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

1. At the earliest you can register your child one year before your desired date.

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

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

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

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

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

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

Allocation of places at the child day care centre

Up to 15 March: Acceptance
Let the day care centre know: Yes, we do want the offered place!

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

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

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.

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Please make an appointment
by e-mail or telephone.