

**Registration,
Allocation of Places
and Admission of
Children
to Municipal
Day Care Centres
for Children**



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1. Application	1
2. Registration	1
3. Overview of the allocation of places	2
4. Allocation of places in detail	3
4.1 All-day places	3
4.2 Extended opening hours	5
5. Waiting list	5
6. Acceptance	5
7. Familiarisation phase	6
8. Termination of a place	6
9. Legal rights	7
10. Declarations	8
11. FAQ	13

1. Application

The regulations apply from 01.01.2021 for places in the age group 0-6 years in the municipal nursery schools. Children with **primary residence in Stuttgart** are accepted in municipal facilities. (GRDs 358/2009)

2. Registration

Registration is possible on-line at service.stuttgart.de/lhs-services/kita/ or at the Youth Welfare Office, nursery school place management, Wilhelmstr. 3, 70182 Stuttgart-Mitte, Floor EB in the rooms of the Family Information. Up to three municipal and seven non-municipal day care centres can be named.

Registration for the next nursery school year (from September) must be completed **by 15 February** of the same year **at the latest**. The families are obliged to submit the relevant verification (see attachments). Personal data will be recorded and processed electronically.

Parents can receive information on the concept, the allocation of places and admission procedure, as well as the settling-in phases at info afternoons in the facilities. The dates will be announced at service.stuttgart.de/lhs-services/kita/ and by the media.

3. Overview of the allocation of places

How to register in up to 3 municipal nursery schools:

Registration by **15 February** for the next nursery school year

The nursery school year always starts on 1 September.

On-line registration:
**service.stuttgart.de/
lhs-services/kita/**

(If you register on-line again, your previous preferences will be overwritten: Always call the nursery school allocation management or send an e-mail in case you change your preferences)

or

Nursery school registration at the Youth Welfare Office:

Wilhelmstraße 3
70182 Stuttgart Mitte

**Floor EB:
Office hours:**

Mon - Fri: 09 a.m. - noon

Thurs: 2 p.m. - 5 p.m.

Phone.: 0711/216-55445 (9 a.m.-noon)

To be considered when places are allocated, submission of the fully completed declarations is mandatory

You will find these declarations on pages 9 - 15

Place allocation or preliminary rejection by **1 April**

Place offer

(See p. 3, Place allocation)

Offer for a place in **one** municipal nursery school.

Feedback by 1 May at the latest whether the offered place is accepted.

Rejection

(See p. 5, Waiting list)

A rejection means that initially a place in a municipal nursery school could not be offered.

There is still a chance of a place being allocated throughout the year via **clearing**.

Attention! Re-registration period in the clearing **10 days!**

4. Allocation of places in detail

Place offers and rejections will be sent to the parents by the allocation management of the nursery school by letter by **1 April**.

By **1 May** of the year at the latest, parents must provide the nursery school place management with a **binding response** as to whether they accept the place offer. If there is no response, the place requirement in this nursery school will be cancelled. No further places will be offered in this kindergarten year.

Children who are not offered a place will remain on a waiting list.

The nursery school place allocation management must be informed about any change in residence - in person, by phone or e-mail.

Places will be allocated in the main procedure for the **new nursery school year from September 2021 to February 2022**.

The exact admission date during this period will be agreed between the facility management and the families. It will be based on settling-in guidelines of the nursery school and the date preferred by the parents.

Place allocation criteria for municipal day care centres:

4.1 All-day places

In municipal facilities, children with their **primary residence in Stuttgart** are admitted. Children from outside Stuttgart can only be admitted in exceptional cases.

The same criteria apply to children with **disabilities** and/or special needs.

Families in need of support should contact Ms Jutta Braungart, | Inclusion Officer, Phone 0711/216-88039 or jutta.braungart@stuttgart.de.

Places are allocated in the following age groups:

- 12 to 18-month-old children
- 18 to 33-month-old children
- 33 months to school age

Age reference date is 31.12. of the year of admission.

The preferred institution should be located in the district of residence.

Point system for the place allocation criteria.

The prerequisite for this is that the parents submit a **complete set** of the forms

- **Declaration of legal guardians**
- **Certificate of employment/parental leave/self-employment/training/study/language course**
- **A copy of the birth certificate**

The entry “living alone” will be checked at the registration office!

Point system:

Points	Status of parents
3	Living alone (single parent or one parent lives permanently outside Stuttgart) and employed, on parental leave or can provide proof of having started training
2	Both parents employed, on parental leave or can provide proof of having started training (marginal employment cannot be taken into account)
1	One parent employed or living alone and not employed (marginal employment cannot be taken into account)
0	No proof available
Additional points for:	
+1	Sibling in the day care facility
+1	Child with disability lives in the household
+1	Residence in the district of the day care facility
+1	Child is older than 4.5 years

Parents who intend to accept a job offer from the Job Centre will receive one point for employment.

