

Special childcare programme at the University of Groningen (for visiting lecturers/visiting researchers, during conferences, in ad-hoc situations)



In the summer of 2010 the University of Groningen started a three year pilot project offering childcare services to guest lecturers/guest researchers, and to participants of conferences organized by staff of the University. This special childcare programme has been organized in cooperation with the *Groningen City Childcare Association (SKSG)*. SKSG runs 30 day care centres in the Municipality of Groningen and also organizes out-of-school care.

In September 2011 the pilot program was extended to include childcare for ad-hoc situations, such as for a sick child while the parent needs to give a lecture. This service is offered to RUG employees in cooperation with *Regeltante.nl*.

All three forms of childcare are intended for children aged 0-13 years.

Application procedure

Guest lecturers/guest researchers

If you, a guest lecturer/guest researcher, wish to make use of this childcare service, please complete the application form and e-mail it to Ms. Delinah Halvorson-Molen, department of HR-Innovation. Please attach a written confirmation (letter or e-mail) from your Faculty Board or P&O department indicating for which period you will be a guest lecturer/guest researcher.

HR-Innovation will then try to arrange the childcare in cooperation with SKSG. You will receive a confirmation by e-mail.

Conferences

If you are a member of the University staff organizing a conference and you wish to offer childcare facilities, please send an e-mail to Ms Delinah Halvorson-Molen of HR-Innovation.



After receipt of your e-mail, we will register your application and register you with SKSG. You will be sent a confirmation e-mail, which you can refer to when contacting SKSG for further details about days, times and locations of childcare facilities.

Ad-hoc situations

If you, as a University employee, would like to use this form of childcare, please send an e-mail to Ms. Delinah Halvorson-Molen of HR-Innovation. After agreement, you will receive a special code with which you can register on the website of *Regeltante.nl*. Subsequently you will receive a phone call from *Regeltante.nl* to aid you in finding a child-minder. In urgent cases, you can also contact *Regeltante.nl* directly yourself.

Costs

Childcare services are free for visiting lecturers and researchers, as well as for conference participants during conferences. The University of Groningen will pay the costs thanks to a grant received from the Elsevier Foundation for this special childcare programme. In certain circumstances you may be required to pay part of the costs yourself.

Regarding ad-hoc childcare, the University pays for the support *Regeltante.nl* offers for finding a child-minder. You will then need to negotiate the hourly rate with the child-minder, which you will be responsible for paying.

Contact details

If you have any questions about this childcare programme or wish to register, please contact Ms Ina Stoffers-Dussel (Administration), Broerstraat 5, 9712 CP Groningen. Telephone: 050 363 5335, e-mail: j.stoffers-dussel@rug.nl.

Please contact SKSG, Heresingel 10, 9711 ES Groningen, for general information about childcare facilities in the city. Tel. 050-3137727, e-mail: klantenservice@sksg.nl

More information about *Regeltante.nl* can be found at their website www.regeltante.nl

APPLICATION FORM

Special childcare programme

Personal details of applicant:

Surname and initials: Address: Postcode and town/city: Country: Germany	Telephone: E-mail: Employee of / guest lecturer at the Faculty: Period childcare:
---	--

Childcare information:

Desired childcare: <input type="checkbox"/> for guest lecturers / researchers <input type="checkbox"/> for conference organisation <input type="checkbox"/> for ad-hoc situation
--

1st child:

Name and surname: _____
Name the child is known by: _____
Date of birth: _____
<input type="checkbox"/> Boy <input type="checkbox"/> Girl

2nd child:¹

Name and surname: _____
Name the child is known by: _____
Date of birth: _____
<input type="checkbox"/> Boy <input type="checkbox"/> Girl

Signature

Date:	Signature:
-------	------------

¹ If you have more than two children and wish to make use of this childcare facility, please fill in a form for each child.

