

## Important information for registering your child for childcare at the Grombühlzwerge

Dear parents or guardians,

Thank you for your interest in a childcare place at Grombühlzwerge. Below you will find some important information about your application and the application process.

The number of childcare places at Grombühlzwerge is limited. In the event the demand for places exceeds the supply, a committee will decide on the admission of your child based on the criteria set out in the service agreement (DV-Kita-Platz-Vergabe from 08.03.2022). The service agreement can be found on the intranet at [https://intranet.ukw.de/GB-St/GB2/Beruf\\_und\\_Familie/Seiten/Kind.aspx](https://intranet.ukw.de/GB-St/GB2/Beruf_und_Familie/Seiten/Kind.aspx) → Babys und Kleinkinder → Kinderbetreuung → Grombühlzwerge

**A proper decision on the admission of your child to Grombühlzwerge can only be made if you complete your application carefully.** We would like to point out that false information can lead to exclusion from the registration process or later to termination of the childcare contract and therefore the loss of the childcare place.

Our cooperation partner will make every effort to offer childcare on the desired dates specified by you, but no guarantees can be given. We therefore recommend that you also register with other childcare facilities. The city of Würzburg offers the online portal "Little Bird" (<https://portal-wuerzburg.little-bird.de/>) for this purpose.

Our daycare center consists of a nursery (Kinderkrippe) and a Kindergarten. We would like to point out that separate registrations are required for each. The transition from the Kinderkrippe to the Kindergarten is not automatic.

Please inform us immediately of any changes to your personal circumstances in relation to the registration. If you no longer require childcare at Grombühlzwerge, please let us know so we can offer other children on the waiting list the opportunity to have a place at Grombühlzwerge.

We would also like to point out that your entitlement to childcare at the Grombühlzwerge will expire when your employment ends. It is therefore imperative that you find another childcare provider in time and inform Ms. Vocke accordingly.

If you have any questions, please get in touch with Ms. Michelle Hawks (Hawks\_M@ukw.de, 0931/201-54040) Point of Contact for Work-Life Balance at UKW, or Ms. Eva Vocke (vocke.jugendhilfe@diakonie-wuerzburg.de, 0931/2505718) the Pedagogical Director of Grombühlzwerge.

Best wishes

Bettina Steinmetz

**Registration of requirements Childcare  
Grombühlzwerge**

To: Verwaltung des  
Universitätsklinikums Würzburg  
GB 2 - Referat 2.2.3 HR-Entwicklung  
z. H. Frau Michelle Hawks  
Josef-Schneider-Str. 2  
97080 Würzburg

Or via E-Mail:  
[BerufundFamilie@ukw.de](mailto:BerufundFamilie@ukw.de)

**1. Information about the child:**

Registration for:	
<input type="checkbox"/> Kinderkrippe (10month – 3 years)	<input type="checkbox"/> Kindergarten (3 years – 6 years)
<input type="checkbox"/> Change from Kinderkrippe to the Kindergarten (inside the Grombühlzwerge)	
Surname, first name:	.....
Date of birth:	.....
Desired start date of childcare (including the settling-in period before the Start of work):	.....
Are siblings already enrolled and will they be remaining for at least four more months at the time of the above-mentioned child's entry to the facility?	<input type="checkbox"/> yes      since: _____ till: _____ <input type="checkbox"/> no

**2. Personal details of the parents**

	Parent 1	Parent 2
Surname, first name:	.....	.....
Address:	.....	.....
Telephone number (business / private)	.....	.....
E-Mail (business / private)	.....	.....
Are you a single parent? (If "yes", please enclose appropriate custody documentation e.g. family court judgment / local child welfare office)	<input type="checkbox"/> yes <input type="checkbox"/> no	
Are you employed at the UKW?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no



	Parent 1	Parent 2
Place of Employment	.....	.....
Current Occupation	.....	.....
Are you working shifts or rotating shifts when the child is admitted, are you on duty (on-call or standby duty) or do you need childcare outside of normal working hours (7:00 a.m. to 5:00 p.m.) for work-related reasons?	<input type="checkbox"/> Shift work / Rotating shift work <input type="checkbox"/> on duty <input type="checkbox"/> Supervision required outside the time framework <input type="checkbox"/> neither	<input type="checkbox"/> Shift work / Rotating shift work <input type="checkbox"/> on duty <input type="checkbox"/> Supervision required outside the time framework <input type="checkbox"/> neither
Are you working in patient care when the child is admitted?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
Employment Contract	<input type="checkbox"/> unlimited <input type="checkbox"/> limited until .....	<input type="checkbox"/> unlimited <input type="checkbox"/> unlimited until .....
Notes on the employment relationship (appointment commitments, etc.)	..... ..... .....	..... ..... .....

### 3. Childcare times (please specify days and times)

Day of the week	From	To
Monday	.....	.....
Tuesday	.....	.....
Wednesday	.....	.....
Thursday	.....	.....
Friday	.....	.....

### 4. Notes:

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.....

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We confirm the above information is correct and have taken note of the information on page 1.

.....  
Date

.....  
Date

.....  
Signature Parent 1

.....  
Signature Parent 2

Confirmation GB2 – Personal:

.....  
Date, Signature