The sibling plus point only applies for the day care facility where the sibling is actually cared for at the time of the favoured admission.

In the case of the same score, the older child will be accepted for the respective age range. Thus, the allocation of places is only based on the score and the child's date of birth.

The nursery places are also allocated in the same procedure if a legal claim is made.

If a free place can be offered, the parents will be informed directly in written form by the place management of the nursery school.

The registration data will be deleted if the child has been accepted by another institution, if there has been no response as to the need for a place or if the parents it so wish.

4.2 Extended opening hours

6 hours a day between 7:30 a.m. and 1:30 p.m. or 8 a.m. and 2 p.m.

Place allocation according to other allocation criteria

Places are allocated on the basis of the child's residence in the primary school catchment district of the day care facility and the age of the child. Places are allocated in the age range of 3 – 4.49 years and 4.5 years until school entry. In the respective age ranges, the oldest child will always be allocated the next free place. Younger siblings will be considered if no other child is older than 4.5 years.

5. Waiting list

In the event of a cancellation, the entitlement to a place will remain unaffected and the need for a place noted until a positive decision has been made. The child will remain on the waiting lists of the facilities selected.

No information on waiting list places will be provided, since here there are too many factors to be considered: construction measures, families moving into or leaving the area, qualified staff leaving and the lack of new staff and the loss of nursery places this causes.

Please note:

- Children who have been allocated a place in a non-municipal facility will no longer be considered when places are allocated for municipal facilities.
- Parents who have been offered a place for their child in a favoured nursery school, but refused it, will no longer be considered for a place in the current nursery school year. Therefore, please only register your need for a place in the nursery schools that come into question.
- Children whose parents do not respond to letters from the place management, will be deleted from the waiting list.

6. Acceptance

If parents accept the place offer, they will be provided by the nursery school with the admission documents to be completed in full.

It is not possible to switch to another facility.

Prior to the admission to the day care facility, every child must be medically examined according to the “Guidelines of the Ministry of Labour, Health and Social Affairs, **medical examination** pursuant to Article 4 of the Kindergarten Act”.

In addition, the parents or guardians must be medically advised pursuant to Article 34 clause 10a of the Infection Protection Act (IfSG) that the child has been fully vaccinated with regard to his/her age in accordance with the recommendations of the Permanent Vaccination Commission.

Please note: A child can only be accepted if the **admission document** is signed by **all** legal guardians, and upon presentation of a medical examination certificate and **proof of a measles vaccination!**

7. Familiarisation phase

The admission of the child begins with a staggered familiarisation phase. During the admission interview, the parent(s) will be informed by the head of the day-care centre or the contact person responsible on how this phase is structured. During the familiarisation phase, it is important for the municipal nursery schools that they agree on how long one parent should be present.

8. Termination of a place

Article 3 Termination (*extract from the Statutes of the State Capital Stuttgart on the Use of Municipal Day Care Facilities for Children dated 28 June 2018*)

(1) The legal guardians can terminate the relationship in written form with four weeks' notice to the end of the month.

(2) The institution may terminate the place with four weeks' notice to the end of a month for the following reasons:

- The child has been absent (unexcused) for at least four weeks.
- Fees and cost reimbursements have been in arrears for two months.
- Non-compliance with obligations arising from these Statutes.
- In the event of closure of the nursery school.

(3) Due to staff shortage the institution may terminate the nursery services beyond regular opening hours with four weeks' notice to the end of the month.

Children starting school in September may remain in the facility until the first day of school. The month already started in day care (September) must be paid in full.

9. Legal rights

For children under the age of 1:

There is **no** legal entitlement to care for children under the age of 1 (Article 24 (1) SGB (Social Code) VIII). If you are still looking for a nursery place for your child, please register your child with the known offices (e.g. www.stuttgart.de/kits).

For children between 1 to 3 years old:

Since 01.08.2013, children have been legally entitled to a nursery place from their first birthday (Article 24 (2) SGB VIII). The legal entitlement to a nursery place can be fulfilled either by a place in a nursery school or in day care.

The scope of care depends on the circumstances in the individual case.

For children from 3 years until the start of school:

Children from the age of 3 are legally entitled to a nursery place in a day care centre (= kindergarten scope of care) (Article 24 (3) SGB VIII). This entitlement can be supplemented by day care.

Here, there is no entitlement to an all-day nursery place.

