

Help with registering a place (Ausfüllhilfe zur Erfassung von Vormerkungen)

Please note

All turquoise colored boxes (marked with *) have to be filled in. If they are not fully completed, you cannot register and save the document.

Date of birth (Geburtsdatum)

Children can only be registered after they are born.

You should have registered for a place in the kita by the end of February at the latest (closing date: 28. February) for a place in the next kita year. The kita year always starts on September 1st, and ends on August 31st of the next year.

Children who are born after the closing date (the end of February) and who need a place for the following kita year can not be registered in time. In this exceptional case the parents are requested to contact the kitas directly and inform them personally of their requirement and the expected date of birth. Additionally the online-registration should be made immediately after date of birth.

Address (Land, Wohnort, Straße)

If you live outside of Pforzheim, please tick the box “andere Straße”. Now you can enter the name of the street by hand without using the popup-menu. The name of the town can also now be changed.

If you are not living in Germany at the moment please tick the box “außerhalb Germany” (abroad) and fill in your present address.

Influx of new inhabitants (Zuzug)

If you are living outside Pforzheim when registering in the Kita-Vormerkliste, please include the date when you expect to move to Pforzheim.

Changing to another Kindergarten (Wechsel aus anderer Einrichtung)

If you want your child to change to another institution within Pforzheim, please tick the box at “Wechsel aus anderer Einrichtung” and choose the kindergarten which your child visits at present in the offered dropdown-list. Additionally inform us about the reason for the change (for example “moving house within Pforzheim, changing from day nursery to the kindergarten, needing longer care periods, etc.)

Requested date of admission (Aufnahme gewünscht am)

If your requested date of admission is not flexible, please fill-in a date in the box "Aufnahme gewünscht am". Otherwise - if the date of admission is flexible - you can also add the latest requested admission date in the box "spätester Aufnahmetermin".

Voluntary information concerning employment, training of the parents/custodians or concerning particular support for the child (Angaben zur Berufstätigkeit, zum Förderbedarf des Kindes und zu Geschwisterkindern sind freiwillig)

Under certain circumstances it is possible that children get preference in the assignment of places:

- in case of employment/training/jobseeking of both parents (a confirmation of the employer/school authorities/local labour office is necessary)
- in case of employment/training/jobseeking of single parents (a confirmation of the employer/school authorities/local labour office is necessary)
- if the child is in need of a particular support (a confirmation of the Jugend-und Sozialamt Pforzheim is necessary). This does not mean children with integration assistance or children with speaking problems
- if the child has a brother or sister in the same kindergarten at the same time

Types of childcare and Supervision time (Betreuungsangebot)

Please choose in the dropdown-list the type of childcare and the supervision time/week.

Following types of childcare are available:

- nursery/crèche (children up to 3 years old)
- Kindergarten (children from 3 years until they start school)

Favourite institutions (Wunscheinrichtung 1,2,3)

The selection of the type of childcare/supervision time restricts the offered institutions. For example: if you select "Krippe_30 Wochenstunden" only those institutions which can meet your wishes will be listed.

You should choose at least one favourite institution. If you wish, you can choose two more institutions. The priority of your favourite institutions will be considered if possible.

Another child of your family being in the same institution (Geschwisterkind in Einrichtung)

If one of your children at the same time visits the kita you are applying for, please set a checkmark in the box below the favourite institution. It is possible that your wish will be given a higher priority.

Documents (Dokumente)

Documents as for example “confirmations of employment” can be uploaded directly in the Kita-Vormerkliste.

Confirmation of the privacy policy (Einwilligungserklärung zum Datenschutz)

Accepting the conditions of privacy is necessary, so that the request can be processed. Please also decide whether your data stored in the Kita-Vormerkliste can be forwarded to any other institution, if there is no place available in your favourite Kindergarten.

Please don't forget to store the document! (“speichern”)!!

If you have written out your e-mail-Address, you will get a confirmation about the receipt of your pre-notification.

If you want to have a paper copy of this document, please click “Ausdruck”.

Please save your personal login-dates in order to make changes later or to make further pre-notifications for other children.

Please note: for each child only one pre-notification is possible. Duplicates will be recognized and have to be cancelled.

We hope that this description will be of assistance to you. If you have any questions, please do not hesitate to contact us: Tel. (07231) 392011.