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Daycare facilities in the city of Delmenhorst

All information about
registering at the Daycare Portal





Step by step: Guidelines for daycare registration

You would like to register your child for one of the daycare facilities in Delmenhorst?

To do so, use the city's Daycare Portal.

How this works, you will learn step by step in this booklet.

DO NOT MISS THE APPLICATION DEADLINE



By the way: The Daycare Portal is available in several languages. Select the preferred language by clicking on the arrow icon next to the German flag in the upper part of the menu.

In order to secure a daycare place for August 1 of any year, your registration must be completed by **December 31 of the preceding year** at the latest. During the ongoing allocation process new registrations via the Daycare Portal are not possible.



Step 1: Set up an account

- Click on **"My account"** at the top right-hand corner of the start page.
- Select **"Register now"** at the bottom of the page.
- Enter your email address.
- Enter password (please observe the respective remarks).
- Repeat password.
- Consent to our Privacy Policy by ticking the checkbox.
- Enter the captcha code.
- Confirm by pressing the button **"Register"** below.

You will be sent an activation email to your email account: Open the email and simply click the activation link – your user account with Delmenhorst Daycare Portal is now activated.



Enter your personal data

Parents of the child: Select the tab “Guardian” (this also applies for parents without custody living in the same household and foster parents).

- Enter the personal data of any parent (please observe the fields marked as mandatory).
- **Professional data:** Important prerequisite for the rating system, which is crucial for the allocation of places. **All professional details must be verified by employer certificates!**

The following options are conceivable:

- a. You are currently engaged in a regular vocational activity/will be engaged in a regular activity at the desired start of care:

Enter the type of activity, working hours per week and/or working days during the week and specify whether you work in the morning, in the afternoon or the whole day.

- b. You are planning to restart a vocational activity at the desired start of the childcare (e.g., after parental leave):

Enter the start date of your vocational activity, the type of activity, working hours per week and/or working days during the week and specify whether you will work in the morning, in the afternoon or the whole day.

- c. You will be looking for work at the requested start date (registered as “job-seeker”):

Indicate the start date of your job search.

If you do not provide any professional data, we will assume that you are not currently engaged in a vocational activity and/or will not be engaged in such an activity.

- Press “Save” to confirm your particulars.



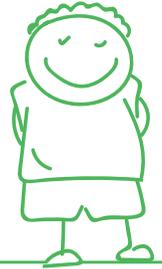


Child/children: Select the tab “Child information”.

- Enter the child’s personal data (please observe the fields marked as mandatory).
- **Select** the child’s **guardian**. If you have sole custody of the child and/or are a single parent, please click the respective button(s).
- **Select** the child’s **residence**. If two custodians/parents/foster parents reside at the same address, select only one of the entitled persons – the programme will recognise and relay identical residential addresses.
- Press **“Save”** to confirm your particulars.
- (If necessary, select **“Add another child”** and enter the respective data.)

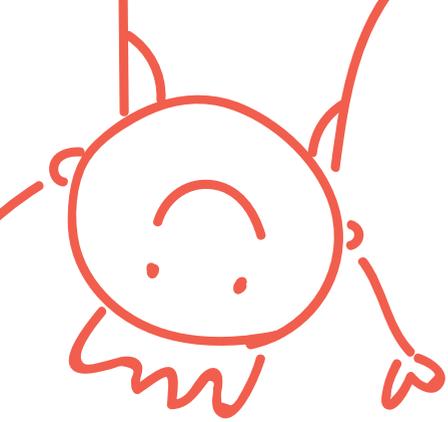


Step 2: Select childcare place



- Select the field “Facility search” listed in the blue part of the menu at the top of the start page. Here, you have several options:
 - Choosing **“Details of the childcare place”**, you can filter facilities by **daily childcare periods**.
 - Choosing **“Location details”**, you can search for facilities near your residence or your workplace. Enter the respective address and confirm your entry by clicking on the blue arrow icon directly to the right. You will be presented with a list of **facilities, starting with the nearest**.
 - Choosing **“Details of the facilities”**, you may search for a facility according to specific criteria, e.g., **type of facility (daycare centres or childminders) or the institution for which you want to find facilities**. You can also directly select a facility.
- Confirm your choice by pressing **“Select facility”**.
- You can select up to three facilities.





Step 3: Register your child

- Select the field “**My selection**” at the very top of the start page. The facilities you have selected will be listed. Now press “**Begin registration**”.
- **1. Contact Detail:** All data you have entered will be automatically displayed. Press “**Continue to Step 2 (Child + Guardian)**” at the bottom of the page.
- **2. Child + Guardian:** Select the child you want to register. **Currently, only one registration process per child can be performed.** All data you have entered will be presented automatically. If you are a single parent, please click the respective button. Press “Continue to Step 3 (Care Requirement)” at the bottom.
- **3. Care Requirement:** Please indicate here your preferences as to start date, scope of childcare as well as the desired drop-off and pick-up times. If your child already has a childcare place within the same age group (0–3 years, 3–6 years, nursery), please select this option, indicating that you would like to change facility within the same age group. **Next, choose the desired order of the selected facilities (priorities).** Here, you may submit further reasons for selecting the particular facility. Press “Continue to Step 4 (Occupation)” at the bottom.
- **4. Occupation:** All information about your activities will be displayed automatically. Press “Continue to Step 5 (Documents)” at the bottom.



- **5. Documents:** Choose “**Upload verification**”, select the necessary documents and/or certificates and upload these by **double-clicking**. Under the heading “**Submitted verifications**”, you can view, release and/or change these documents. Should you be unable to submit all necessary certificates, you can upload them anytime **later** for each registration (via your user account, category “**documents**”, “**verifications**”).

VERY IMPORTANT: These verifications must be uploaded

Vocational activity, school attendance or apprenticeship must be verified by **employer and/or school certificate**. The respective **form** can be directly downloaded from our **start page** – follow the link in order to print the form. A certificate of enrolment will serve as **evidence of a university/college study**. If you register for a place for children under three years, you need to additionally upload your employer’s confirmation about the period of your **parental leave**.

- **6. Overview:** Here, details about all childcare registrations are displayed. The field “**Remarks**” provides room for you to add some **personal remarks regarding your applications**. Press “**Submit your registration now**” to finalise your registration.
- You will be sent an automatic confirmation of your registration(s) to your user account – under the heading “**Documents**” you can see and print the confirmation.





Step 4: Concluding the contract

Admission will be granted by the board of the particular childcare facility – specifically, **via the Daycare Portal exclusively**. Here, you will be informed whether or not your application has been accepted. You need to **confirm or renounce the acceptance within a period of 10 days**.

Should you not report back within this period, the place will be considered declined, and the child will automatically drop out from the waiting list of the respective facility.

If you accept the place within the deadline, you can conclude the daycare agreement directly with the respective facility, which will then contact you.

INFORMATION ABOUT CHILDMINDING

Via the Delmenhorst Daycare Portal you can also learn about the possibilities with regard to childminding. You are welcome to contact people acting as childminders. The application itself will be handled exclusively by the **office for family and children services (Familien- und Kinderservicebüro, telephone 04221 992900)**.





Stadt Delmenhorst

Familien- und Kinderservicebüro
(office for family and children services)

Oldenburger Straße 9

27753 Delmenhorst

Tel. 04221 992900



Here is the direct link to the
Delmenhorst Daycare Portal:
kitaplaner.de/delmenhorst/elternportal/en/

