

Nursery care place checklist

1. Search for nursery care options

What?	Where/who?	Done?
I've received the birth certificate.	Leipzig Registry Office	
I have informed myself about nearby child care options and facilities.	www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/	
I regularly consult the nearby facilities (up to 30 min. away) in person or by phone.	www.meinkitaplatz-leipzig.de/ www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/kindertagesstaetten/	
I've checked the websites of facilities concerning free places, registration facilities or appointments.	Personal web search	
I've informed myself about new facilities and consulted the responsible bodies.	www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/kindertagesstaetten/kitaneubauten/	
I've consulted childminders about free places for infants up to age three and visited their day care units.	www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/kindertagespflege/	
I've found out how to get to the facilities (bus, tram, suburban railway...) and how long the trips take.	www.l.de/verkehrsbetriebe App: LeipzigMOVE	
I've sought advice from the youth welfare office or other institutions.	Youth welfare office/Childcare unit dept. Family information office, Welcome centre, Family centre of Grünau or Paunsdorf	
The paediatrician has checked if my child can attend the facility.	Paediatrician	

2. Registration in *ElternPortal* [Parent Portal]

What?	Where/who?	Done?
I've set up a user account in <i>ElternPortal</i> .	<i>ElternPortal</i> : www.meinkitaplatz-leipzig.de	
I've sent off a <i>Bedarfsanmeldung</i> [Requirement notification] (desired type of facility, details of child and parents and start of care.)		
I've received a reference number.		
I've received (email) confirmation that my requirements have been filed.		
I regularly check the status of requirement notification.		
I've received replies from my desired facilities.		
After receiving a rejection, I have added a new choice of facility.		
I've been invited to an informal visit.	Crèche, nursery, childminder, day care centre	
I've been invited to conclude a contract.		
We've signed a care contract.		

3. After conclusion of contract

What?	Where/who?	Done?
I've applied for a reduction of the parental contribution.	www.leipzig.de/jugend-familie-und-soziales/kinderbetreuung/elternbeitraege/	
I've applied for a subsidy towards the cost of midday meals.	www.jobcenter-leipzig.de/geldleistungen/bildung-und-teilhabe/	
I've informed the job centre that my child's future care has been seen to.	Employment agent or case manager	
I've bought everything my child requires in the unit.	Care unit checklist	
I've signed a contract for midday meals with the caterer.	Care unit information	
I've informed myself about facility regulations (arrival and collection, deregistration, closing times ...).	Care unit	
The acclimatisation period is scheduled/taking place.		
The acclimatisation period is over, and my child regularly attends the unit.		