How to register your child for a place at a day care centre
**Admission form**

1. **Make a copy of the admission form to keep at home.**
   - Get more information about the local child day care centres. Visit any day care centre to get the admission form.
   - Or download the admission form:
     - ludwigsburg.de/kinderbetreuung

2. **Fill in the admission form. Decide on:**
   - "Number One Choice": Which day care centre do you prefer for your child?
   - Alternative day care centres: Which other three centres are also suitable?
   - Day care time: How many hours should your child be in the day care centre every day?

3. **Up to 15 February:**
   - Submission of the admission form

4. **Up to 15 April:**
   - Admission contract
     - You sign the admission contract at the child day care centre.

5. **After 15 March:**
   - Confirmation
     - The child day care centre will send you a confirmation letter.

6. **Up to 31 March:**
   - Acceptance
     - Let the day care centre know: Yes, we do want the offered place!

7. **Up to 15 April:**
   - Acceptance
     - Let the day care centre know: Yes, we do want the offered place!

8. **2 WEEKS:**
   - You have not signed the admission contract.

9. **2 WEEKS:**
   - You do not want the place at the day care centre or accept the offered place too late.

10. **2 WEEKS:**
    - You have not received a confirmation letter by 30 April?
    - You do not have a place at a day care centre for your child?
    - Our information centre will help you!

**Allocation of places at the child day care centre**

- Is your child younger than 3 years? Then it can also be looked after by day care parents or in a so called "Kindernest".

If you have questions, please contact any local child day care centre or our information centre. Address and telephone number are on the next page.
How are places at a day care centre allocated?

- Children from 3 to 6 years should be able to go to a day care centre near their apartment.
- Children under the age of 3 can be registered in a day care centre anywhere in town.
- All-day day care centres accept children from all over the town.
- For children between 3 and 6 years of age, first the older child will get a place at a day care centre.
- Siblings should be able to go to the same day care centre.

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Beratungs-Stelle für Kinderbetreuung

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Please make an appointment
by e-mail or telephone.