

FAQs	
Question	Answer
All information only applies to municipal daycare centres for children	
Preregistration Place requirement report	
How can I preregister my child in a municipal daycare centre?	On-line at www.stuttgart.de/kits or in person during the office hours at Kita-Service Familieninformation (nursery school service / family information).
When do I have to preregister my child?	By 15 February for the nursery school year starting in September or on an ongoing basis for places becoming available during the year as of August.
Can I/do I have to preregister my child before birth?	You do NOT have to preregister your child before birth, as early registration does not bring any advantage in the allocation of places. If your child is born after the deadline of 15.02., he/she can only be considered in the allocation during the year (see age reference date). If you have preregistered your child before the birth, please remember to inform the place management of the name and date of birth.
Can I preregister my child even if I am not yet resident in Stuttgart?	If you intend to move to Stuttgart, registration is also possible before relocation. You must register the address/notification of change of address afterwards. Please contact us directly and do not re-register your child via the nursery school finder.
Can I preregister my child even if I do not live in Stuttgart?	Only children with their primary place of residence can be considered in the allocation of places.
Can I preregister my child only in the district where I live?	You can also preregister your child in other districts. However, in the point system the place of residence will only be taken into account for the district where you live.
I am flexible. Can I put my child on waiting lists for all municipal facilities?	No, because you can only register for up to 3 municipal facilities. If you do preregister for more places via the nursery school finder, only the most recent requests will be taken into account. Earlier registrations will be overwritten. If you want to change your wish list, please contact us by telephone or e-mail.
I have preregistered a sibling. Do I have to submit all declarations again?	Yes. The details are assigned in each case to the individual child. Living and working conditions can change and we need to know that a sibling is already being cared for in a municipal nursery school.

I want to change my requested nursery schools. What do I have to do?	Please contact us via the hot-line or by e-mail. We will be pleased to adapt your requests. Please do not register a new place requirement via the nursery school finder.
I have entered three all-day nursery requests, but I would like to add requests for extended opening hours. How do I proceed if only three requests are possible?	Please contact us, we will be pleased to include your requests for extended opening hours.
I have preregistered my child several times via the nursery school finder. Which requests apply?	When registering via the nursery school finder, only the last three selections apply. The declarations must be provided again in this case.
I have not been allocated a place. Do I have to preregister my child for the next nursery school year again?	No, if you have not been allocated a place and you have stated in the reply that you still need a place, your child will remain on the waiting lists.
We have twins? What do I have to consider when preregistering my children?	Please register each child individually via the nursery school finder and submit the respective documents for each child. It is not always possible to be allocated two places in one nursery school at the same time. If you are offered only one place at first, consider accepting it, since the sibling will get another plus point so the probability of being allocated one of the next available places rises.
Proof and declarations	
What proof is required for the registration with the municipal body?	Declaration of the legal guardians, declaration of employment (including parental leave)/self-employment/training/studies, birth certificate of the child, proof of participation in a training programme/language course as the case may be, employment contract with future start of work.
What are the criteria for allocation of places by the municipal institution?	When allocating places, the Youth Welfare Office's catalogue of criteria applies, according to the points awarded for the respective living and working situation in the all-day nursery offer. In the event of a tie, the oldest child is always allocated the next free place in the respective age range. With extended opening hours (VÖ), the place of residence, age and whether a sibling is already being cared for in the same nursery school is decisive.
Do both legal guardians have to submit the declaration of the employer?	If both legal guardians are employed, proof is required from both to be considered in the point system.

I am on parental leave. What does my employer have to enter in the field hours/week?	The previous working hours or the planned working hours when returning to work can be entered. If you work during parental leave (e.g. part-time), this number of hours can also be entered
I moved during my pregnancy/parental leave, so I can no longer take up my old job. Does the parental leave still apply	In this case, the status "on parental leave" also applies. In any case, submit the corresponding declaration from the employer. (This also applies if you plan to change employer after parental leave).
Allocation and place offer	
Why are so few living conditions taken into account when allocating places?	The allocation criteria, which aim to be as transparent as possible, can only reflect a few facets of the reality of the life and work situation of the families. Unfortunately, individual considerations and interpretations are not possible, as the worries, needs, obligations, requirements, goals and requests are so diverse that they cannot be taken into account when allocating the too few places available.
One parent does not work. What are the chances to be allocated a nursery place?	The nursery places in all-day care are allocated according to the point system. Due to the shortage of nursery school places, it is difficult to obtain a place in this form of care. We therefore recommend considering care in extended opening hours (VÖ) (6 hours), as only age and place of residence (and possibly the fact that a sibling is already being cared for in the facility) are taken into consideration here.
I sent my acceptance of the place by post. Will I receive an acknowledgment of receipt?	If you have sent your response by post, you will not receive any acknowledgement. If you would like to make sure that your reply has arrived, simply contact us briefly via the hotline or by e-mail and we will be pleased to provide you with information. Or simply send the reply as a scan or photo by e-mail. In this case you will receive an acknowledgement of receipt.
Can I be allocated several places from the municipal institution?	You can only be allocated one place by the municipal institution.
Can I cancel a place allocation and expect another place allocation for the same kindergarten year?	If you cancel the place, the child will no longer be considered for the upcoming nursery school year. However, the child will remain on the waiting lists for the following nursery school year.

