

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

Valid from 1 April 2023

**The allocation of places in the kihz daycare centres is subject to various local authority regulations and guidelines of the partner institutions ETH, UZH, Empa and Eawag, which are binding for the kihz Foundation.**

All parents can apply to the kihz Foundation for a daycare place for their child. As the Foundation is financially supported by ETH Zurich, the University of Zurich, Empa and Eawag, members of these institutions have first priority in the allocation of a place. Members are defined as students and staff of the four partner institutions. Members of the ETH Board, PSI and WSL also have priority in receiving a place but are not entitled to financial support from the partner institutions.

Proof of membership of the respective institution is to be presented on a regular basis.

### Group size

Due to regulations issued by the respective local authorities, the daycare centres can only accept a limited number of children per group. The number of infants (up to 18 months) per group is also regulated by the licensing authorities. For pedagogical reasons, kihz stipulates a minimum attendance of two full days per week. These two days can also be booked as half days spread over the week.

### Priority placements

ETH Zurich and the University of Zurich have the right to place two children per year and daycare centre at the top of the respective daycare centre's waiting list, Empa and Eawag together one child per daycare centre. At ETH Zurich, the Office for Faculty Affairs and Office of Research decide on priority cases. At the University of Zurich, this responsibility lies with the Office for Gender Equality department in cooperation with the Professorships Department; and at Empa and Eawag with the contact persons delegated by the management. Places can be prioritised by an institution 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 parents with children who already attend a daycare centre need more hours of childcare, or different days, they will be the first to be given the opportunity to book places that have become free once the priority places have been allocated. Places are allocated independently of the institutions' quota and according to the date of application.

## Siblings

After all requirements for internal changes have been considered, siblings of children who already attend, or have attended, one of the kihz daycare centres have priority in that daycare centre over any new family, provided that the parents are UZH, ETHZ, Empa or Eawag members. The allocation of these places is not subject to the quota reserved for each institution. 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 third parties who do not belong to any of the partner institutions, priority is only given to siblings whose older sibling is still attending the daycare centre at the start of the younger sibling's settling-in period.

## Quota for each partner institution

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

## Number of childcare hours

The partner institutions and the City of Zurich stipulate that the kihz Foundation must regularly request proof 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.

The conditions to be fulfilled in order to prove eligibility for a childcare place are based on the requirements of the City of Zurich, irrespective of the family's place of residence and whether the family is entitled to subsidies. The corresponding info sheet <<[Subventionsberechtigter Betreuungsumfang](#)>> (German only) can be found on the City of Zurich website. Parents living in the City of Zurich must request a confirmation of the amount of subsidised childcare (*Subventionsberechtigten Betreuungsumfang* or SBU) to which they are entitled from the City's Social Department. Parents must then forward the confirmation of this amount to the kihz Foundation. Parents not living in the city of Zurich must submit the corresponding documents (confirmation of employment, RAV confirmation, student ID, etc.) directly to the kihz Foundation. Confirmation for the need for a child's linguistic integration can be obtained from the management of the child's daycare centre.

Should a daycare centre have extra availability, more hours of childcare can be offered. The contract for the additional and regular hours of childcare can be terminated with 3 months' notice by the kihz Foundation if another family can prove to be entitled to the hours.

## 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 longer period of 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.

If the parents decide to terminate their contract with kihz for the place, after their return the place will be allocated on the same conditions as for a sibling.

## Linguistic integration and job-seeking parents

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 first and second 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.*

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