Phone: +49 6131/39-24027

Fax: +49 6131/39-22411

familien-servicebuero@uni-mainz.de

[www.family-services-center.uni-mainz.de](http://www.family-services-center.uni-mainz.de)

Consultation hours: Tue 1– 4.30 p.m. and by arrangement

**Green School in the Botanic Garden**

Head: Dr. Ute Becker

Phone: +496131/39-25686

beckeru@uni-mainz.de [gruene.schule@uni-mainz.de](mailto:gruene.schule@uni-mainz.de)

<https://www.botgarden.uni-mainz.de/green-school-in-the-botanic-garden/>

**Holiday Camp DenkSport**

[denksport@uni-mainz.de](mailto:denksport@uni-mainz.de)

[www.denksport.uni-mainz.de](http://www.denksport.uni-mainz.de)

**junior campus mainz**

Zentrum für Lehrerbildung (Center for Teacher Education)

Heads: Christina Kölsch, Britta Giering

Jakob-Welder-Weg 20 (Philosophicum II), 55099 Mainz

Phone: +496131/39-26760; -27206

Fax: +496131/39-26620

[zfl@uni-mainz.de](mailto:zfl@uni-mainz.de)

<https://www.blogs.uni-mainz.de/junior-campus-mainz-eng/>

## 8.2 Other Providers in Mainz and the Surrounding Area

Especially for the Easter, summer and autumn holidays, there are various offers of children's holiday camps and children's and youth trips in Mainz and the surrounding area.

Here you can find overviews of the holiday care offers:

- **Jugend-in-Mainz** offers an overview of holiday childcare for the Easter, summer, autumn and winter holiday from various providers. Here you can also download a holiday brochure for children and young people in Mainz. This brochure is also available at various locations (local administrations, youth centers, youth welfare offices, schools, etc.). [www.jugend-in-mainz.de/ferien.html](http://www.jugend-in-mainz.de/ferien.html)
- **The Ferienbörse Rheinland-Pfalz** offers a variety of holiday activities for children and young people. [www.ferienboerse-rlp.de](http://www.ferienboerse-rlp.de)

You can find the providers of holiday camps on the following pages:

- The **Sportjugend LSB RLP** as well as the Sportjugend Rheinessen offer children's and youth trips during all holidays. [www.sportjugend.de](http://www.sportjugend.de)  
[www.sportjugend-rheinessen.de](http://www.sportjugend-rheinessen.de)
- The **Evangelische Jugend** and the **Evangelische Stadtjugendpfarramt** have been organizing holiday camps for children and young people for many years. [www.sjpa.de/freizeiten](http://www.sjpa.de/freizeiten)
- The **evangelische Jugendwerk of Hesse** offers holiday camps (trips) for children and young people, the offer is not bound to a specific confession. [www.ejw.de/freizeiten](http://www.ejw.de/freizeiten)
- The **Bund der Deutschen Katholischen Jugend** (and the **bischöfliche Jugendamt**) offer various activities for children and young people. <https://bistummainz.de/jugend>
- The **ForscherFreunde association** offers holiday camps for different age groups in Mainz and the surrounding area. [forscherfreunde.de/programm1](http://forscherfreunde.de/programm1)
- The **Galli-Theater Mainz** offers theatre courses for children aged 5 to 12 in all holidays. The courses run from 9.30-13.30 and cost 150 euros/week (siblings pay 130 euros). <https://galli-mainz.de/portfolio-item/ferien-theaterkurs>

- With the holiday card, the **city of Mainz** enables children between the ages of 6 and 18 to use buses free of charge during the summer holidays, as well as free admission to various museums, indoor playgrounds, etc., and to visit various events. As part of the holiday card, it is usually possible to book all-day childcare during the summer holidays from the beginning of December for the following year

## 9 Children on Campus

### 9.1 Parent/Child Room

In December 2010, the multifunctional parent-child room was opened in the Mathematics/Physics building. In this room, parents will find:

- diaper-changing facilities
- toys
- resting facilities
- computer workstations
- facilities to prepare and heat up food

The room offers students and working parents a place they can retire to with their children. Particularly in the event of childcare deficits and in exceptional circumstances, this provides a short-term, flexible place to stay.

If you would like to use the room, you can borrow the key from the Dean's Office of Faculty 08 (Staudingerweg 7, room 05-423) during opening hours, from the information desk at the entrance to the Library of Physics, Mathematics, Chemistry (PMC) (Duesbergweg 10-14), from the administration of the Cluster of Excellence PRISMA (Staudingerweg 9, room 02-428) or from the Family Services Center (Forum 3, room 00-312).

#### Parent/Child Room

Mathematics/Physics building, 2nd floor, Room 120,

Staudingerweg 9, 55128 Mainz

eltern-kind-raum@uni-mainz.de

<https://www.family-services-center.uni-mainz.de/parentchild-room/>

### 9.2 Facilities in Individual Buildings

#### Georg Forster Building:

- **Diaper changing facilities:** Diaper changing facilities are available in the men's and women's restrooms; these are located near the main staircase on the ground floor, on the 2nd floor at seminar room level and on the 4th floor. Within the Departmental Library, a diaper changing facility is available in the men's restroom on the ground floor.
- **Nursing room and first aid room:** The nursing room is in the administration wing on the 1st floor, room 01-537. The best way to get to this room is to walk through both corridors of the Institute of Art History. Since it is equipped with a couch, you

can also change diapers here. A chair and a kettle are also available. On weekdays, the key/transponder can be obtained from the caretaker on the ground floor (by the main entrance in the corridor on the left). At weekends, the transponder can be collected from the library supervisor.

- **Parent/child workroom in the Library:** This workroom is in the basement of the Library (room no. 01-423), which you can reach via the stairs next to the Moses sculpture. This room is primarily intended for parents with children. If the study room is being used by students without children, you can ask them to leave the room.

More info for parents about the Georg Forster building can be found here:

[www.sozialwissenschaften.uni-mainz.de/informationen-fuer-eltern](http://www.sozialwissenschaften.uni-mainz.de/informationen-fuer-eltern)

**Law, Management and Economics Building (Rewi):** There is a diaper-changing facility in the basement. As a further relief for parents, you can borrow books for a few days in the library of the Rewi. Students of FB 03 can obtain more information about this from the Equality Commissioner of Faculty 03.

