

Central preregistration for a daycare place in the City of Kehl

The *Education and Childcare* Department and the daycare managers will help you find a place in a daycare centre. You can reserve a place online via the "Zentrale Vormerkung" (Central Reservation) on the website of the City of Kehl.

You can find the addresses of the individual daycare centres on the website of the City of Kehl and in the brochure "KehlInfo Stadtinformationen", which is available in all local administrations and town halls.

The *Education and Childcare* Department is located in the Weinbrennerhaus on Hauptstr. 22 in 77964 Kehl.

Telephone: 07851-88 2102 E-Mail: kitaservice@stadt-kehl.de

Contact persons

Susanne Camara - Michaela Könnner - Birgit Büker

This is how the online reservation works

- Go to the website www.kehl.de under the menu Bildung, Soziales und Kultur – Kindertagesstätten (Education, Social Affairs and Culture – Daycare Centres).
- Click on "Zentrale Vormerkung" (Central Reservation).
- Register.
- You will receive an e-mail. Please confirm its receipt (Please check your spamfolder as well).
- Now click on "Zentrale Vormerkung" again.
- Log in with your password on the homepage.
- Enter the necessary information.
- Select 1, 2 or 3 daycare centres.
- Save the questionnaire.
- You will receive a confirmation by e-mail.
- The selected daycare centres now can see your data.

Please note

- Only one place can be reserved for each child.
- Each child can be preregistered starting three months before birth and two years before the start of daycare at the earliest.
- If you select three daycare centres, then all of them should also be suitable for you.
- If you only want one particular daycare centre, please select only one.
- You are welcome to take a look at the daycare facilities. Please always make an appointment in advance by phone.
- If you need help, please contact the daycare management or the *Education and Childcare* Department in the Weinbrennerhaus.

This is how the confirmation process works

- The management of the daycare centre decides on the admission of your child.
- If a daycare centre has a place for your child, they will send a confirmation to your e-mail address.

- Please confirm receipt of this confirmation.
- You will be invited for an appointment in the daycare centre to register your child.
- You sign the childcare contract.
- The place is now allocated to you.

Should you receive a rejection, please contact the *Education and Childcare* Department in the Weinbrennerhaus. We will propose a different daycare centre in the entire city area and surrounding municipalities.

Changing data in the preregistration

- You can change the data in your preregistration at any time.
- Please be sure to update the date of birth of your child after birth.
- If your address changes, you can also update this via the central preregistration.
- You will need your password to do so.

Deleting the preregistration

- Your reservation is valid until you have received a confirmation and accepted the place.
- Your data will then no longer be visible in the preregistration lists.
- However, your data remains in the system.
- This allows you to reactivate the preregistration if necessary.
- For example, if you want to change the daycare centre, require a different form of care or follow-up care at the German-French daycare centre in Strasbourg.
- Your data will be permanently deleted 180 days after the start of the contract.

Preregistration without the Internet

- You can also preregister your child without the Internet.
- The daycare management can help you with the registration. You can do the registration together. Talk to the daycare management about this and make an appointment.
- In addition, the *Education and Childcare* Department in the Weinbrennerhaus will support you during opening hours.

You still have questions? The *Education and Childcare* Department is happy to give you more information.

City of Kehl
Education and Childcare
 Weinbrennerhaus
 Hauptstr. 22
 77964 Kehl

Open to the public
 Mon - Fri: 8.30 – 12.30
 Tue: 14.00 – 16.30
 Thu: 14.00 – 18.00

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 E-mail: kitaservice@stadt-kehl.de