

Checklist for the Use of Parent-Child Rooms at the University of Bonn

If you are looking to set up a parent-child room, the Office of Family Services can help. We have put together this list of recommendations and suggestions and would also be happy to give you one-to-one advice on making your family-friendly project a reality.

Why have a parent-child room?

Staff and students who are parents often face the challenge of juggling work and family commitments. This can get tricky if something unexpected happens, such as your daycare center closing early or your childminder or babysitter dropping out at short notice. Canceled lessons or extra school-free days around a midweek public holiday can also cause childcare issues.

What is a parent-child room?

A parent-child room allows staff to take their children with them to their workplace or students to attend seminars, examinations, etc. if they suddenly find themselves with no childcare.

It also provides somewhere quiet to feed and change a baby or toddler and can be used by parents and children to spend break times together or bridge the gap between commitments. As well as providing an alternative to the **standard childcare services offered**, including vacation childcare, the rooms also send out a positive signal reflecting a more family-friendly infrastructure. How a parent-child room is to be used must be set out in the usage agreement.

Who looks after the children?

Parents remain responsible for supervising their children. They can also join forces and supervise everyone's children on a rota basis if the room is large enough. Babysitters can come too.

Who can use a parent-child room?

As a basic principle, all staff and students at the University of Bonn who have family responsibilities can use a parent-child room.

Note on multifunctional use

If you are intending your room to be used for several purposes (e.g. as a quiet room, family-friendly workspace, etc.), you are advised to consult the relevant specialist offices (e.g. Office of Disability Resources, Occupational Safety and Environmental Protection Unit). The specimen terms and conditions of use (see enclosed) also contain a number of clauses on multifunctional use.

Recommendations for room equipment (to be supplemented and modified in each individual case)

Conditions inside the room

- Bright and smoke-free (at least 12 square meters in size)
- Accessible entry
- Easy-to-clean surfaces/floors
- Near toilets
- Soundproofed if necessary
- Lockable doors
- Buggy park
- Near kitchenette if possible (for warming up bottles and the like)
- Clear signage
- Sign on door handle (for breastfeeding mothers)
- Childproof sockets
- Smoke detector
- No electrical appliances or cleaning products within easy reach
- No sharp edges
- Shelves and cupboards secured against toppling over
- First-aid cupboard containing basic first-aid supplies
(Phone numbers of pediatricians, emergency services, children-specific first aid poster)
- Details of escape routes
- Properly functioning workspace (connections for computers, sockets, etc.)

Equipment

- Desk, chair
- Changing table and mat
- Diaper bin
- Breastfeeding pillow
- Children's table and chairs
- Crawling blanket, play mat
- Toys/books and storage boxes
- Moving play equipment (seesaw)
- Travel cot (fold-up crib)

Other

- Regular room cleaning
- Disinfectant