

Childcare at events

At a glance:

- We arrange childcare staff for you
- As the event organiser, you cover the childcare costs and provide a suitable room.
- We arrange suitable and experienced childcare staff

Please note: The organisation of suitable childcare staff for your event depends significantly on the lead time of your request and the availability of staff. We kindly ask for your understanding that the Work-Family Compatibility Department cannot guarantee childcare provision.

Checklist for childcare at events

BEFORE event announcement/invitation

We recommend that you advertise childcare options on the event invitation or announcement – for example on the website – and provide a registration form where attendees can submit relevant information such as childcare times and special requests.

Please arrange a room for childcare in the immediate vicinity of the event location. As we are responsible for supervision, it is important that a toilet is easily accessible to avoid long distances. If possible, the room should also have a washbasin and be wheelchair accessible.

When providing food (e.g. event catering), please consider the needs of the children and childcare staff. Depending on your event programme, food can either be provided with the parents during the lunch break or as part of the childcare programme. Alternatively, parents can pack a snack for their children.

WITH event announcement/invitation:

Advertise the possibility of childcare early on. We recommend determining in advance whether there is a general interest in childcare.

- Specify a registration deadline, ideally around 5 weeks before the start of the event.
- Create a list of the children's names and ages.

5-6 weeks before the start of the event:

Submit all relevant information to the childcare team by the agreed date, including the exact childcare period, room number, number and ages of the children to be looked after and any other important or relevant details.

Remember to plan in at least 30 minutes of preparation and follow-up time each day in addition to the actual childcare period.

Shortly before the start of the event:

Provide a designated contact person within the organisation team who is available to assist the childcare team and parents/guardians. This person should regularly check if everything is OK and whether additional support is needed.

- The childcare room should be accessible to the childcare team at least half an hour before the start of supervision (by providing a key or chip if necessary).
- Provide water and, if required, healthy snacks.
- Inform the childcare team of any last-minute cancellations.

Important: If no children turn up for childcare despite existing registrations, the childcare team must still be paid for the planned childcare period.