**Old Building for Law, Management and Economics (Altes Rewi):** Diaper changing facilities in the restrooms on the ground floor.

**Philosophicum:** diaper-changing facilities in the restrooms and a mobile diaper-changing unit in room 00-423. There is also a parent/child room for students and employees of Faculty 05, which is equipped with two computer workstations, a play corner, a kitchenette and nursing and seating facilities. You can collect the key from the caretakers of the Philosophicum (room 00-435).

**Forum universitatis:** There are diaper-changing facilities in most restrooms (including the men's restrooms).

**Zentralmensa:** diaper-changing facilities in the restrooms

### 9.3 Child-friendly Campus Map

With the support of the Technics Department, we have developed a child-friendly campus map that contains all the important information for parents with children at the university. In addition to the relevant advice centers, it also includes diaper-changing and meal facilities, entrances suitable for prams in all buildings and the locations of the childcare facilities, open children's libraries, and the seesaw animals. You can find this map in the middle of this brochure.

#### 9.4 Seesaw Animals

A few years ago, the Office for the Promotion of Women and Equality initiated the installation of three seesaw animals on campus to also draw attention to the presence of children of university staff. Now there is a rooster at the Forum (sponsored by the university management), a giraffe at the Philosophicum (sponsored by the AStA All Women\* Students Department) and a whale at the Studierendenhaus (sponsored by the AStA Board), inviting children to play and parents to linger.

#### 9.5 Open Children's Library

Since spring 2014, there has been an open children's library at the Family Services Center, which was kindly made available by the AStA students with children department Aurel. Here, parents and children can borrow books to read aloud and also exchange books.

Open children's libraries can also be found at the following locations:

- Philosophicum (next to the entrance to the libraries).
- AStA (Staudinger Weg 21, in the hallway)
- Central Library (locker area)
- Parent/Child Room (Georg Forster Building)
- Parent/child room (Mathematics building next to the Zentralmensa)

## 10 Housing

Students with a child may be entitled to housing benefit (Wohngeld), to help pay rent. You can find out more about this in the second section.

The Studierendenwerk Mainz and the Evangelische Studentenzentrum (Protestant Student Center) offer flats specifically for student families.

### 10.1 Family Apartments in Dormitories

#### **Dormitory Inter II of the Studierendenwerk Mainz**

In the dormitory Inter II on campus (Jakob-Welder-Weg 30-40), there are approximately 40m<sup>2</sup> furnished double flats with a children's room. The 2 ½ room flat for student families includes a kitchenette and a bathroom. The current rent (2021) is 702 euros.

#### **Studierendenwerk Mainz – Department Housing**

Head: Tobias Meier

Staudingerweg 21 – Studihaus Entrance C

Phone: +496131/39-26648

wohnen@studierendenwerk-mainz.de

<https://www.studierendenwerk-mainz.de/wohnen/wohnheime/inter-ii>

#### **Evangelische Studierendengemeinde Mainz (Protestant University Chaplaincy)**

The Evangelische Studierendengemeinde Mainz offers another option for young student families to live close to campus. There are six furnished family flats here, which offer space for a maximum of two children in addition to the parents in an area of approx. 60 m<sup>2</sup>. The current rent (2021) is 620 euros.

#### **Evangelische Studierendengemeinde (ESG) Mainz**

Head: Stefan Schlimmer

Am Gonsenheimer Spieß 1, 55122 Mainz

Phone: +496131/374070

Stefan.schlimmer@evstudwh.de

[www.ev-studentenwohnheime.de/esz](http://www.ev-studentenwohnheime.de/esz)



## 10.2 Housing Benefit (Wohngeld)

Normally, students are not entitled to housing benefit, as BAföG (the German Federal Training Assistance Act) covers these costs. Students with children are an exception to this rule. They can apply for housing benefit. Officially, the rent subsidy in this case is for the maintenance of the child, not for the students themselves. If you apply for housing benefit, it can also be paid during pregnancy.

To get an overview of the amount of housing benefit that you can expect, there are various housing benefit calculators that make the complicated procedure understandable in just a few clicks (e.g. [www.wohngeldrechner.org](http://www.wohngeldrechner.org)). The rent subsidy can vary depending on the federal state, city, actual rent, income, number of residents and much more. For single parents with a low income (for example, a 450-euro job), a child to look after and additional studies, usually a considerable part of the rent can be covered. However, this must of course be proportionate and must not exceed your financial means.

In Mainz, the Amt für Soziale Leistung (Office for Social Services) is responsible for processing applications. The processing may take some time. The rent subsidy is only granted from the month of application and not retrospectively, so you should take care of the application as early as possible.

### **Stadtverwaltung Mainz – Amt für Soziale Leistung**

Stadthaus Kaiserstraße (Lauteren-Flügel, Kaiserstraße 3-5, 55116 Mainz)

Phone: +496131/123620

Fax: +496131/122962

[Amt-fuer-soziale-leitungen@stadt.mainz.de](mailto:Amt-fuer-soziale-leitungen@stadt.mainz.de)

[www.mainz.de/vv/oe/amt-fuer-soziale-leistungen.php](http://www.mainz.de/vv/oe/amt-fuer-soziale-leistungen.php)

## 11 Legal and Social Issues

### 11.1 Regulations Around the Maternity Protection Act (Mutterschutzgesetz)

Pregnant and breastfeeding persons have certain rights and obligations. The legal basis for these are, for example, the Maternity Protection Act (Mutterschutzgesetz), the Maternity Protection Ordinance for Civil Servants (Mutterschutzverordnung), the Maternity Protection Directive Ordinance (Mutterschutzrichtlinienverordnung), the Hazardous Substances Ordinance (Gefahrstoffverordnung), the Radiation Protection and X-Ray Ordinance (Strahlenschutz- und Röntgenverordnung) and the Accident Prevention Regulations (Unfallverhütungsvorschriften).