For schoolchildren:

For children of school-age, there is no legal entitlement to after-school care pursuant to Article 24 (4) SGB VIII. If you are looking for an after-school place for your child, please register your child with the known offices (e.g. www.stuttgart.de/kits).

Please note:

- The legal entitlement is not geared towards a certain facility. There is also no entitlement to the creation of further care places in a specific facility.
- If you reject an appropriate care place offer, the City of Stuttgart will not be obliged to offer another place. However, your reservations will be kept and taken into account when places are allocated. You will be contacted as soon as a suitable offer is available. If an appropriate offer has been rejected, you will have to accept that further place offers might be further away or may not fully meet your needs. In this case, the favoured start date of childcare cannot be guaranteed.

In the case of queries regarding the **allocation of places**, please contact the place management at the nursery school.

If you have any further questions as to the legal entitlement, please contact the Youth Welfare Office by e-mail: Poststelle.51Kita.Rechtsanspruch@stuttgart.de or by post: Landeshauptstadt Stuttgart, Jugendamt, 51-00-10, Wilhelmstr. 3, 70182 Stuttgart or by phone 0711/216-55282 or 55829.

10. Declarations

On the following pages you will find the declarations to **complete your registration**.

Please note:

- The declarations must be submitted in addition to your registration with municipal nursery schools. The declarations alone are **not a registration**.
- The forms must contain the surname, first name and date of birth of the child. This is important for the allocation of the documents.
- The “Declaration of legal guardians” must be signed by **all** persons entitled to custody.
- If both legal guardians are employed (including parental leave), the **“Declaration of employer(s)”** of **all** legal guardians must be submitted.
- If you are studying, attending a language course or in vocational training, a current certificate of enrolment/training will be sufficient.

Information on the legal basis for data collection

Article 62 Data Collection SGB VIII (in connection with Article 22a SGB VIII Support in daycare centres and Article 35 SGB I (Social Secrecy)

The following declarations complete the registration of a place requirement. All data provided by you is subject to social secrecy and will only be used for the allocation of nursery school places. The provision of data is voluntary.

Your data will be processed electronically and filed as a hardcopy with the nursery school place management.



Please use block letters!

Surname of the child:

First name:

.....

Date of birth:

First/surname of the legal guardians:

.....

Address: (Street/house number/postal code)

.....

Declaration of the legal guardians

(Please tick where applicable)

I am the legal guardian and live alone with the aforementioned child (and other children) and am employed (**including parental leave**) or am in an educational programme/school/university education. The necessary verification is attached. **The status "living alone" will be checked by the registration office!**

One parent lives outside of Stuttgart. Evidence is attached.

I live alone and am not employed as mentioned above.

We, as the legal guardians of our child, are **both** employed (**including parental leave**) or are in an education programme/school/university education. The necessary verification is attached.

One of the two legal guardians in the household is employed.

We are not employed.

Sibling in the following nursery school:.....

Child with disabilities lives in the household. Child to be accepted

Another child

I have read and understood the basic principles of the allocation and confirm that the information I have provided is correct and complete. We draw your attention to your obligation to cooperate according to Articles 66 et seq. SGB I. Any changes in living conditions are to be reported.

Date and signature of the legal guardians

Date:

Please send this sheet **by post** to **51-00-26 Kitaservice | Familieninformation, Wilhelmstr. 3, 70182 Stuttgart** or by fax: 0711/216-80320 or to kita.platzmanagement@stuttgart.de with the reference "**Declarations**".



Declaration of the employer

Please use block letters!

First name and surname of the child:

Child's date of birth:

Information about the legal guardian:

Surname:

First name:
.....

Address (Street/house number/postal code):

.....

Information on the employer:

Name and address of the employer:

.....

.....

First name/surname
.....

Is employed with us for _____ hours/week.

Employed person in parental leave

.....
Date and stamp Signature of employer

Please send this sheet **by post** to **51-00-26 Kitaservice | Familieninformation, Wilhelmstr. 3, 70182 Stuttgart** or by fax: 0711/216-80320 or to kita.platzmanagement@stuttgart.de with the reference "**Declarations**".

Declaration of self-employment

Please use block letters!

First and surname of the child:

Child's date of birth:

Information on the legal guardian:

Surname:

First name:
.....

Address (Street/house number/postal code):

.....

Name and address of the company/practice/commercial business or trade:

.....

I hereby declare that I, as the applicant, am self-employed and the activity is registered with the tax authorities.

.....
Date and stamp

.....
Signature

Please send this sheet **by post** to **51-00-26 Kitaservice | Familieninformation, Wilhelmstr. 3, 70182 Stuttgart** or by fax: 0711/216-80320 or to kita.platzmanagement@stuttgart.de with the reference **“Declarations”**.

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>