

Registration for admission to the child care center

Place for under 3 year old ("U3" / Krabbelgruppe)

Campus Kita Westend (from 12 months)

Place for over 3 year old ("Ü3" / Kita)

Kita Zauberberg, Riedberg (from 6 months)

Kita Kairos, Riedberg (from 3 months)

My/our child already attends the facility marked above and is now joining the over 3 year old (Ü3) group.

Surname, first name of the child

Date of birth

Gender of the child

female

male

other

First language / second language of the child

(if applicable)

Desired date of admission

Sibling in child care facility

Westend

Zauberberg

Kairos

Name Parent 1

Surname:

First name:

single parent

child lives in same household

Name Parent 2

Surname:

First name:

single parent

child lives in same household

Address

Street:

Post code, city:

phone at home:

phone at work:

cell phone:

E-Mail:

Address *(if different from left)*

Street:

Post code, city:

phone at home:

phone at work:

cell phone:

E-Mail:

Employed at the Goethe University

as research staff
administrative/technical staff
Professor*
Tenure Track-Professor*
other:

faculty:

department:

contact period from _____ **to** _____

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Additional information on the social situation (optional)

Date und signature parent

Please fill out the application completely on your PC and send the signed document by e-mail to Gina-Lou Nitzsche (Gi.Nitzsche@em.uni-frankfurt.de) at the Family Service of Goethe University. As soon as your application is received, you will get a confirmation email. **Please make sure that we always have your current e-mail address, as we will contact you via this address.**

FAQ - Childcare for Children of Employees at the Goethe University

Who can apply for a place in the childcare facilities at Goethe University?

Goethe University's Family Service accepts registrations from all employees for Goethe University's childcare facilities. As a general rule, at least one parent must be employed at Goethe University and the registration can only be made for the campus where the employee works.

Postdoctoral fellows, visiting scholars, and employees of the Studentenwerk are also considered GU employees.

Students apply for their space through the municipal website www.kindernetfrankfurt.de.

How do I register my child for one of the childcare facilities?

University employees who would like to enroll their child(ren) in the university's company-related childcare facilities (Campus Kita on the Westend Campus and Kita Zauberberg as well as Kita Kairos on the Riedberg Campus), please fill out one application form per child on the computer and send the signed form by mail to Gina-Lou Nitzsche (Gi.Nitzsche@em.uni-frankfurt.de) at the Goethe University Family Service.

When can the childcare start at the earliest?

The childcare facilities at Goethe University have different minimum ages. The Kita Kairos (Riedberg) offers childcare for children from 3 months of age at the earliest, while the Kita Zauberberg (Riedberg) accepts children from 7 months of age. In the Campus Kita Westend, children can be cared for from 1 year of age.

In principle, registrations are only accepted after the date of birth.

What is the Goethe University Kita advisory board and when do the meetings take place?

A Kita advisory board allocates the childcare places for children of employees at the Goethe University. It consists of representatives of the staff council, the family service, the day care centres and the president in charge. The Kita advisory board of the Campus Kita Westend meets in February and June. The board of Kita Kairos and the Kita Zauberberg meets in February, June and October.

The statutes of the Kita Advisory Boards are accessible on the Family Service's website.

Until when can applications be submitted?

Applications can be submitted by e-mail (not by mail, please) to Gina-Lou Nitzsche at Family Service until the end of the month before the Kita Advisory Board meeting.

The closing dates for the Campus Kita Westend are January 31 and May 31 respectively.

The closing dates for Kita Kairos and Kita Zauberberg are January 31, May 31 and September 30.

What are the criteria for the allocation of places?

The places are allocated according to defined and visible criteria which, apart from a few additions, essentially correspond to those of the City of Frankfurt.

How will I know if my child has received a place?

As soon as the Kita council has decided to whom the places will be given, the parents will receive an official acceptance or rejection by e-mail within 14 days after the council meeting.

Important to know

*Please note that we use exclusively the e-mail address provided by you for communication.
Please inform us of any changes as soon as possible.*

Does the admission to a childcare place apply both to the under-3 sector as well as to the follow-up place in the over-3 sector?

No. As specified by the Hessian Child Promotion Act (Kinderförderungsgesetz / KiFöG), contracts are always concluded until the end of the particular Kita section (U3 = under 3 years / Ü3 = over 3 years).

If you have successfully registered your child for a U3 place and are still interested in a follow-up place for the Ü3 area, we need to ask you to send us an additional application, as we cannot guarantee a follow-up place for all U3 children as we cannot guarantee a follow-up place for all Ü3 children in every case. Children who are already in the facility are usually given priority. However, a new decision must be made about the allocation of places.

What are the costs attached to a childcare place at Goethe University?

The basic costs are set by the city and can be found here:

<https://www.kindernetfrankfurt.de/infoportal/kosten>

In addition, there are contributions for catering, which are specified in the [list of childcare facilities](#).

In case we accept a childcare place at another facility, what do we need to do?

Unlike for the municipal facilities, the childcare places for children of Goethe University employees are not recorded centrally. This means that we do not receive any notification if you have been offered a childcare place elsewhere.

We would therefore appreciate it if you could let us know as soon as you have found a childcare place for your children elsewhere. A short e-mail to Ms Nitzsche (gi.nitzsche@em.uni-frankfurt.de) will suffice.

Does an additional registration via "Kindernet Frankfurt" make sense?

In view of limited capacities, we strongly recommend that you also try to find a childcare place in alternative ways. Residents of the City of Frankfurt must therefore register via the online portal *Kindernet Frankfurt*.

Further information and the application form can be found in the right-hand column for download and at: <http://www.kindernetfrankfurt.de/>.

Important to know

If you receive an offer of a childcare place via the portal, you are temporarily blocked and no longer visible to the other facilities. Therefore, do not hesitate too long with acceptances or refusals if you favour a certain facility.