#### 11.1.1 Reporting Obligation

If you are pregnant, you should inform your employer of your pregnancy and the expected date of birth as soon as you are aware of them. If a medical certificate is required, the employer will bear the costs if the health insurance does not cover it. JGU employees must inform the Human Resources Department of their pregnancy in writing.

There is no obligation for students to report their pregnancy unless you wish to be excused from studying for a semester (more on this in chapter 12.1, page 72). However, since the regulations of the Maternity Protection Act (Mutterschutzgesetz) changed in 2018 to include students, notification is recommended, as only then is it possible to benefit from the regulations on exemption from courses and examinations.

Students can report their pregnancy to the “Zentrale Anlaufstelle studentischer Mutterschutz” (Central Contact Point for Student Maternity Protection (ZASM)) in the Student Services.

#### **For employees - JGU Human Resources**

Forum universitatis 3 & 4

personal@uni-mainz.de

www.verwaltung.personal.uni-mainz.de

#### **For students - Zentrale Anlaufstelle studentischer Mutterschutz (ZASM)**

Student Services

Forum universitatis 1, 1st fl.

Phone: +496131/39-22122 (Hotline)

Fax: +496131/39-55402

studsek@uni-mainz.de

www.studium.uni-mainz.de/studentischer-mutterschutz/

### 11.1.2 Health Protection of Expectant and Nursing Mothers

Employers must design the workplace of the expectant mother in such a way that the life and health of mother and child are not endangered.

Employees are subject to the following restrictions on their activities:

- Limitation of daily working hours to 8.5 hours
- prohibition of heavy physical work
- prohibition of piecework, overtime, night work, work on Sundays and public holidays, and
- prohibition of any activity which, according to a doctor's certificate, would endanger the health of the mother and child in the event of continued employment.

If the employer is no longer allowed or able to employ the pregnant person in the previous job due to the restrictions, they can be transferred to another reasonable job.

For students, a general risk assessment ("generelle Gefährdungsbeurteilung") is first carried out after the pregnancy is reported, which ensures that any necessary protective measures can be taken immediately. The general risk assessment is then replaced by a specific risk assessment ("konkretisierenden Gefährdungsbeurteilung"), which is individually tailored to the courses of the pregnant person. During the "maternity protection period" ("Mutterschutzfrist"), you are not required to take part in any courses or examinations unless you expressly declare your willingness to do so. You must submit this declaration to the relevant departments.

#### **Hazardous Substances:**

Special protective regulations apply to the work of pregnant and breastfeeding employees, based on the Ordinance on the Protection of Mothers at the Workplace (Verordnung zum Schutze der Mütter am Arbeitsplatz) the Hazardous Substances Ordinance (Gefahrstoffverordnung) and the X-Ray Ordinance (Röntgenverordnung), among others.

If you are a pregnant student, it is very important for your own health and that of your child that you inform the laboratory management in good time if you are working with hazardous substances. They will then discuss how to proceed. It may be necessary to complete the practical training or laboratory unit after the birth and breastfeeding period.

If employees in the laboratory area report a pregnancy, a risk assessment must be carried out in this case according to the Ordinance on the Protection of Mothers at the Workplace. This assessment will help to determine whether measures are necessary to protect the pregnant employee and the child.

According to the Ordinance, there are special employment restrictions under §5. The

following may not be employed:

- Pregnant or breastfeeding persons when working with very toxic, toxic, harmful or otherwise chronically harmful hazardous substances if the limit value is exceeded,
- Pregnant or breastfeeding persons when working with substances, preparations or products which, according to experience, can transmit pathogens if that person is exposed to the pathogens,
- pregnant persons when working with carcinogenic, teratogenic or mutagenic hazardous substances,
- breastfeeding persons when working with carcinogenic, fruit-damaging, mutagenic hazardous substances if the limit value is exceeded,
- those of childbearing age handling hazardous substances containing lead or mercury alkyls if the limit value is exceeded.

JGU's Occupational Health Service (Betriebsärztliche Dienststelle) will be happy to assist in the preparation of the risk assessment.

### **Betriebsärztliche Dienststelle – JGU University Medical Center**

Head: Dr. Antonia Viertel

Phone: +496131/17-7491, -2233 (office)

Fax: +496131/17-6670 (office)

kerstin.haag@unimedizin-mainz.de (office assistant) dorothee.sand@unimedizin-mainz.de (office assistant)

[www.unimedizin-mainz.de/betriebsaerztlicher-dienst/startseite.html](http://www.unimedizin-mainz.de/betriebsaerztlicher-dienst/startseite.html)

### **11.1.3 Periods of Protection or Maternity Leave**

As a rule, pregnant persons may not be employed for six weeks before and eight weeks after childbirth. However, the six weeks before the birth may be allowed as a period of employment upon request.

In the case of premature or multiple births, the postnatal period is extended to 12 weeks.

The postnatal protection period is additionally extended by the period that could not be taken up prior to the birth due to premature birth. This ensures that the two protection periods together are always at least 14 weeks. Maternity benefit (Mutterschaftsgeld) is paid to compensate for the loss of pay. You can find out more about this in Chapter 4.1 Maternity benefit, page 25.

### 11.1.4 Protection Against Dismissal

If you are pregnant and within the four months following the birth of the child, you are protected from dismissal if you are in an existing employment relationship. However, the prerequisite is that your employer was aware of the pregnancy or was informed of it within two weeks after you received the dismissal notice. If you take parental leave, the protection against dismissal is extended by this period.

### 11.1.5 Breastfeeding

After resuming work, breastfeeding persons may claim breaks for breastfeeding during working hours. These are ensured by the Maternity Protection Act (Mutterschutzgesetz).

On request, employers must give breastfeeding employees the time off necessary for breastfeeding, at least, however, half an hour twice a day or one hour once a day (section 7, para. 1 of the Maternity Protection Act). In the case of a continuous working time of more than eight hours, breastfeeding employees may request a breastfeeding period of at least 45 minutes twice a day or, if there is no breastfeeding facility in the vicinity of the workplace, a breastfeeding period of at least 90 minutes.

Breastfeeding periods may not result in a loss of earnings. Breastfeeding time does not have to be worked before or after by breastfeeding employees and may not be counted towards the stipulated rest breaks.

