

Information for parents regarding different types of babysitting scenarios

Type 1: Babysitting in a private setting

Employees and students of Saarland University can use the Audit Family Office's (AFO) online-babysitting-database (BSB) exclusively to contact potential babysitters and organize childcare on and off campus according to their personal needs.

- In this scenario, parents contact a potential babysitter directly via the contact form that can be accessed through the online-babysitting-database. Alternatively, parents can contact the Audit Family Office directly with their requests. The Audit Office will then forward the request to all potential babysitters and connect the parents to an available caretaker.
- If parents contact a potential babysitter directly, a copy of the initial contact will be forwarded to the Audit Family Office. After that, communication takes place exclusively between the parents and the babysitter.
- Payment is usually made immediately after the care. Individual agreements between parents and babysitters regarding the place of care and hourly wages are possible.

Type 2: Babysitting as part of short-term care (Kurzzeitbetreuung)

Employees and students of Saarland University are entitled to a certain amount of hours of childcare per semester that are financially covered by the project "Kurzzeitbetreuung". Since the project's financial resources are drawn from funds for academic studies and teaching, this offer applies only if the need for childcare arises due to academia- or instruction-related (not private) circumstances (e.g. class attendance, term papers, assignments, etc.).

- Babysitting requests for such care are usually communicated via the Audit Family Office's mailing list. Parents should send their requests to the Audit Office as far in advance as possible.
- The babysitting usually takes place on the university campus. If necessary, the Audit Family Office helps with organizing a suitable place for childcare.
- Payment is made immediately after the care by the parents. In this scenario, parents are required to pay the caretaker 10€ per hour. One babysitter can care for a maximum of three children at a time.
- For each childcare agreement, both the parents and the babysitter sign a childcare contract (*Betreuungsvereinbarung*). In order to allow for reimbursement of the childcare costs, the duration and costs of the childcare must be confirmed through the babysitter's signature after the childcare.
- After the childcare has taken place, parents forward the childcare contract and the application for reimbursement (*Antrag auf Kostenübernahme*) to the Audit Family Office. They can do so either via email or by mail. After the forms are assessed by the Audit Office, reimbursement will be initiated where adequate.

Type 3: Babysitting during events

If requested, the Audit Family Office organizes childcare during events hosted by the university or the affiliated institutes, such as conferences, the International Family Meet & Eat, etc. The costs for this type of childcare are usually covered by the host, who should inform the Audit Office whether they require childcare during such events as far in advance as possible.

Liability insurance

It is mandatory for all babysitters to have a liability insurance that covers their work as babysitters. It is the responsibility of the babysitters to find the right coverage for this part-time activity that involves caring for children. Saarland University is not liable for any injuries or property damage that occur in the context of childcare arrangements.

Important Links and Contact Information

E-Mail:	familie@uni-saarland.de
Mailing Address:	audit familiengerechte hochschule Universität des Saarlandes Campus A4 4, Zi. 1.07 66123 Saarbrücken
Website of the AFO:	www.uni-saarland.de/auditfamilie
Link to the online BSB:	www.uni-saarland.de/page/audit/kinder/babysitting/kartei.html