

**Application for Childcare:
How to complete the application form**

Tübingen has a central application process for over 90 different child care facilities. Since the application form is in German, we would like to give you a few pointers about how to complete it:

This is how it works:

- Fill out one application form per child.
- Name up to three childcare facilities that you would prefer.
- Application deadline: six months before the requested starting date for regular place assignments.
- Decisions are sent out four months before the desired starting date. No information on the status of your application is available before then.

The application form is four pages long and can be found on the city's website as a PDF or an online form. You are asked to fill it out with the required information.

The first page is about the child you wish to register. You must provide some **personal information** like last name, first name, date of birth, sex (optional), and current home address. If you already know your future address in Tuebingen, you can also add it below the current address, but please add the **date you will move in** next to it. The next question is whether you have other children currently in a childcare facility in Tübingen. If this is the case, please tick the box "Ja" and give name, birth date, and the corresponding childcare facility. Answer the last question on the first page with "Nein" (no) – it asks if the county's youth office has issued you a priority recommendation for childcare.

On **page two (upper half)** you must provide **your own personal data**, including last name, first name, address, telephone number, mobile phone, and email. The tick-off box is only relevant if you **live alone** with your child. Next, under point 2 please fill in the information for the other parent. The last question is **when** you wish to have your child admitted. If you would also accept a later entry date, please state this in the field for additional remarks ("Feld für Kurznotizen") at the bottom of page 3. On **pages two (lower half) and three** you must indicate what **type of childcare** you are applying for. Section 1 ("Grundangebot") is for basic childcare hours (max. 35 hours per week), Section 2 ("Erweitertes Angebot") for the extended opening times (more than 35 hours per week). The facilities are listed in a separate file available here, again separated into Category I (basic) and Category II (extended opening hours) and into "Krippenkinder" (children under 3) and "Kindergartenkinder" (ages 3-6). A brief description of all childcare facilities (in German) is available here <https://www.tuebingen.de/23416.html#/1038>. A map showing the locations of all childcare facilities in Tuebingen can be found here: <https://www.tuebingen.de/stadtplan/#kitas>

Depending on whether you choose category I or II, fill out the the lower half of page 2 or the upper part of page 3 and leave the other blank. In the chosen section, list the **names** of your **three preferred facilities** and tick whether you need the service of a **pre-kindergarten** (children aged 0-3, Krippe) or the **regular kindergarten** (ages 3-6, Kindergarten). Please request extended care **only if 35 hours per week are not sufficient!** In this case you are asked to give the **percentage of**

a full-time equivalent that you work (“work” also includes university studies) and your commuting time. You may be asked to send in verification. If you have other reasons for needing extended supervision hours, list them in the space for additional remarks (“Feld für Kurznotizen”) at the bottom of page 3.

When you select your preferred facilities, consider the location of your prospective residence.

Some special notes:

- The daycare facility in Wilhelmstraße 97 is only available if at least one parent is studying at the University of Tuebingen.
- In order to apply for daycare in Fichtenweg 7, at least one parent must be a research associate at the university.
- The daycare facility of the University Medical Center (UKT) in Fronsborgstraße 21 is only open to children of UKT employees with paid work contracts. Even if this should apply to you, note that it is very difficult to get a place there.
- The blank lines for any additional remarks (“Möchten Sie uns noch etwas mitteilen: Feld für Kurznotizen”) are not compulsory. **On page 4** you must **tick both boxes** to indicate your consent to the **data privacy statements**. They basically explain why the collection, storage and processing of your data is necessary for the application and placement of your child. After the anonymization of your data it may be used for planning reasons. At the bottom of page 4, please enter the **date and sign the application**.

Vocabulary List

German

Nachname des Kindes
Vorname des Kindes
Geburtsdatum des Kindes
Geschlecht des Kindes (freiwillige Angabe)
Straße und Hausnummer
Postleitzahl und Wohnort
Einrichtung
Sorgeberechtigte/r
Telefonnummer
Mobiltelefon/Handy
Betreuungsform
Krippe
Kindergarten
Kindertagespflege
toddlers
Grundangebot
erweitertes Angebot
Umfang der Beschäftigung
Wegzeiten
Feld für Kurznotizen
Datenschutzerklärung
Anmeldung
Datum
Unterschrift Sorgeberechtigte/Sorgeberechtigter

English

last name of child
first name of child
birth date of child
sex of child (optional)
street and house number
postal code and city of residence
facility
legal guardian (parent)
telephone number
mobile phone
kind of childcare
day care for toddlers under the age of 3
day care for children between 3 and 6 years
regulated day care by private persons for
and after-school supervision for older children
basic opening hours
extended opening hours
parent’s employment as percentage of full time
transit time
area for additional remarks
data privacy statement
application
date
signature of legal guardian (parent)

This explanatory note is provided by the Welcome Center of the University of Tübingen and serves informational purposes only. Please understand that no legal responsibility can be taken for its correctness.