The time (duration, frequency, and location) required for breastfeeding can only be assessed based on the circumstances of the individual case. The decision as to the age up to which the child is breastfed is made by the breastfeeding parent. However, the courts generally consider a time limit on the right to breastfeed until the child reaches the age of one as sufficient.

### 11.1.6 Free Time for Medical Examinations

According to §7 of the Maternity Protection Act (Mutterschutzgesetz), employers must release pregnant employees from work for the time required to carry out the medical examinations within the framework of the statutory health insurance benefits for pregnancy and parenthood. There may be no loss of earnings.

## 11.2 Leave of Absence of Expectant Parents on Birth

For the day of birth, the spouse or life partner (according to the Act on Registered Life Partnerships (Lebenspartnerschaftsgesetz)) can receive one day of paid special leave.

This day of special leave is not stipulated by law but is anchored in collective agreements or civil service law. If the employer is not bound by collective agreements, you must rely on their goodwill. In this case, your entitlement to special leave is often regulated in a company agreement.

Pursuant to §29, section 1.e.cc., an employee is entitled to up to four days off work in case of serious illness of a caregiver, which means that the employee must take over the care of the child who has not yet reached the age of 8. However, this primarily refers to operations and hospital stays after an accident or similar cases. Whether this regulation can be applied to inpatient hospital stays after birth, during which the partner must care for an older sibling at home, must be decided on a case-by-case basis. For employees of JGU, the responsible contact person is the respective administrator in the Human Resources Department.

There are no legal regulations for parents-to-be who are studying. If there is a possibility that the birth will fall on an examination day, you should in any case arrange in advance with the examination office of the respective department on how to proceed if you do not sit for the examination due to the birth.

### 11.3 Parental Leave (Elternzeit)

Parents are entitled to parental leave until the child reaches the age of 3 (i.e., until the end of the day before the child's 3rd birthday). They can also take parental leave together. You can transfer up to 24 months of parental leave to later, i.e., to the period between the child's 3rd and 8th birthdays, without requiring the employer's consent. The parental leave regulation applies to adoptive and foster parents, to children of the spouse or partner and to a non-custodial parent if the other parent agrees. Each parent can divide their parental leave into up to two periods. **It is important to notify the employer in writing of the parental leave seven weeks before it begins;** the period for which the parental leave is claimed should be bindingly declared. Parental leave taken between the child's 3rd and 8th birthdays must be given notice of 13 weeks in advance.

During parental leave, the same protection against dismissal applies as during pregnancy and maternity leave (Mutterschutzfrist); fathers also have protection against dismissal during their parental leave. The protection against dismissal begins with the registration of parental leave by the employee. For parental leave between the child's 3rd and 8th birthdays, protection against dismissal is granted at the earliest 14 weeks before the start of parental leave. Only in exceptional cases can the competent authority (in Rhineland-Palatinate, these are the "Zentralreferate Gewerbeaufsicht der Struktur- und Genehmigungsdirektion" (central trade supervisory departments of the Structural and Licensing Headate)) permit termination.

Part-time work you wish to perform until the child reaches the age of 3 can only be refused in writing within a four-week period if there are crucial occupational reasons. If you apply to work part-time for the period between your child's 3rd and 8th birthdays, your employer can issue a written refusal within eight weeks for crucial occupational reasons. If these deadlines are not met, your wishes are deemed to have been approved.

During parental allowance (Elterngeld) or parental leave, the compulsory membership of the statutory health insurance is maintained. Contributions are not to be paid from the parental allowance; however, this does not apply to other income. You should clarify any further questions with your health insurance fund.

The parental allowance offices (Jugenam) can provide further information on parental leave. The contact point for employees of JGU is the Human Resources Department.

### **JGU Human Resources**

Forum universitatis 3

personal@uni-mainz.de

[www.verwaltung.personal.uni-mainz.de](http://www.verwaltung.personal.uni-mainz.de)

## **11.4 Childhood Law (Kindschaftsrecht)**

Childhood law („Kindschaftsrecht“) covers all regulations concerning the child and its relationship to its family. This includes: the law of descent (“Abstammungsrecht“), custody and visiting rights (“Sorge- und Umgangsrecht“), the naming rights (“Namensrecht“), adoption rights (“Adoptionsrecht“), child maintenance (“Kindesunterhalt“) and the related law of judicial proceedings.

With the amendment of the childhood law in 1998, many changes occurred. For example, unmarried people can now also apply for joint custody of their children, and in the event of the parents separating, joint custody automatically remains in place for the time being. Only in the event of a dispute does the family court (“Familiengericht“) decide. Now, the child's best interests are to be the focus of attention.

The German Federal Ministry of Justice has published a helpful brochure on the childhood law, which can be downloaded free of charge (in German only). A link to the brochure is available at [www.familien-service.uni-mainz.de/kindschaftsrecht](http://www.familien-service.uni-mainz.de/kindschaftsrecht).

### **Law of Descent (Abstammungsrecht)**

The law of descent determines who is considered the mother or father of a child before the law. If the parents are married, no further steps are necessary for them to be considered parents. Unmarried parents have the possibility to obtain joint custody

of their child or children. The prerequisite for this is a concordant declaration by the parents, certified by the youth welfare office or a notary (declaration of custody, "Sorgeerklärung").

### **Parental Custody Law (Recht der elterlichen Sorge)**

Parents have the duty and the right to care for their underage child. Parental care includes the care for the person and the property of the child as well as the representation of the child.

Both parents have joint custody if the parents are married at the time of the birth or marry each other after the birth. If the parents are not married, they must make clear by means of a declaration of custody (Sorgeerklärung, see above) that they wish to take joint custody of their child or are granted joint custody by the family court ("Familiengericht"). You can also make a declaration of custody before your child is born. Otherwise, the mother has sole custody. However, in such a case, the father can apply to the family court for joint custody without the mother's prior consent. Provided there are no obvious reasons against granting it or if the mother cannot present such reasons, the family court can then order joint parental custody. As a rule, the best interests of the child are at the center of decisions made by the family court and in all other matters. For this reason, the responsible public authorities or church institutions, for example, offer counseling regarding custody to develop a mutually agreeable concept for the exercise of parental custody together with the parents.

