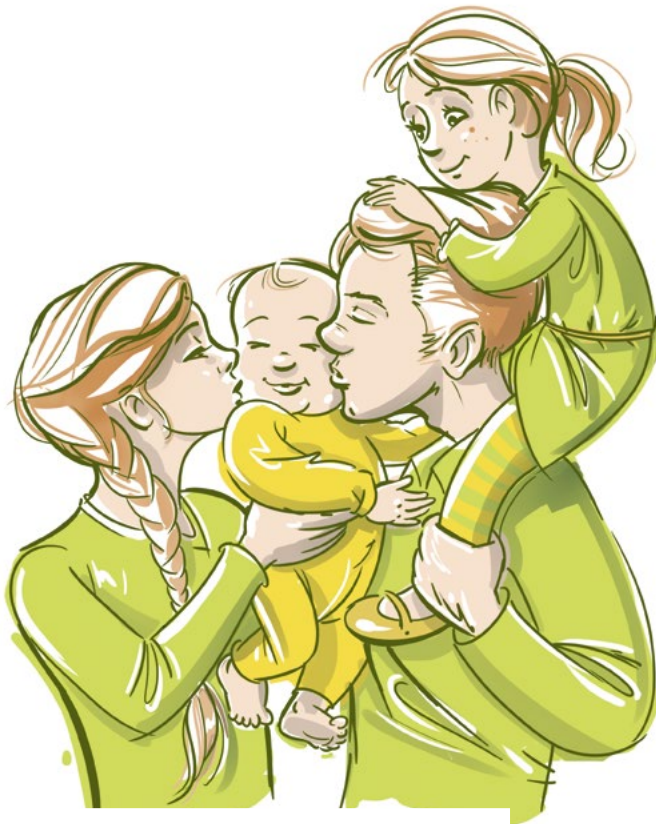




LUDWIGSBURG



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



Englisch

Admission form

1



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:

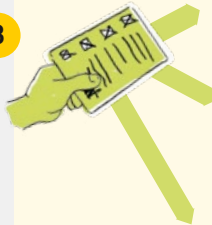
- **“Number One Choice”:** Which day care centre do you prefer for your child?
- **Alternative day care centres:** Which other three centres are also suitable?
- **Day care time:** How many hours should your child be in the day care centre every day?

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.

Up to 15 February:

Submission of the admission form

3



Make a copy of the admission form to keep at **home**.



Send a copy of your admission form to our **information centre**. We will send you a letter after we have received your admission form.



Submit the admission form (original) to your **“Number One Choice”** 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”.

Allocation of places at the child day care centre



After 15 March: Confirmation

The child day care centre will send you a confirmation letter.



2 WEEKS

Up to 31 March: Acceptance

Let the day care centre know: Yes, we do want the offered place!



2 WEEKS

You do **not** want the place at the day care centre or accept the offered place **too late**.



Up to 15 April: Admission contract

You sign the admission contract at the child day care centre.



2 WEEKS

You have **not** signed the admission contract.



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!

Another family will get the place at the child day care centre.



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.



Stadt Ludwigsburg Fachbereich Bildung und Familie Beratungs-Stelle für Kinderbetreuung

Mathildenstraße 21/1
71638 Ludwigsburg
Telefon 07141 910-2373
Telefax 07141 910-2656
E-Mail: kita.beratung@ludwigsburg.de

Please make an appointment
by e-mail or telephone.

Impressum

Herausgeberin: Stadt Ludwigsburg, Fachbereich Bildung und Familie, Wilhelmstraße 11, 71638 Ludwigsburg;
Telefon 07141 910-2610, Layout: Patrick Fix, Mozartstraße 27, 71691 Freiberg a. N.