



## HINWEISBLÄTTER

### How to apply for a place in a day-care center

In a day care center, children play and learn together in groups.

Attendance at a day-care center is voluntary.

Parents must apply for a place in a day-care center at the **Youth Welfare Office** of the district.



You are having a baby or you already have a child. You should think about about the **day-care** of the child.



There is an **overview** of all day-care centers and their providers in the district of Mansfeld-Südharz. Scan the **QR code** with your smartphone.

When your child is born or if your child is soon to attend a day-care center, you must **register** your child there.

To do this, you must submit an **application** to the **Youth Welfare Office**. You can find the **form** by using the QR code. You can also get the **form** from the Youth Welfare Office.

You must hand in the completed form to the **Youth Welfare Office**. You can do this **by post** or **e-mail** or you can **go there**. The Youth Welfare Office needs some time to process the application.

What you have to fill in on the form is described on the **next page**.



Inform yourself about the day-care centers in your area. It is best if you **call** the day-care center or **visit the day-care center on site**. This way you can see if the day-care center suits your family.



You will receive a **letter** from the Youth Welfare Office. There are two possibilities:



#### 1) Approval

You will be offered a place in the day-care center you have chosen. You will receive an administrative notice. You go to the day-care center with this notice of approval and sign a care agreement.



In the first days, you usually visit the day-care center with your child. That's called **familiarization phase**. Make an arrangement for the familiarization phase with the caregivers.

#### 2) Hearing

There are no free places available in the chosen day-care center. You will receive an administrative notice from the Youth Welfare Office with at least one suggestion for another day-care center. Please contact the person in charge afterwards.



There are many different **day-care centers** in the district of Mansfeld-Südharz:

- the **crèche** – for the care of children under 3 years of age,
- the **kindergarten** – for the care of children over 3 years of age until they start school,
- the **after-school care center** – for the care of school children before or after school.

### This is what you have to fill in on the form for a place in a day-care center:



Please fill out the application in German.

- Do you need care in the **crèche** for your child under 3 years?
- or** • Do you need care in the **kindergarten** for your child over 3 years of age who does not yet go to school?
- or** • Do you need **after-school care** for your child where they can play after school and do homework?

- What is the child's name?
- Where does the child live?
- When was the child born?
- Did you apply for asylum in Germany?  
(Then you must attach a documentary proof. This could be your residence permit.)
- In which day-care center should your child be taken care of?  
You must name a **first choice (Erstwunsch)** and a **second choice (Zweitwunsch)**.  
Under "Erstwunsch" you write the name and address of the day-care center that suits your family best.  
Under "Zweitwunsch" you write the name and address of another day-care center.
- From which day should the child be taken care of in the day-care center?  
The care always begins on the first day of the month with the familiarization phase.
- Why did you choose this day-care center?  
At this point you can indicate reasons, such as:  
Is another child from your family already being cared for at the same day-care center?  
Are you raising your child alone? (Then you must attach a documentary proof. This could be a certificate of negative clearance or a court decision.)  
Does your child have special needs?  
Are you employed?
- What are the names of the child's parents?
- Where do the child's parents live?
- What are the phone numbers of the child's parents?
- At the bottom you must note when and at which place you filled in the application.
- The parents must sign the application with their name.

#### Please submit your application here:

##### By Post:

Landkreis Mansfeld-Südharz  
Jugendamt  
Postfach 101135  
06511 Sangerhausen

##### In person:

Landkreis Mansfeld-Südharz  
Jugendamt / Haus 3  
Lindenallee 56  
06295 Lutherstadt Eisleben

##### By e-mail:

kifoeg@lkmssh.de