

information
to the daycare online registration process
from day care center 2019/2020



Stadt Emden

Specialized service for children and families

01.08.2019

registration

From 01.03. until March 31 of the year, parents can register their child (ren) online at www.emden.kitaav.de or, if they need help, in person at the city of Emden, specialist service for children and families, will be available at Maria-Wilts-Straße 3, 26721 Emden, if the child (ren) should be given a place in for the coming day in the day-care-center (from August of one year). Up to three day-care-centers can be named.

Incorrect information leads to a loss of place in the childcare.

On the information days in the day care centers in January and February of a year, parents can obtain information from the facility management or their representative about the facility, the sponsor, the allocation and registration process and the familiarization process of the child / children.

Parents can find these dates on the website of the city of Emden, FD Children and Families and in the press.

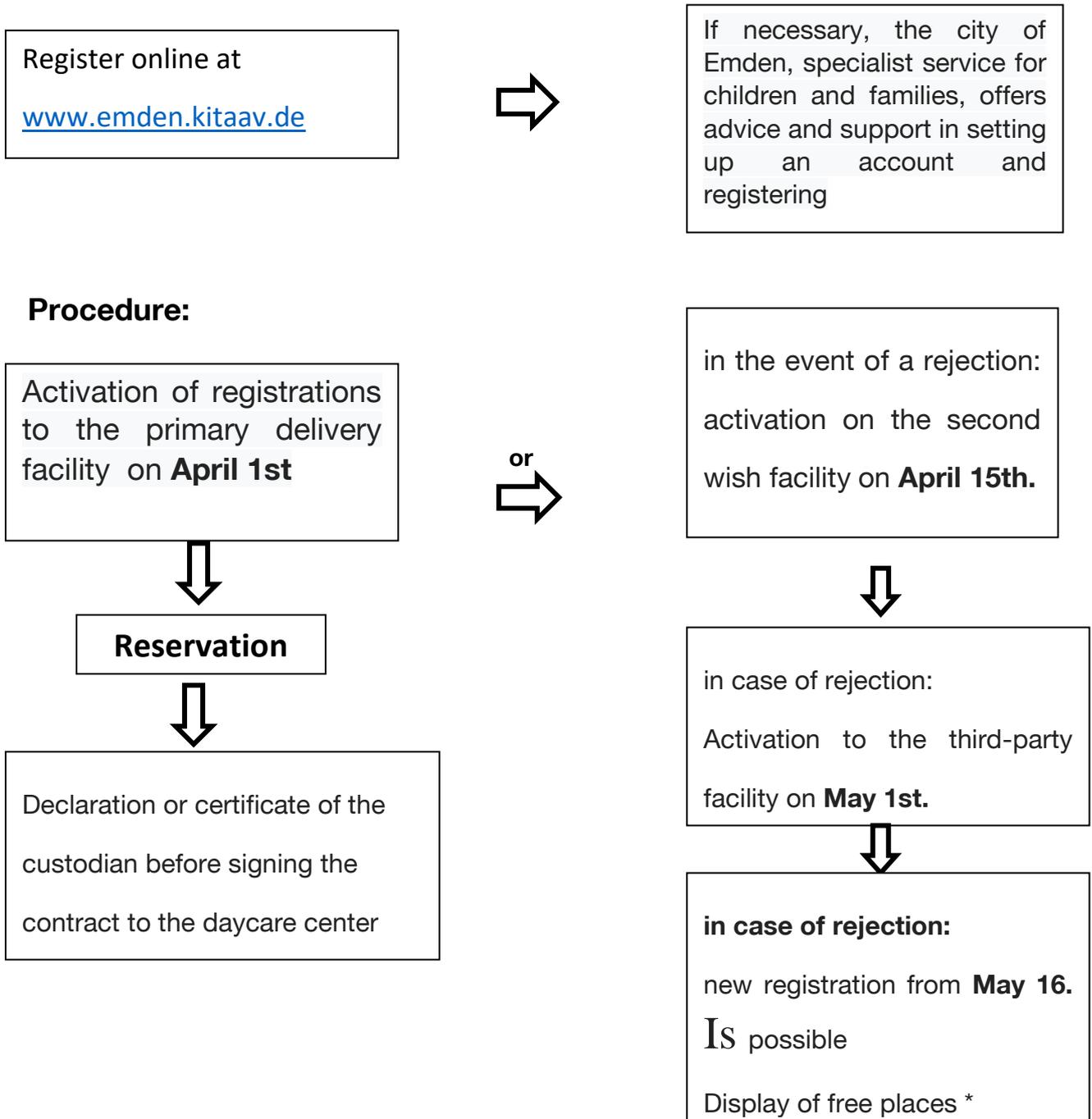
In addition, children can be registered online throughout the calendar year.

Overview of the registration and award procedure

Overview of the registration and award procedure for crèches, kindergartens and after-school places in the city of Emden:

The day care center always starts on August 1st of the year!

Registration from 01.03. - 31.03. of the year for the next day of kindergarten.



* Basically you can register during the year!

Award procedure for day care centers of the city of Emden in detail:

The admission criteria result from the Lower Saxony Daycare Act (KiTaG) and the Social Code VIII (SGB VIII) Children are only accepted in the day care centers of the city of Emden if they and their custodians have their first place of residence in Emden.

Admission criteria in detail:

1. Children whose well-being cannot be guaranteed without appropriate support.
2. Children whose custodian or single custodian are in gainful employment or want to take up gainful employment or are in vocational training, school education or university education.
3. Children in the last year before starting school.
4. Children from the district (childcare as a local offer).
5. Children who should be admitted because of a balanced group structure. *

* From a pedagogical point of view, it may be necessary to determine a different order in the respective institution. The girl / boy ratio should not be less than 1/3 of a gender.

Admission:

Places are allocated in the respective facilities by the facility management and the deputy facility management. If necessary, further educational specialists from the team can be brought in.

The guardians will be notified of the reservation of a place in an email. They must then contact the facility management within the next three days

1. Agreeing an admission interview for a precise clarification of needs
2. Submission of proof of vaccination advice / or vaccination certificate
3. Contract

A child is not admitted until the care contract has been signed by the custodian and the facility management.

The children will be from 01.08. admitted to the daycare center with a gradual familiarization phase. The facility management informs the legal guardians about the organization of the acclimatization in the admission interview. During the familiarization phase in the crèche facilities, care is taken to ensure that a parent is present for an individually agreed time.

In order to be able to allocate the seats quickly, a 14-day period is set from the reservation to the conclusion of the contract.

The principles for promoting the personal development of the child as well as advice and information for the custody are described in the respective concept of the facilities and can be viewed there.

Further regulations

It should be noted that early services are only awarded providing specific proof of need (e.g. employer certificate).

If children move out of the city of Emden during the day of the day care center, these children can continue to visit the facility in the city of Emden until the end of the day of the day care center.

Emden, 1.08.2019