If the parents separate, nothing changes regarding joint custody. A court decision is only made if one parent applies for sole parental custody, which is also possible for partial areas (e.g., "Vermögenssorge" (property custody) or the "Aufenthaltsbestimmungsrecht" (right of residence)). Such an application is only granted if this is in the best interests of the child.

### **Visiting Rights („Umgangsrecht“)**

Visiting rights play a role above all when parents separate or divorce and no longer live together.

A child has the right to contact each parent and each parent has the right and duty to contact the child. The visiting rights serve to initiate, maintain, and promote contact between the child and the persons who are particularly close to it.

As far as possible, the child should be able to maintain the established parent-child relationships, especially after separation or divorce. As a rule, the child's contact with both parents serves the child's best interests and is of particular importance for its development.



Visiting rights primarily give the entitled parent the authority to see and speak to the child at regular intervals. In addition to personal meetings, contact by letter and telephone is also part of contact.

In most cases, the parents can find an amicable arrangement for contact together. If this is not successful, mediation can help. If you cannot find a solution, the family court will make a binding contact arrangement.

### **Naming Rights (“Namensrecht”)**

If the parents are married and have agreed on a surname at the time of marriage, the child will also be given this surname. If, however, the parents do not have a common surname at the time of birth and they are jointly entitled to parental custody of their child (because they are married to each other or because they have made a declaration of custody (“Sorgeerklärung”), they shall jointly decide whether they want the child to have the mother’s surname or the father’s surname. If they cannot agree, the family court (“Familiengericht”) assigns the decision to one of the two parents. You cannot create a double name consisting of the surnames of both parents.

If the parents share parental custody, they shall jointly determine the child’s first name. The parents are relatively free to determine the name, but it must not be detrimental to the welfare of the child.

### **Further Information**

You will find information on the topics of adoption rights (“Adoptionsrecht”) and family court processes on our website [www.familien-service.uni-mainz.de/kindschaftsrecht](http://www.familien-service.uni-mainz.de/kindschaftsrecht) and in the brochure of the Federal Ministry of Justice, to which we refer on our website. You can find more information on child maintenance (Kindesunterhalt) in chapter 4.8 „Maintenance and Maintenance Advance” on page 35.

If you have any unanswered questions about childhood law (“Kindschaftsrecht”), AstA’s legal counseling, the responsible authority or “Erziehungsberatungsstelle” (child guidance center) are the first places to go.

**Stadtverwaltung Mainz - Amt für Jugend und Familie**

Beurkundungen - Kindschaftsrecht

Stadthaus Kaiserstraße (Lauteren-Flügel)

Kaiserstraße 3-5, 55116 Mainz

Phone: +496131/12-2753, -2754

Fax: +496131/12-3568

[jugendamt@stadt.mainz.de](mailto:jugendamt@stadt.mainz.de)

[www.mainz.de/vv/oe/amt-fuer-jugend-und-familie.php](http://www.mainz.de/vv/oe/amt-fuer-jugend-und-familie.php)

## 12 Compatibility for JGU Students

### 12.1 Leave of Absence from Studies

Leave of absence is possible, if the studies are to be interrupted for a short period of time for an important, study-related reason and continued regularly after, e.g., for maternity leave (Mutterschutz) or parental leave (Elternzeit).

The application must be submitted to Student Services (Studierendenservice) before the semester for which you wish to be granted leave of absence, usually by the re-matriculation deadline (July 1 for the winter semester or January 15 for the summer semester), in exceptional cases by the last calendar day before the start of the semester (March 31 or September 30).

It is important to note that BAföG (German Federal Training Assistance Act) is not normally paid during a semester off; it is advisable to contact the "Amt für Ausbildungsförderung" (Office for Educational Support) in time to clarify details. For alternative financing, see Chapter 4.5 Benefits according to SGB II, page 32.

Child benefit (Kindergeld) is generally continued to be paid, but when working, students on leave are fully liable for social security.

**JGU Student Services (Studierendensekretariat)**

Forum universitatis, entry 1,

1st floor Student Services Center

Hotline: 06131/39-22122

Fax: 06131/39-55402

[studsek@uni-mainz.de](mailto:studsek@uni-mainz.de)

[www.studium.uni-mainz.de/studsek](http://www.studium.uni-mainz.de/studsek)

## 12.2 Legal Regulations Concerning Examinations

Taking care of a child or pregnancy may mean that deadlines for taking exams or submitting a thesis (bachelor's or master's thesis, etc.) cannot be met.

Pregnancy or parenting time are generally reasons for an extension of deadlines or the examination period. The Hochschulgesetz (Higher Education Act) states that periods of maternity protection and parental leave must be taken into account in examination procedures. (§26 Para. 5 No. 3 HochSchG on „Pregnancy/Raising a child“).

If an examination falls within the period of maternity leave (six weeks before and 8 weeks after childbirth) an individual arrangement must be made with the examination office. Responsible is your examination office or student advising office. Please contact the staff early in time so that in most cases an individual solution can be found.

If there are problems with the extension of deadlines, feel free to contact the Family Services Center.

All legal regulations, with the exception of the Maternity Protection Act (Mutterschutzgesetz), also apply to the father. A father therefore also has a right to parental leave and can take leave accordingly. Since a day of special leave on the day of birth is not stipulated by law but rather in the individual collective agreement or in civil service law, this entitlement is unclear for students. It is advisable to make an agreement in advance with the responsible examination office on how to deal with birth on the day of the examination.

## 12.3 Health Insurance

Normally students are entitled to statutory student health insurance until they reach the age of 30 or until they have completed their 14th semester. Students with children may extend that period by a few semesters due to parental leave. A corresponding extension must be requested from the health insurance company.

The newborn is then insured free of charge by one parent if the required conditions of §10 SGB V are met. These are not met, for example, if the non-student parent has private health insurance.

The health insurance companies normally pay for birth preparation classes, regular medical care, which includes the necessary preventive examinations, as well as the costs incurred at birth. In case of a home birth and the use of a midwife the assumption of costs should be clarified in advance with the health insurance company, as well as all the benefits during pregnancy, birth and child rearing.

