



Parents information:

Back-up care at the International Symposium of the SFB 635,
Meeting venue: *Max-Planck-Institute for Biology of Ageing*,
November 6-7, 2014

Abteilung
Dezernat 1, Abt. 13
Dual Career Support &
Family Support

Frau Anke Jonatzke M.A.

Telefon: +49 221 470-2174
Telefax: +49 221 470-5407
a.jonatzke@verw.uni-koeln.de
verwaltung.uni-koeln.de/cfs

Dear Parents,

While the childrens back-up care at the International Symposium of the SFB 635 looks after your child, you can devote your full attention to talks, discussions and colleagues. The child care service of the Dual Career & Family Support of the University of Cologne will be set nearby the conference venue (6 minutes by feet), so that in urgent cases you will be close to your child in just a minute.

The child care is located at:

Paramecium - Kinderhaus der Universität zu Köln
Back-up Bereich
Weyertal 111 (Gebäude 127)
rechter Eingang, 1. Etage (via Treppe oder Aufzug)
50931 Köln

Arrival

We kindly ask you to bring in your children 45 minutes before your session begins. The care of your children will be provided by experienced nursery school teachers and trustworthy students (students are usually qualified in First Aid and child care). As the location, the caretakers and the other kids are unknown to your child, it is important to give time and space for an easier familiarisation with the situation. Our experience has shown that this helps the kids to feel comfortable.

Albertus-Magnus-Platz
50923 Köln
Zentrale:
Tel. +49 221 470-0
Fax +49 221 470-5151

Zu erreichen mit:
KVB-Bahnlinie 9
KVB-Buslinien 130, 136, 142, 146

Bankverbindung
Sparkasse Köln/Bonn
BLZ 370 501 98
Kto.-Nr. 19 00 694 835
IBAN DE44 3705 0198 1900 694835
BIC COLSDE33

Supply list – or: what you should bring along:

- The Kinderhaus provides breakfast, lunch, a snack for the afternoon and – upon request – dinner. Please complete the form *children's menue (soon available on the website of the SFB 635)*.
You can also pack your own lunch box for the day. Please give - if needed - the measured amount hot water for stiring in a thermos bottle and a bottle with drinking water.
- Please provide a bag (labelled with the name of your child) with enough diapers, wet wipes and wound protection (if applicable).
- A soft toy or another item which could be hugged or consulted in cases of small crises. Please let the care takers know about special habits, interests or preferences of your child.
- Blanket for a small nap during the day.
- Please label food box(es) and water bottle with your kids name.

Please give your cell phone number at which you will be reachable during the conference to the care takers.

Should you have any further questions, please do not hesitate to contact us.

Anke Jonatzke

Dual Career & Family Support, Tel.: 0221 / 470-2174
a.jonatzke@verw.uni-koeln.de



Der Kanzler

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Back-up Care

Registration

To register for the Back-up Care at the **International Symposium of the SFB 635, held at the Max-Planck-Institute for Biology of Ageing, Köln, 6.-7. November 2014**, you will be asked to provide the information listed below.

Child's full name: _____

Date of birth and gender: _____

Nationality: _____

Native language: _____

German federal state: _____

Name of child's parent/guardian: _____

Name of child's parent/guardian: _____

Home address: _____

Cell phone number: _____

Name and cell phone number of a further reference person: _____

Mother/Father is registered participant of the International Symposium of the SFB 635,
University of Cologne (please fill in your affiliation & working group):

Requested time for child care:

Meals: Food supply by the Kinderhaus (the *order form for meals* will soon be available
on the website of the SFB 635)

I will send my own food in a lunchbox.

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Description of child allergies or other food restrictions, diagnosed special needs and/or medical conditions: _____

Please let us know if your child has special interests or preferences; what is the best way to soothe your child? _____

Any activities from which your child is restricted, and other background information about your child which the care takers should know: _____

Date/place

Signature of primary carer of the child

Please send the registration asap – but not later than October 24 – via fax, email oder mail to the office of the SFB 635:

SFB 635 / Claudia Ballweg
CECAD Forschungsgebäude
Institut für Genetik
Universität zu Köln
Joseph-Stelzmann-Straße 26
50931 Köln
email: cballweg@uni-koeln.de
Fax: 0221 / 478 84261
Phone: 0221 / 478 84255

We will redirect your registration to:
*Anke Jonatzke, Dual Career Support & Family Support
(for contact details see header).*