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**Parents Information:**

Back-up Care at the Spring Meeting 2015

held at the MTI Lecture Hall, University of Cologne

18th-20th February 2015

Dear Parents,

While the children’s back-up care at the Spring Meeting 2015 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](http://www.uni-koeln.de/bin2/where.pl?parent.geb127))

*rechter Eingang, 1. Etage (via Treppe oder Aufzug)*50931 Köln

**Arrival**

We kindly ask you to bring in your child 45 minutes before your session begins. The care of your child 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.

**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 (available on the website of the Spring Meeting 2015)*.
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 kid’s name.

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

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

**Dual Career & Family Support**

(Please see contact data on the registration form.)

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| **Back-up Care**  |  |

**Registration**

To register for the Back-up Care at the **Spring Meeting 2015, held at the MTI Lecture Hall, University of Cologne, 18th-20th February 2015,** 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cell phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and cell phone number of a further reference person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mother/Father is registered participant of the Spring Meeting 2015 / University of Cologne (please fill in your affilation & working group):

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Requested time for child care:

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Meals: Food supply by the Kinderhaus (the *order form for meals* *will be available
 on the website of the Spring Meeting 2015)* I will send my own food in a lunchbox.

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

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

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

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Date/place Signature of primary carer of the child

**Please send the registration asap ─ but not later than the 31st of January 2015 ─ via fax, email oder mail to the office:**

University of Cologne

Institute for Genetics

CECAD Research Center

*Elke Mainz*

Joseph-Stelzmann-Straße 26

D-50931 Köln

Germany

Email: elke.mainz@uni-koeln.de
Phone: + 49 (0)221 / 478- 84336
Fax: + 49 (0)221 / 478- 82898

**We will redirect your registration to:***Anke Jonatzke, Dual Career Support & Family Support*