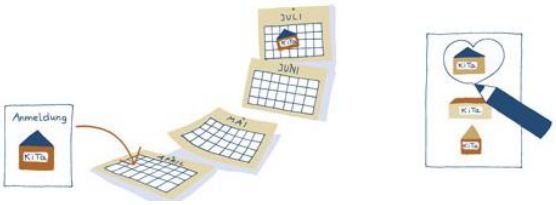
KiTa or Tagespflege – applying for a place

You have to send in an **application** in order to get a place at a daycare facility.

This is important! You have to apply for daycare at a KiTa or Tagespflege facility as early as possible and before you actually want daycare to start. If you don't do this, it's going to be very difficult to find a place at short notice. **Children from crèche groups ("Krippe", for children aged 0 - 3) often automatically make the transition to kindergarten groups (for children aged 3 and upwards) within the same KiTa.** That way, they don't have to wait extra for a place in Kindergarten.

You can apply for a place in daycare in the following ways:

- an online portal for applications
  - In Magdeburg
  - In Halle (Saale) (German and English version)
  - In Dessau
- via the website of your chosen KiTa or Tagespflege facility
- in person
- by filling out a form → You can pick up the form from the administration office of the daycare provider, the youth office ("Jugendamt"), or directly from your chosen KiTa or Tagespflege facility. Many of the bigger municipalities, districts or cities have their own online portal or website through which you can sunmit your application.



It is not always possible to get a place in your **preferred KiTa or Tagespflege facilty near your home**. Sometimes there are no places available there. That's why it is a good idea to **apply simultaneously**:

- **to a number of different KiTas or Tagespflege facilities**
- **to a number of different providers**: that means municipal as well as independent providers.

Applying for a place in a Tagespflege facility is always done individually with the person in charge, i.e. a male or female professionally trained childminder ("Tagesvater" or "Tagesmutter"). You can find a list of all their names and contact details at the administration office or website of your city, district or municipality.

Do you need help registering or advice on the subject of daycare?

Then please contact the team at INEMSA (Interkulturelles Netzwerk der Eltern mit Migrationsgeschichte in Sachsen-Anhalt – Intercultural Network of Parents with a Migration History in Saxony-Anhalt).

Telephone: **0345 470 08 720**

The team can provide **advice in several languages**.

What do you need in order to apply?

In order to apply, you need:

- **-documented proof of your residence in Germany** (for example your "Einwohner-Meldebescheinigung")
- **-documented proof of your residency permit in Germany** (these documents can be called "Aufenthaltsgestattung", "Aufenthaltsgenehmigung" or "Duldungsbescheid")
- **-if you have it, the birth certificate of your child**

Your child doesn't have a birth certificate? In that case, please go to a counselling service for immigrants ("Migrations-Beratungsstelle").The people there will be happy to help you.

Your child's birth certificate isn't in German? Then you need to find a certified ("beeidigt") official translator. **Only certified official translators are allowed to translate the birth certificate or other legal documents into German**. You will also need this translation if you wish to apply for child benefits ("Kindergeld").

You can find a list of certified translators here:

http://www.justiz-dolmetscher.de/Recherche/de/Suchen

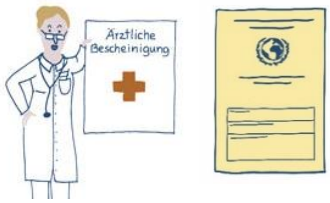
If your application has been successful, you will receive a **notification of accpetance ("Aufnahme-Bestätigung")** and an invitation **to talk in person about what happens next ("Aufnahme-Gespräch")**.

What do you need to bring along?

When you are invited to a daycare facility, you will receive a list. It will probably say what documents you need to bring along.

These may include:

- documented proof of your child's vaccinations in the form of a booklet ("Impfausweis")
- an official note from your child's doctor ("ärztliche Bescheinigung")
- possibly other documents.



Make sure to bring along all the necessary documents!

Do you need **an interpreter** for this appointment? Then please inform the KiTa or Tagespflege facility beforehand or arrange for a free, voluntary interpreter here:

„SISA – Sprachmittlung in Sachsen-Anhalt"

Telephone: **0345 213 89 399**

Waiting for a place

It can take several months and up to one year until you are offered a place in daycare. Many facilities have **waiting lists.** This is because a lot of parents apply for their child to have a place there. **You can write to the facility and ask to be placed on the waiting list**. You will be informed as soon as a place becomes available.

This is why it is necessary to apply early. You can apply to **most of the independent providers even before your child is born.**

With most of the municipal providers, you can and should apply **directly after the birth of your child**. That way you have a much better chance of being offered a place in time. The administrative staff at all the facilities need a lot of time to check and process all the applications that are sent in.

All children in Germany have the right to a childcare place. To be eligible, they must reside in Germany and provide a registration confirmation.