For more information, contact your health insurance company.

### 12.4 Special Regulations for the Loan of Reference Collections from the Departmental Libraries

Student parents can borrow **media from the reference collections of the departmental libraries of Biology, Georg Forster Building, Philosophicum, Rewi and Theology for one week.** This special regulation concerns media from reference collections. To borrow, you only have to present your child's birth certificate (original or copy) and your ID card.

The loan period is a maximum of one week, for media from the loan collections the regular period applies. This loan period is based on the special regulations for loan by disabled students according to §15.4 of the usage rules.

#### **Are there exceptions?**

Manuscripts, bequests, autographs, old prints, media of special value as well as media published before 1900 can unfortunately not be borrowed. The same applies to microforms or media whose state of preservation is endangered, other special collections and newspapers.

## 13 Compatibility for JGU Employees

### 13.1 Telework

JGU offers its employees the possibility of alternating telework. In this case, employees regularly switch between working from home and from university. The workplace outside the usual office is equipped with appropriate telecommunication devices, so that employees working remotely are connected to university via an online connection.

In addition to compliance with legal requirements, i.e., occupational health and safety regulations, a teleworking relationship requires contractual agreements regarding questions of equipment, cost coverage and compensation, or the access of the supervisor to the home workplace. Agreements, especially on work goals and deadlines are made with the supervisor. Therefore, the offer is based on the "Dienstvereinbarung Telearbeit" (service agreement on teleworking), in which further prerequisites and requirements are clarified. Contact persons are the respective administrators in JGU's Human Resources

### 13.2 Part-time

Part-time work offers especially mothers and fathers a good opportunity to manage work and family in a more flexible way.

In general, all employees are entitled to part-time work if their employment relationship has existed for at least six months. A reduction in working hours is initially only possible in companies that employ more than 15 employees.

The request for reduced working hours must be communicated to the employer (at JGU: the Human Resources) at least three months before the intended start. The employer must generally agree to the reduction in working hours unless there are operational reasons for not doing so. An operational reason exists if the reduction in working hours significantly impairs the organization, workflow or safety in the company or causes disproportionate costs. The new working time initially applies permanently.

If the employer wants to invoke one of these reasons, the request must be rejected at least one month before the requested reduction. If the request is rejected, the employee can only apply for a new reduction after two years.

In case the employer and the employee cannot agree on the distribution of working hours, the employer has the possibility to determine the distribution by means of the right of direction. The employee must be informed about this one month before the change in writing. However, this only applies if the employer refuses in writing within one month, otherwise the working hours are reduced to the extent requested by the employee.

**JGU Human Resources**

Forum universitatis 3

personal@uni-mainz.de

[www.verwaltung.personal.uni-mainz.de](http://www.verwaltung.personal.uni-mainz.de)

**Personalrat der JGU**

Forum universitatis 4 (Entrance Forum 3), Room 00-410

Phone: 06131/39-25551

Fax: 06131/39-25550

personalrat@uni-mainz.de

[www.personalrat.uni-mainz.de](http://www.personalrat.uni-mainz.de)

**13.3 Flexible working hours**

In surveys, the flexibility of working hours is frequently cited by parents as a central point that can make it easier to reconcile family and career.

Since the end of 2012 the “Dienstvereinbarung zur Regelung der flexiblen Arbeitszeit” (Service Agreement on the Regulation of Flexible Working Hours) has been in force, which applies to all non-scientific employees. Employees can now arrange their working hours more flexibly in consultation with their department without violating applicable law. This allows employees to deal individually with everyday situations, such as picking up their child or children from daycare.

For more information on flexible working hours, feel free to visit JGU Human Resources website ([www.verwaltung.personal.uni-mainz.de](http://www.verwaltung.personal.uni-mainz.de)).

**13.4 Consulting for Managers on the Topic of Family-Conscious Personnel Policy**

Today, managers at the university have to cope with a wide range of demands. Among other things, they play a central role in the implementation of a family-conscious personnel policy: they are the ones who encourage and support employees to utilize suitable offers to reconcile work and family. At the same time, it is about setting a good example.

To cope with these two tasks, the Family Services Center provides various information services and materials and advises managers individually. Concerning content, the consultation can be about questions regarding the changing life concept as well as

the desire to balance work and family. The focus lies on addressing the often-perceived incompatibility of occupational demands in the field of research or research management on the one hand and the need to reconcile the interests of all people involved in other areas of life (children and spouse, relatives in need of care and chronically ill relatives).

### **Consulting for Managers on the Topic of Leadership**

The Human Resources Development team will advise you on all questions regarding your day-to-day leadership and develop ideas and measures with you that you can implement. Topics include: My role as a manager, training opportunities for me and my employees, team development, conflicts within the team or between managers and others. In counseling sessions, supporting opportunities from the JGU's Human Resources Development are discussed. A team development process or coaching can be used as suitable instruments.

All consultations are of course confidential. You are welcome to contact Elke Karrenberg or Jana Leipold.

### **Your contact persons in Human Resources Development:**

Head: Elke Karrenberg  
Room 00-310  
Phone: 06131/39-20634  
[elke.karrenberg@uni-mainz.de](mailto:elke.karrenberg@uni-mainz.de)

### **Head of Unit PE-1**

Dr. Jana Leipold  
Room 00-308  
Phone: 06131/39-25433  
[jana.leipold@uni-mainz.de](mailto:jana.leipold@uni-mainz.de)

### **Family Services Center**

Head: Stefanie Schmidberger M.A.  
Room 00-312  
Phone: 06131/39-24027  
Phone: 06131/39-24027  
[familien-servicebuero@uni-mainz.de](mailto:familien-servicebuero@uni-mainz.de)

