

## **“Zentrale Kitavormerkung”: Central Preregistration for Creche and Kindergarten Placements**

How to find a Creche or Kindergarten (Preschool/ Playschool), for your child.

The Information Service for kindergartens, creches and playschools “Infodienst Kita“ will help you find child care in Baden-Baden.

In order to find a placement you must preregister your children here, at the “Zentrale Kitavormerkung“

This is called a preregistration, “Vormerkung“.

The Central Distribution of creche placements “Zentrale Kitavormerkung“ now knows that you are interested and looking for child care for your child.

This is the only way to find child care for your children, as all child care services are linked together within this system. “Zentrale Kitavormerkung“.

### **To register online “Online-Vormerkung“ take the following steps:**

Go to website [www.kita.baden-baden.de](http://www.kita.baden-baden.de).

Click on kindergarten preregistration / open form, “Kita-Platz vormerken/ Formular öffnen“.

Register.

Then you will receive an email, which you must confirm.

Continue to the start page of the “Zentralen Vormerkung“. You will be able to register with your password now.

Give your details.

Choose 1, 2, or 3 Creches that you are interested in.

Save the form.

Now the creches and Kindergartens that you have chosen can see your details.

**Please note:**

Each child can only be preregistered once.

Each child can be preregistered straight after birth.

This is the only way to apply for child care, is through the “Zentrale Kitavormerkung“.

**You will find more information to child care in Baden Baden here:**

These Broschures from the “Infodienst Kita“ have more information regarding:

- Kindergartens and creches “Kindergärten und Kindertagesstätten”
- Nurseries “Kinderkrippen“
- Childminders Kindertagespflege“
- Care for handicapped Children „Betreuung für Kinder mit Behinderung“
- After care for school children „Betreuung von Schulkindern“
- Costs of the various creches “Kitakosten”
- Financial aids “Finanzielle Hilfen”

The brochures can be found

- on our website
- at Bürgerbüro Rathaus
- at Bürgerbüro Briegelacker
- at customer service centre of the Fachbereichs Bildung und Soziales

It is also possible to view the creches.

Please arrange an appointment with the staff there.

**If you get a creche placement, how to accept:**

The creche decides if they can offer placement.

When the creche has a placement free, they will get in touch with you.

Please confirm this offer.

You will be called to register “Anmeldung“, to sort out the formalities and to sign the contract.

When the contract is signed you have the placement for your child.

If you do not get a favourable reply, the “Infodienst Kita” will continue looking for you.

Childminding “Kindertagespflege“ in private homes is also available.

### **Factors influencing the distribution of creche placements:**

Siblings have priority.

Social reasons also play a role, for example:

Nurseries and “Ganztagesplätze“ all day care will be offered first to parents who are

- single parents
- working parents
- in education
- looking for work
- have a child with special needs.

If a child has special needs, the Youth Welfare Department “Jugendamt“ decides this.

### **If you need to change your details on the preregistration list “Vormerkung”:**

You can change your details on the preregistration list “Vormerkung“ any time .

You need your password.

### **To delete your preregistration ”Vormerkung“:**

Your preregistration “Vormerkung“ is valid until you get a placement .

Then your details disappear from the preregistration /waiting list.

However your details are still recorded within the system.

You can activate the waiting list, the preregistration “Vormerkung“ again if you need to.

For example if you want to change creche.

When your child starts school we will delete your preregistration “Vormerkung“

We can delete your preregistration “Vormerkung“ sooner if you request it.

If you want it done sooner, please contact the information service “Infodienst Kita“.

## “Vormerkung“ Preregistration without internet:

It is also possible to preregister without using the internet.

To do this please visit the information service “Infodienst Kita“.

The address is listed below.

We will do our best to help you.

## If you have any questions please get in touch.

Stadt Baden-Baden  
Fachbereich Bildung und Soziales  
Kinder- und Jugendbüro  
Infodienst Kita

Stephanienstr. 16  
76530 Baden-Baden  
*Bus stops: Leopoldsplatz, Augustaplatz*

Opening hours „Öffnungszeiten“:  
Tues-Wed (Di - Mi) 9 –13 und 14 – 16 Uhr  
Thurs (Do) 9 – 13 Uhr und 14 – 17:30 Uhr



Hotline Infodienst Kita 07221/ 93 14 959  
Email: [kita@baden-baden.de](mailto:kita@baden-baden.de)  
[www.kita.baden-baden.de](http://www.kita.baden-baden.de)



**BILDUNGSREGION**  
BADEN - BADEN

### Bildnachweise Titelbild

© iStock.com/kate\_sept2004  
© Rainer Sturm / Pixelio.de  
© wikimedia