



Guidelines for the allocation of day-care and kindergarten places in the company-related childcare facilities at the TU Darmstadt

TU Kinderhaus Lichtwiese and TU Kinderhaus Stadtmitte
Advisory Board resolution of April 15, 2015

I. Goal:

The TU Kinderhäuser at the Lichtwiese campus and the Stadtmitte campus are cooperative projects of the TU Darmstadt with the City of Science Darmstadt. The Technical University of Darmstadt pursues the goal to support scientific and administrative-technical Employees, scholarship holders and students in fulfilling their parental responsibilities through the childcare centers. The TU Darmstadt aims to offer a flexible childcare that fits family's needs, to make it easier to combine family and studies/work. The TU Kinderhäuser are company-related care facilities that also take children from communities outside Darmstadt's in.

II. Requirement for place allocation:

1. Taking the company relation into account, parents usually need to be scientific and/or administrative-technical employees, scholarship holders and/or be students of the TU Darmstadt.
2. Children from the district or from other municipalities can be offered a place if the parents meet the prerequisites under point 1.1 (analogous to § 7 Betreibervertrag, up to 40% of the places).
3. 5-10% of places can be given to families residing in Darmstadt, even if the parents do not meet any of the requirements listed under point 1.1

III. Priority list for the allocation of places:

If the demand for childcare places in the TU Kinderhäuser is higher than there are places, the following priorities must be considered when allocating a place:

1. Confirmation of a childcare place as part of employment negotiations
2. Both parents are scientific and/or administrative-technical employees, Scholarship holders or students of the TU Darmstadt
3. Both parents work, with one of them either working at the TU Darmstadt *and/or* being a scholarship recipient *and/or* being a student at the TU Darmstadt
4. Social criteria such as single parents, students from non-European countries or Recognized severe disability of the parents
5. The sibling is already being cared for in the facility (applies only if the Requirements under 11.1. or 11.2. hold true)
6. Children residing in Darmstadt, even if the parents do not have any of the under II.1 meet the above conditions.



IV. Suggestion for handling:

The advisory board for the TU Kinderhäuser advises and decides on the framework conditions for the allocation of places and the criteria of the priority list.

In compliance with the list of priorities, the examination is carried out from a pedagogical point of view. The Management of the Kinderhäuser or the sponsors have the final decision-making power. The Management takes into account the current operation of the facility (staffing) and pedagogical criteria such as age and gender of the children. The Decisions against admission will be explained to parents on request.

The priority list applies if there are more applications than there are vacancies. In these cases, the criteria mentioned in the priority list are checked for each place. Places are then allocated in the order of priorities selected.

To accept siblings, a separate registration must be made and it will be checked whether the requirements under II. 1 and 2 are met. If this is the case, the wishes of the parents, where possible, are taken into account. For the transition from the TU nursery to kindergarten a separate registration must be made and the procedure will be in accordance with the list of priorities.

Waiting list

Parents who have applied for a place, but have not received a confirmation in the current allocation round remain on the waiting list and will be involved in subsequent selection processes. Parents will usually be asked, whether there is a need for care in the TU Kinderhäuser still exists after 12 months.