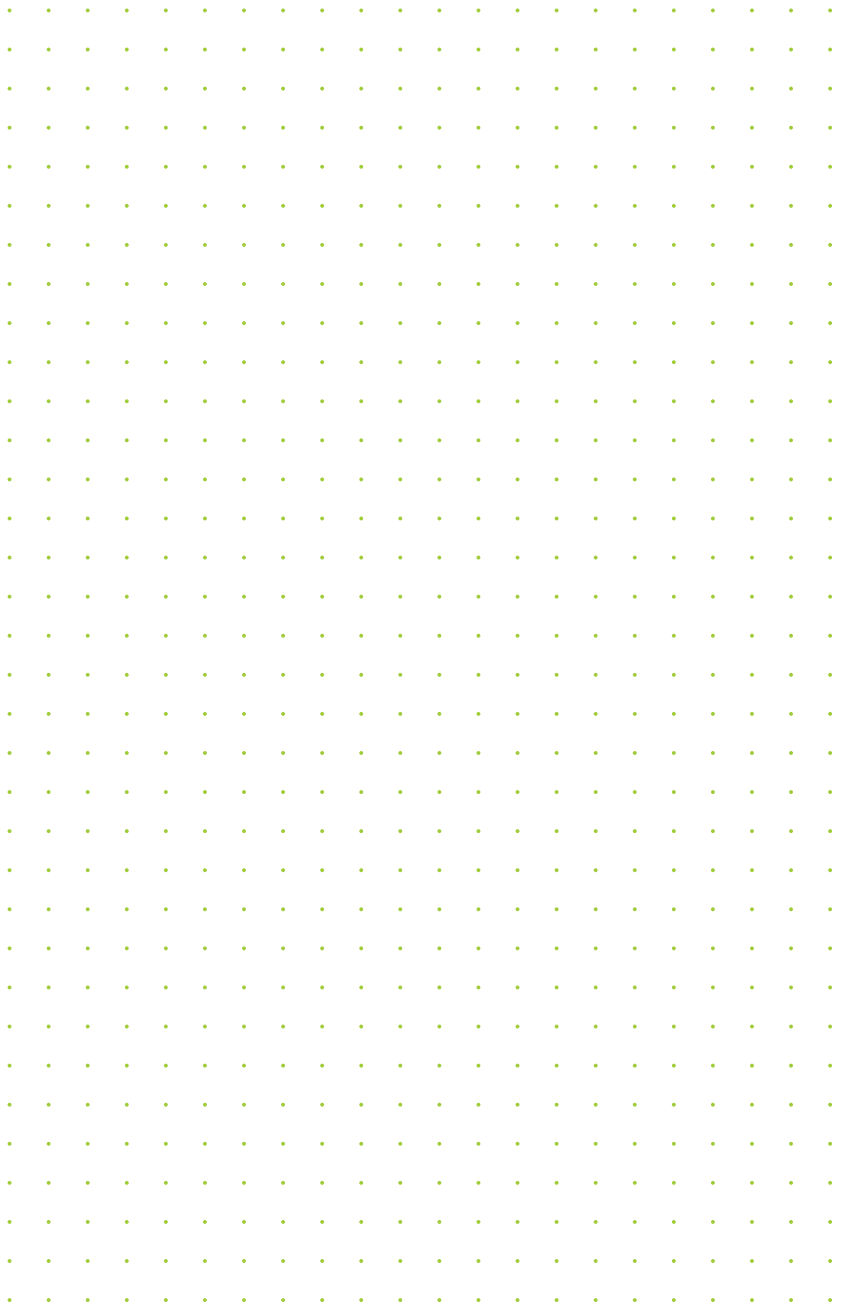
## 14 Additional Links

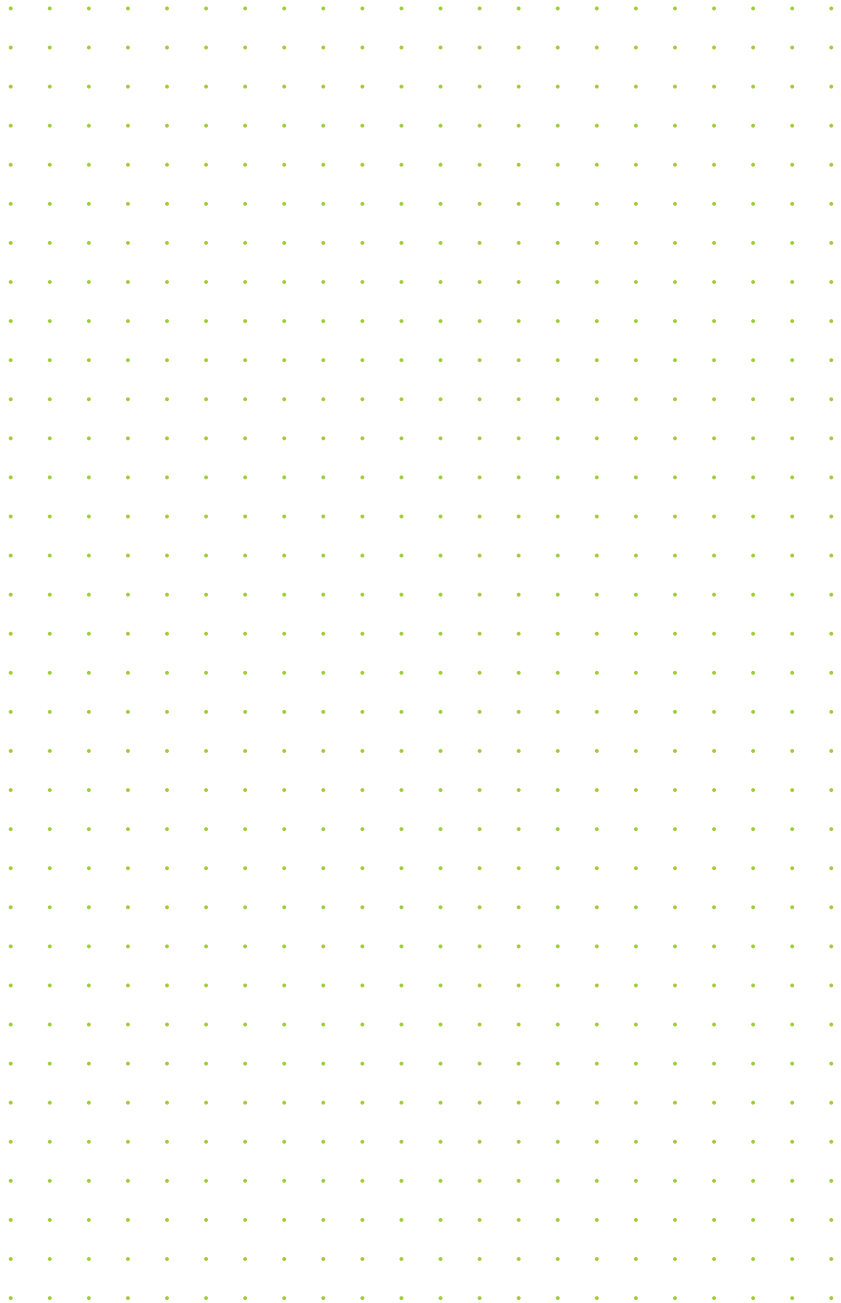
For further research, we have compiled some links to useful sites here:

