

Parental advice: nursery school and pupil day centre

How do I find a childcare place for my child?

There are crèches or day care options for infants under three, nursery schools for three-year-olds and older children, and day care centres for schoolchildren up to Primary 4.

The online *ElternPortal* [Parent Portal] provides an overview of childcare facilities:

www.meinkitaplatz-leipzig.de

You can look up the address and phone number of facilities in your district of the city.

ElternPortal
DIE PLATZ-SUCHE
IN KITAS UND TAGES-
PFLEGE DER STADT LEIPZIG

Simply ask the management about visiting the unit and whether there are places available. In *ElternPortal* you can conduct a search for free places and register your child there.

When can I register my child?

You can start registration upon receipt of the birth certificate.

When can I register my child?

Six months before envisaged start of care.

How can I register my child?

- online (assuming you have good knowledge of German, an email address and Internet access)
- in person at the *Jugendamt* [youth welfare office] (child's birth certificate & ID cards of parents)

Help is available at the youth welfare office or at an advice centre. Please check the latest updates there regularly (every four weeks).

How does registration work?

1. You must first **register** in the *ElternPortal*.
2. You then submit a **Bedarfmeldung** [notification of requirements]
3. You can choose up to five **desired options**.

You then receive a **reference number**, indicating that your notification has been filed.

What happens after I have notified *ElternPortal* of my requirements?

Your query is then transferred to the desired facilities.

The day care facilities check **around six months before your desired start of care** if there is a place for your child. They then notify you via email.

What happens if a place is available?

If there is a free place for your child, you are invited to appear at the day care centre and are given an appointment for conclusion of the contract.

You can view planned or pending contracts in the *Elternportal*, or apply later for amendments (e.g. relocation).

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What else can I do to get a place for my child?

To improve your chance of getting a place, you ought to get active yourself. Don't expect your application for one of the five desired units will automatically succeed. There are some 270 child care facilities in Leipzig!

At <https://www.meinkitaplatz-leipzig.de/app/de/einrichtung/index> you will find almost all facilities in Leipzig. We recommend you regularly consult other child care units in person or by phone to check availability of places or where to register.

A **good period** for queries is starting in February (six months before the school term begins) for places from August/September. You can, however, inquire at any time about availability of places, because there's always a chance of getting in somewhere.

There are often posts on the various **facility websites** as well, informing you of viewing appointments for parents, or providing registration forms for available places.

New facilities are being opened all the time In Leipzig. New openings are listed at: <https://www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/kindertagesstaetten/kitaneubauten/>

Ask the management directly about registering your child. The **websites** often provide details of new care facilities or of registration procedures.

Infants up to the age of three can alternatively be cared for by childminders. For advice, please consult:

Tagespflegestellenmanagement [day care placement centre]
Zschochersche Straße 48a, 04229 Leipzig
0341 123-3599, -3588, -3587, -3593, ykkj-tagespflege@leipzig.de

How much does a care place cost?

A **parental contribution** is charged for a crèche, nursery or pupil day centre or for day care. Depending on the number of care periods, you pay a [monthly parental charge](#).

A discount is available to single parents and to parents with several children attending the same nursery or day centre or being minded within a given period. There is **no further charge** for a third child and beyond this number.

All low-income parents may apply to the *Jugendamt* [Youth Welfare Centre] for a **reduction** of the parental contribution or for exemption from payment. Approved allowances are limited and may be renewed.

Lunches are not included in the parental contribution, and must frequently be paid for separately.

An allowance can be applied for at the job centre (Services for Education and Participation). Approved allowances are limited and may be renewed.

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Who can help me register?

If you need further information, assistance with the computer, or if your German is poor, the Youth Welfare Centre or a counselling centre can be of help.

For everyone

Youth & Family Office, Child Care Unit Dept.
Georg-Schumann-Str. 357 (Wahren Town Hall)
04159 Leipzig
0341 123-1232 or 0341 123-1233, ja-51.8@leipzig.de

Family Information Office

Stadthaus, Room U23, Burgplatz 1, 04109 Leipzig
Monday 9–12 am
Tuesday 9 am–6 pm
Wednesday 9–12 am
Thursday 1-4:30 pm
Friday 9-12 am

Nursery start: Building Bridges in Early Education
Wiebelstraße 4a, 04315 Leipzig
janine.merten@outlaw-ggmbh.de, 0160 2139093

"Müzel" Family Centre, Grünau

Potschkastr. 50, 04209 Leipzig
Monday 9 am-2 pm
Tuesday 9 am-1 pm and 3 am-6 pm
Wednesday 9 am-1 pm and 3-6 pm
Thursday 9-2 pm

