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**KREIS
SOEST**



 **Kommunales
Integrationszentrum
Kreis Soest**

**How can I register my child at a
daycare centre?**


A guide for parents from a migrant background


Englisch


 **Südwestfalen**
ALLES ECHT!

The most important steps for daycare centre registration

Checklist

- Requesting / delivering your daycare centre card** 

In Kreis Soest (except Warstein), you will need a daycare centre card in order to register your child in a daycare centre. When your child has had their second / third birthday (depending on your town / community's welfare office) by 1 November of the new kindergarten year, you will receive the daycare centre card by post. For younger children, you can request the daycare centre card from your local youth welfare office.
- Contacting the management at your chosen daycare centre** 

To register your child at a daycare centre, contact the management at the centre and arrange an appointment for a personal interview at the centre.
- Personal interview at your chosen daycare centre** 


At this interview, you and your child can get to know the centre. You can look at the rooms together, and will have the opportunity to ask questions.



If you are happy with the centre, fill out the daycare centre card (personal information, three centres of your choice from your local youth welfare office's catchment area, scope of care) and hand it in at the centre. Please don't forget the deadline! Your daycare centre will give you information about the deadline.


You will also be given the registration form. The centre can help you fill in the form. If required, please bring the following to the appointment with you:


 - Identification papers (for you and your child)
 - Examination record (if available)


Should you need most documents at a later date, ask the daycare centre what you should bring with you.

- Viewing other daycare centres** 

There may not be any available places in your first choice daycare centre. You can / should look around several daycare centres.
- Acceptance or refusal by your chosen daycare centre**  

You will receive an acceptance or refusal for your chosen daycare centre. If you receive a refusal, the youth welfare office will advise you about other daycare opportunities. This could be provided by another daycare centre in your local youth welfare office's catchment area, or by a childminder. If you receive an acceptance, you need to complete a care contract with a representative of the daycare centre at a later date.
- First Interview and / or Intake Interview in the daycare centre or home visit** 

The daycare centre's education specialists will talk to you about your child's development so far, their personality, sleeping and eating habits etc. (ask beforehand which documents you will need for this discussion).
- Information meetings for parents at the daycare centre** 

During this information meeting, you and other parents will be given important information.
- First daycare day** 

The first day of daycare signals the beginning of the settling-in period, where you and your child can get used to your child attending the daycare centre.

Note: If you are still not confident about your German language abilities, bring a person who can act as a translator (e.g. a relative or a friend) to your appointments, or ask the daycare centre to organise for a language professional to attend.