- Study abroad with child:  
[www.studieren-mit-kind.org/auslandsstudium-mit-kind/](http://www.studieren-mit-kind.org/auslandsstudium-mit-kind/)
- Bistum Mainz (Diocese of Mainz):  
[www.bistummainz.de](http://www.bistummainz.de)
- Bund der Deutschen Katholischen Jugend (BDKJ) (Federation of German Catholic Youth):  
[www.bistummainz.de/jugend](http://www.bistummainz.de/jugend)
- Federal Insurance Office (Bundesversicherungsamt):  
[www.bundesversicherungsamt.de](http://www.bundesversicherungsamt.de)
- Caritasverband Mainz (Caritas Association):  
[www.caritas-mainz.de](http://www.caritas-mainz.de)
- Diakonisches Werk Mainz-Bingen (Deaconry Mainz-Bingen):  
[www.diakonie-mainz-bingen.de](http://www.diakonie-mainz-bingen.de)
- Evangelische Jugend (Protestant Youth):  
[www.sjpa.de](http://www.sjpa.de)
- Evangelische Psychologische Beratungsstelle (Protestant Psychological Counseling Center):  
[www.erziehungsberatung-mz.de](http://www.erziehungsberatung-mz.de)
- Evangelische Studierendengemeinde (ESG) Mainz (Mainz Protestant Student Community):  
[www.evstudwh.de](http://www.evstudwh.de)
- Family portal of the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth (Bundesministerium für Familie, Senioren, Frauen und Jugend):  
<https://familienportal.de/familienportal>
- Ferienbörse Rheinland-Pfalz (Vacation exchange Rhineland-Palatinate):  
[www.ferienboerse-rlp.de](http://www.ferienboerse-rlp.de)
- Freizeiten-Datenbank des Stadtjugendrings (Leisure time database of the Stadtjugendring):  
[www.sjr-mainz.de](http://www.sjr-mainz.de)
- GESIS: „Effective! For more family friendliness at German universities“:  
[www.familienfreundliche-hochschule.org](http://www.familienfreundliche-hochschule.org)
- Jobcenter Mainz:  
[www.jobcenter-mz.de](http://www.jobcenter-mz.de)



- Youth in Mainz:  
[www.jugend-in-mainz.de](http://www.jugend-in-mainz.de)
- Katholische Familienbildungsstätte (Catholic Family Education Center):  
[www.familienbildung-mainz.de](http://www.familienbildung-mainz.de)
- Katholische Hochschulgemeinde Mainz (Catholic University Community Mainz):  
<https://khg-mainz.de>
- Kinderbetreuungs Börse Mainz (Childcare Exchange Mainz):  
[www.kinderbetreuungmainz.de](http://www.kinderbetreuungmainz.de)
- Kinderbetreuungs Börse WIGWAM 1994 (Childcare Exchange WIGWAM 1994):  
[www.kinderbetreuungsboerse.de](http://www.kinderbetreuungsboerse.de)
- Kinderschutzbund Mainz (Child Protection Association Mainz):  
[www.kinderschutzbund-mainz.de](http://www.kinderschutzbund-mainz.de)
- Kinderschutzzentrum Mainz (Child Protection Center Mainz):  
[www.kinderschutzzentrum-mainz.de](http://www.kinderschutzzentrum-mainz.de)
- Kita-Server Rhineland-Palatinate:  
<https://kita.rlp.de/startpage>
- Landesamt für Finanzen (State Office of Finance):  
[www.lff-rlp.de](http://www.lff-rlp.de)
- Pro Familia Mainz:  
[www.profamilia-mainz.de/de](http://www.profamilia-mainz.de/de)
- Programm Familie in der Hochschule (Program family in the university):  
[www.familie-in-der-hochschule.de](http://www.familie-in-der-hochschule.de)
- Sozialdienst katholischer Frauen (Social Service of Catholic Women):  
[www.skf-mainz.de](http://www.skf-mainz.de)
- Sports Youth Rhinehessen/Sports Youth Rhineland-Palatinate (Sportjugend Rhein-  
hessen/Sportjugend Rheinland-Pfalz):  
<https://sportjugend-rheinessen.de> [www.sportjugend.de](http://www.sportjugend.de)
- Stadtverwaltung Mainz (Municipality of Mainz):  
[www.mainz.de](http://www.mainz.de)
- Verband Alleinerziehender Mütter und Väter (Association of Single Mothers and  
Fathers (VAMV):  
[www.vamv-rlp.de](http://www.vamv-rlp.de)





**5th revised and  
expanded edition  
March 2021**

**Published by the**

Family Services Center of Johannes Gutenberg  
University Mainz  
55099 Mainz  
Phone: 06131/39-24027  
E-mail: familienservicebuero@uni-mainz.de

**Editorial office:**

Stefanie Schmidberger  
Ina Weckop  
und Elisabeth Gerhards

**Photography:**

Titelseite: © Christian Schwier - Fotolia.com,  
© WavebreakmediaMicro - Fotolia.com  
Rückseite: © Olga Lyubkina - Fotolia.com

**Layout and typesetting:**

Tanja Labs, Chiara Hoffmann  
[www.artefont.de](http://www.artefont.de)

This brochure is merely an overview of information. It  
does not claim to be complete. Legally binding  
information can only be given by the relevant authori-  
ties and contact points.