Paunsdorf Family Centre

Wiesenstr. 20, 04329 Leipzig
Monday 8:30 am-2 pm
Tuesday 8:30 am-6:30 pm
Wednesday 8:30 am-2 pm
Thursday 8:30 am-6:30 pm

Families with migration experience

Leipzig Welcome Centre

Otto-Schill-Straße 2
04109 Leipzig
Monday 11 am-5 pm
Tuesday 11 am-5 pm
Thursday 11 am-5 pm

Initial Nursery Counselling (with language mediation)

Coordination Unit "Nursery Start",
Wiebelstraße 4a, 04315 Leipzig
Registration: janine.merten@outlaw-ggmbh.de
0160 2139093

Initial Nursery Counselling in Arabic

Wir sind Paten, Zschochersche Str. 50, 04229 Leipzig
Monday 10-12 am
Registration: kita-einstieg@wirsindpaten.de
0341-58150114

Initial Nursery Support for families from other cultural backgrounds (e.g. application for parental charge discounts, applications from the Education and Participation Package, Contract with Caterer, etc.)
Registration: janine.merten@outlaw-ggmbh.de
0160 2139093

Registration at the online *ElternPortal*

1. Registration

REGISTRIEREN SIE IHR NUTZERKONTO

E-Mail *

Kennwort *

Kennwort wiederholen *

Datenschutzerklärung * Ich habe die Datenschutzerklärung gelesen und erkläre mich damit einverstanden. Ich stimme zu, dass die angegebenen Daten gespeichert und verarbeitet werden dürfen.

[Datenschutzerklärung anzeigen](#)

[Registrieren](#)

2. Notification of requirements


Reichen Sie hier ihre Bedarfsanmeldung ein

Der Assistent führt Sie schrittweise durch die Bedarfsanmeldung.
Geben Sie Ihre Wunscheinrichtungen und Ihre Stammdaten an sowie Ihre Einwilligung zu den Datenschutzrichtlinien. Ihr Anliegen wird direkt an die jeweiligen Einrichtungen und die Stadt Leipzig gerichtet.

[> Bedarfsanmeldung einreichen](#)

3. Enter desired facility/facilities (maximum of 5)

Integrative Kindertageseinrichtung "Flughörnchen"



Kindertagesstätte (Kinderkrippe bis Kindergarten) mit Integrationsplätzen

Stahmelner Straße 28
04159 Leipzig (Wahren)

Ansprechpartner
Frau Sabrina Flieher
Tel.: 0341 35022380

[+ Hinzufügen](#)

4. Record particulars of child

- name and date of birth
- desired start of care
- number of care periods
- address
- siblings attending units yes/no
- special needs
- names of parents/guardians; single parent yes/no

Please make sure the spelling is right, because these particulars will be compared with those of the residents' registration office. Only state the reference number if you have one.

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5. Send off notification of requirements

Datenschutzerklärung * Ich habe die Datenschutzerklärung gelesen und erkläre mich damit einverstanden. Ich stimme zu, dass die angegebenen Daten gespeichert und verarbeitet werden dürfen.
[Datenschutzerklärung anzeigen](#)

Rechtliche und verfahrenstechnische Belange * Ich nehme zur Kenntnis, dass eine erfolgreiche Platzanfrage keinen rechtlichen Anspruch auf einen Betreuungsvertrag beinhaltet. Grundlage für die Vertragsgestaltung sind wahrheitsgemäße Angaben für die Anfrage, ein persönliches Betreuungsgespräch in der Einrichtung und die daraus resultierende Übereinkunft zur Betreuung des Kindes in der Einrichtung.

Anmerkung







[◀ Vorheriger Schritt](#) [▶ Bedarfsanmeldung abgeben](#)

Done!

Check or amend details later

IHR PERSÖNLICHES NUTZERKONTO [← Zurück](#)

Herzlich Willkommen in Ihrem persönlichen Nutzerkonto.

 Bedarfsanmeldung erstellen <small>Geben Sie eine verbindliche Bedarfsanmeldung ab. Ein Betreuungsplatz ist damit allerdings nicht garantiert.</small>	 Anmeldungen <small>Sehen und/oder ändern Sie die Betreuungsanfragen/Betreuungswünsche Ihrer Kinder.</small>	 Kinder in Betreuung <small>Hier werden die Betreuungsinformationen, der in Betreuung befindlichen Kinder, angezeigt. Zusätzlich können Aktionen mit der entsprechenden Einrichtung initiiert werden.</small>
 Tauschbörse <small>Tauschgesuche von anderen Eltern, Tauschanfragen von anderen Eltern, sowie meine Tauschanfragen an andere Eltern.</small>	 Mein Nutzerkonto <small>Ändern Sie hier die Zugangsdaten zu Ihrem Nutzerkonto.</small>	 Abmelden <small>Aus Ihrem Nutzerkonto abmelden.</small>