

## Information for parents

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## Information for Parents Regarding Place Allocation 2018

Dear parents,

A new care year begins in September 2018. Many of you wish to know as soon as possible whether you can safely count on a care place in the crèche, playschool or nursery.

In order to meet this need, the establishment of all institutions will begin in February 2018 with the allocation of places for the **crèches, playschool and nurseries**. The first letters of acceptance will be sent by Email or post on the 7th March 2018.

At this early stage, the municipal facilities and independent organizations can only allocate those places that they know will be free for the next year of care.

However, experience has shown that in the course of early summer some parents decide whether to unsubscribe from nursery school or after-school care. Therefore, the facilities will only know later if additional childcare places will be vacant and can be allocated.

That means, places could still be free in the months of April, May, June and July. All parents whose children can attain a place receive confirmation of a place without being asked.

We would like to point out that the allocation of places based on your preregistration is made directly via the respective facilities or organizations and not via the Parents Service Centre (MeKi).



We have flexible working hours.  
You can contact us by telephone  
Mo - Fr 09.00 - 12.00, as well as  
Mo, Tu and Th 14.00 - 15.00.  
Consultation hours after prior  
telephone agreement

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013 70  
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Decisive for the placement of the municipal daycare facilities and school childcare are the criteria<sup>1</sup> of the youth welfare committee, which were confirmed by the local council in July 2017.

Please submit – insofar as not yet carried out – a fully completed MeKi preregistration form to the Parents Service Centre (MeKi) **by the 15th February 2018 at the latest**. Please enclose all of the verification documents required. We can gladly enter your preregistration online via [www.mannheim.de](https://www.mannheim.de/de/bildung-staerken/vormerkungen-fuer-die-betreuung-von-kindern) (<https://www.mannheim.de/de/bildung-staerken/vormerkungen-fuer-die-betreuung-von-kindern>).

Yours sincerely

Florence Beye-Mack  
Specialist management Parents Service Centre

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<sup>1</sup> [https://www.mannheim.de/sites/default/files/2017-12/Plakat\\_vergabekriterien\\_abSept18.pdf](https://www.mannheim.de/sites/default/files/2017-12/Plakat_vergabekriterien_abSept18.pdf)