

## Criteria for the allocation of places in a kihz daycare centre

Valid from 1 April 2019

**The allocation of places in the kihz daycare centres is subject to various criteria established by the authorities and the universities to which the Foundation is bound.**

All parents can apply to the kihz Foundation for a daycare centre place for their child. Since the Foundation is financially supported by ETH Zurich and the University of Zurich, members of these two universities have top priority in the allocation of a place. University members are defined as students and staff of the two universities. Members of EMPA, EAWAG, PSI and WSL also have priority in receiving a place, but are not entitled to financial support from the universities.

### Group size

Due to the binding regulations of the City of Zurich (*Krippenrichtlinien der Stadt Zürich*), only a limited number of children per group can be accepted. The number of infants per group (up to 18 months) is also subject to the City's regulations. For pedagogical reasons, kihz stipulates a minimum attendance of two whole days. These two days can also be booked as half days spread across the week.

### Priority placements

ETH Zurich and the University of Zurich have the right to place two children per year and per daycare centre at the top of the waiting list. At ETH Zurich, the Office for Faculty Affairs and the Office of Research decide on priority cases. At the University of Zurich this responsibility lies with the Gender Equality Commission in cooperation with the Faculty Recruiting Office. Places can be prioritised by a university irrespective of the number of places already taken in their quota. When a daycare centre has several priority cases on its waiting list, allocation is subject to the date of application.

### Internal allocation

If a place in a daycare centre becomes free, any children who are already registered at that daycare centre and who need more hours, or different days, will receive the opportunity to book this place, once any priority placements have first been made. The allocation of these places is not subject to the quota reserved for each university.

### Siblings

After all requirements for internal changes have been met, siblings of children who are already attending, or have attended, a kihz daycare centre have priority in that daycare centre over any new family, provided parents are members of either UZH or ETHZ. The allocation of these places is not subject to the quota reserved for each university. If several siblings are on the waiting list for a daycare centre, allocation is subject to whether the older sibling is still attending the daycare centre when the younger sibling starts the settling-in period as well as the date of application. If the parents are not members of UZH or ETHZ, priority is only given to siblings whose older sibling would still be attending the daycare centre at the start of the younger sibling's settling-in period.

## Quotas for each university

Each kihz daycare centre has a set quota of places reserved for each university. Within this quota, the date of application serves as the basis for allocating a place.

## Number of childcare hours

The universities and the City of Zurich stipulate that the kihz Foundation must demand proof every year from parents that they are dependent on external childcare due to professional commitments, studies or in order to retain their employability as required by unemployment law. The actual number of childcare hours must relate to the volume of the parents' work or studies.

Parents living in the City of Zurich must request a confirmation of the amount of subsidised childcare to which they are entitled (*Subventionsberechtigten Betreuungsumfang* or *SBU*) from the City's *Sozialdepartement*. Parents submit this request using the City's web application <<[Mein Konto](#)>>. Parents then forward the confirmation to the kihz Foundation. Parents not living in the city of Zurich must supply the corresponding documents (confirmation of employment, RAV confirmation, student ID, etc.) directly to the kihz Foundation.

The conditions that need to be met in order to prove entitlement to childcare are set by the City of Zurich. The corresponding information sheet <<[Subventionsberechtigter Betreuungsumfang](#)>> can be found on the City of Zurich website ([www.stadt-zuerich.ch](http://www.stadt-zuerich.ch)) as well as on our own website.

These conditions apply to all parents, irrespective of place of residence. Parents not living in the City of Zurich receive confirmation for the linguistic integration of their child from the management of their daycare centre. Parents who do live in the City of Zurich must apply to the corresponding office (see [www.stadt-zuerich.ch](http://www.stadt-zuerich.ch)).

## Maternity leave – can the first child stay in the daycare centre?

Maternity leave is treated in the same way as work. That means that the sibling receives the same amount of childcare for a period of 14 weeks. If the maternity leave is extended, childcare can be lengthened to a total of six months after the new baby's birth subject to written confirmation from the employer that the mother is still under employment. Should she not resume employment, and if none of the entitlement criteria are met, entitlement to a place is lost. If the mother continues to work, but with a different volume than before the maternity leave, entitlement to a place is adjusted accordingly.

## Temporary absence abroad – can the place be retained?

Parents spending a certain time with their children abroad (for example, a semester abroad, an assignment abroad, unpaid leave) are entitled to a subsidised place during this time for a maximum of 7 weeks in a row (in exceptional cases, several times a year). After this, the cost of retaining a place in the daycare centre must be fully met by the parents.

In the case of absence due to a sabbatical, the conditions for receiving a place after your return (with written proof from the corresponding university) are the same as those for siblings.

## Linguistic integration and job-seeking parents (RAV)

Families whose children attend a daycare centre for linguistic integration, as well as families with a job-seeking parent, are not permanently entitled to childcare on specific days of the week. If parents who are studying or working can prove to be dependent on childcare on specific days, the Foundation reserves the right to allocate a different day of the week to the parents of the two initially-mentioned categories.

*English is not an official language of the Swiss Confederation. This translation is provided for information purposes only and has no legal force. In the case of any legal dispute, the German version is binding.*

Zürich, 29.03.2019