

City of Mannheim registration form for the Childcare Registration System (MeKi)



STADT MANNHEIM



Please complete the entire form using block letters. Send the completed form to:
 Stadt Mannheim, **Servicestelle Eltern, Q5, 22, 68161 Mannheim.**

Questions about registration?
 0621 293-3888

Parents

Name

First name

Street, number

Postal code, town

Telephone (optional)

E-mail (optional)

Are you a single parent?

Yes

No

> If you indicated **yes**:

I am employed.*

Yes

No

> if you indicated **no**:

Both parents are employed.*

One parent is employed.*

Neither parent is employed.*

How many hours a week are you employed?*

8-15 hrs./week:

16-27 hrs./week:

28 hrs./week or more:

(If both parents in a two-parent family are employed, please provide details of the employment with the lower number of hours.)

Please provide supporting documentation!

*Employed individuals are those who are working or who are registered as looking for work, who are in vocational training or who are at school or university, or people who are receiving services to be included into the workforce as defined in the Second Social Code [SGB]. If one of these types of employment is given, supporting documentation for both parents has to be provided. You may use our form which can be found at https://www.mannheim.de/sites/default/files/page/31447/arbeitsnachweis_meki_form.pdf.

Child

Name

First name

Street number (if different from the one above)
 code, town

Postal

Boy

Girl

Is the child already at a childcare facility and does he or she need to switch facilities?

Yes

No If yes, please indicate the name and address of the facility:

Does the child have a sibling or siblings who is/are in childcare or who is/are looking for childcare?

Yes

No If yes, please indicate the name and address of the facility:

Please turn over

Declaration of childcare requirements

Desired childcare start date:

This application is for the following type of childcare:

Nursery:

(For care of babies and young children: 0 - 3 years)

Extended hours

(Continuous opening hours of at least 6 hrs.)

Full day

(Continuous opening hours of more than 7 hrs.)

Day care:

(For care of babies and young children: 0-3 years)

5-15 hours

15-25 hours

25-35 hours

35-45 hours

45 hours or more

Kindergarten

Regular hours

Extended hours

Full day

(Care provided mornings and afternoons with a break at midday)

(Continuous opening hours of at least 6 hrs.)

(Continuous opening hours of more than 7 hrs.)

In September after the desired start date the child will be required to attend school

Yes

No

Care for schoolchild:

(From school entry to the end of primary school)

Up to 2pm

Up to 3 pm

Up to 5pm

(Not in city facilities)

Note: In certain circumstances, day care can be arranged in addition to the care offered in kindergarten or school.

Information about the childcare facilities

Names of facilities preferred:

1

Street, number

Postal code, town

2

Street, number

Postal code town

3

Street, number

Postal code, town

* Please refer to the City of Mannheim's **Kita-Finder** to learn out about the individual facilities available at: <https://www.mannheim.de>

I understand that the information I provide can only be considered if this form is completed in full and all of the required supporting documents have been provided.

I am entitled to make this application for a childcare spot. I assure that the information provided is correct and undertake to inform the childcare registration office immediately of any changes to this information. This is particularly important in the case of information for which supporting documentation is required as this is relevant to the granting of spots. I understand that the information provided here will be utilized (collected, stored, processed, and used) by the City as the central office for the purposes of planning and allocating childcare spots. I also understand that the information will be communicated to the selected facilities for the purposes of enquiring about availability and, where appropriate, completing the childcare contract. Collecting, storing, using, and transmitting this information is regulated by Sections 62, 63 in conjunction with Sections 23, 24 and 79, 80 of the German Social Code (SGB VIII) and Section 69 para. 1 of the German Social Code (SGB X) and Section 3a of the KitaG Baden-Württemberg. I hereby grant my consent for the collection, storage, use, and transmission of the information which I have voluntarily provided to the facilities which I have named here. I may withdraw my consent at any time (contact details overleaf). Any data stored will in this case be deleted. The information provided in this application will be deleted by the municipality as the central office as soon as the child is officially registered and accepted at a facility.

Place, date

Signature