<p>Why do I have to report back that I still need a place?</p>	<p>The place management only allocates places in the municipal institutions. However, two thirds of all places in Stuttgart are allocated by other institutions. Many families not allocated a place by us have already been successful elsewhere. To be able to work in a targeted and efficient manner, we revise the waiting lists accordingly and therefore need the cooperation of the families.</p>
<p>Am I certain to be allocated a municipal kindergarten place?</p>	<p>In Stuttgart, the demand for nursery places has grown faster than additional staff could be recruited and sufficient building projects could be realised. The City of Stuttgart is active in recruiting staff, using creative and new ways of recruitment and training. New nursery places have been and are being created with new building projects and conversions. Nevertheless, there is unfortunately a high demand for the too few nursery places in Stuttgart, so that a lot of families are affected by the shortage.</p>
<p>A sibling has been offered a place at a nursery school but not where the other child is cared for. Is it possible to register there?</p>	<p>If your child is offered a place at another nursery school, this means that your child could not be considered at the sibling's facility at that time. If you do not accept the offered place, you will no longer be considered in the allocation process for this nursery school year. If you accept the place, you can remain on the waiting list. It is usually not possible to change places to the sibling's nursery school, as there are/were other, older children with more points on the waiting list. Your child can only be considered if there is no other child with more points on the waiting list.</p> <p>We therefore ask parents to consider this carefully when making a preregistration:</p> <ul style="list-style-type: none"> - Do I absolutely need a childcare place? If so, does it make sense to register your child's need for a place with several nursery schools? - If you want your children to be cared for in the same nursery school, please only register with the nursery school in question.

<p>Why is it not possible to register at my preferred nursery school when I know that a place will be available there?</p>	<p>The waiting lists of the daycare centres in Stuttgart are so long that an exchange of places bypassing the applicable allocation criteria would result in an unfair shift of waiting list places to the disadvantage of the children, who have not yet been offered a place.</p>
<p>Does the municipal place management also manage non-municipal places?</p>	<p>The place management only manages and allocates the municipal nursery school places.</p>
<p>Miscellaneous</p>	<p>Miscellaneous</p>
<p>Why is there an age reference date of 31.12.?</p>	<p>Children must be at least one year old when they are admitted to a municipal daycare centre. For administrative reasons, all children who have initially been allocated a place for the nursery school year from 01.09.2020 must have been admitted to the facilities by the end of the year. Children born after 31.12. can therefore not be considered for the allocation of places in the main procedure. All children born after 31.12. will be on the waiting lists for allocation during the year.</p>
<p>Are places only allocated as of 01.09.?</p>	<p>No. If places become available, children may also be offered a place in the course of the year.</p>
<p>I preregistered my child after 15.02. and never received a letter from the Youth Welfare Office.</p>	<p>In the course of a year, parents will only receive an automated reply twice if they have preregistered their child in time: at the end of March a provisional rejection letter and at the end of July a rejection letter for places from 01.09, if there is no place available for the upcoming nursery school year. If no place can be offered during the year, the parents will not receive another letter. During the year, parents will only be notified if a place can be offered.</p>
<p>Why does the acceptance to the nursery year not contain the exact date my child will be admitted?</p>	<p>The places as of 01.09. become available when the older children start school. These places cannot be occupied at the same time. The children are gradually settled into their groups. This process takes until the end of the year and is controlled by the facility management, taking into account the staff and group structure. Planning does not depend on the allocation of places. If you have accepted a place, the management of the daycare centre will contact you to arrange an admission interview and the settling-in phase.</p>

<p>Why am I not informed about our place on the waiting list?</p>	<p>We cannot comment on waiting list places, as these involve too many factors: staff may be recruited or may leave, structural defects may occur, renovation measures necessary, long-term illnesses can occur, new groups created, children deferred from school attendance and enrolment dates postponed, children may move away or move into the area.... The waiting list place does not provide binding information on the expected waiting time.</p>
<p>Every now and then I am on holiday or away for business purposes and I'm afraid of missing a re-registration deadline when a place is offered. What can I do?</p>	<p>Just make sure your mail is checked regularly. An offered place can also be accepted by someone else on your behalf. You can send us the reply by mail or by post</p>
<p>Is kindergarten attendance compulsory?</p>	<p>No.</p>
<p>My surname or the child's surname has changed. We relocated. Where can I report this?</p>	<p>Please contact us directly: by phone or e-mail. Please do NOT register once more via the nursery school finder.</p>