

SERVICE  
CENTRE FOR  
PARENTS

**MANNHEIM<sup>2</sup>**

**Frequently asked questions (FAQ) about the  
childcare registration system (MEKI)**

## Frequently asked questions (FAQ) about the childcare registration system (MEKI)

### 1. Where can I get reliable information on the subject of childcare?

Please contact the staff of the Service Centre for Parents of the City of Mannheim by telephone or e-mail:

Q 5, 22

68161 Mannheim

Tel.: 0621 293-3888

Fax: 0621 293-473859

E-mail: 56.servicestelle.eltern@mannheim.de

### 2. What is the childcare registration system (MeKi)?

The City of Mannheim uses the childcare registration system (MeKi) to centrally collect the childcare requests of all parents in Mannheim for children in nurseries, kindergartens, daycare, after-school care and reliable primary schools. The MeKi pre-registration forms provide important information for the city to be able to realistically assess and further develop its childcare services. Therefore, it is important that all parents register their childcare wishes via the registration system (MeKi). Parents can either pre-register online via the internet OR in paper form. If the paper form is used, we recommended to send the form directly to the Service Centre for Parents. In accordance with § 3 (2)a KITAG (Daycare Act), the registration is made by the parents or a legal guardian.

### 3. Do I always have to pre-register via the childcare registration system?

Yes. Every reservation, whether for a municipal facility, a facility run by an independent or other provider or for child daycare must first be recorded via the registration system (MeKi).

Please note that you cannot register for after-school care at all-day primary schools via MeKi - please contact the Department of Education directly. You can find more information about after-school care in all-day schools here:

<https://www.mannheim.de/de/bildung-staerken/die-ersten-schuljahre/betreuungsangebote-an-schulen/randzeitenbetreuung-an-ganztagsgrundschulen>

#### 4. How do I register?

Please fill in the "Form for admission to the childcare registration system (MeKi)". You can do this online at [www.mannheim.de](http://www.mannheim.de) OR fill out the pre-registration form on paper. You can get a paper copy of the registration form as a download from [www.mannheim.de](http://www.mannheim.de) as well as from nurseries, kindergartens, the childcare service, school childcare facilities, the Service Centre for Parents (MeKi) and from Citizen Service Centres.

#### 5. For which services can I pre-register my child?

You can register your child for nursery, kindergarten, daycare, after-school care and reliable primary schools (VGS) with different childcare hours. Please note that registration for after-school care at all-day primary schools does not take place via MeKi.

#### 6. What information do I have to provide?

In addition to the desired facility/the desired childcare service and the period of childcare, we need information on the extent of your employment (the submission of corresponding proof is mandatory) and whether you are a single parent. Please also state whether a sibling is already in childcare<sup>1</sup> or whether a childcare place<sup>2</sup> is being sought for a sibling at the same time. Please also inform us if your child already attends the nursery section of a daycare centre and this child is to change to the kindergarten section of this daycare centre. Furthermore, please state if your child does not yet attend a kindergarten and will be required to attend school in the following year. This information is relevant for the allocation of places.

When indicating the desired admission date, please note that this is the earliest possible start date for settling in at the facility. Please also note that children can only be admitted to the kindergarten from the age of 3. Children under 3 years of age are cared for in nurseries or in daycare.

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<sup>1</sup>This refers to the forms of care mentioned in the allocation criteria: nursery, daycare, kindergarten, after-school care, reliable primary school and flexible afternoon care.

<sup>2</sup> This refers to the search for a place in the following forms of care mentioned in the allocation criteria: Crèche, daycare, kindergarten, after-school care, compulsory primary school and flexible afternoon care.

Please also note that if a child is already of compulsory school age on the desired admission date, you must submit a notice of deferment so that the child can still be registered for kindergarten care.

If you are not yet registered in Mannheim, you must provide proof that you have moved to Mannheim (e.g. copy of the rental or purchase agreement) so that your pre-registration can already be included in the childcare registration system. See also point 24.

Parents are obliged to immediately inform the Service Centre for Parents of any changes in the information provided. In particular, parents are obliged to inform the Service Centre of any changes in the information requiring proof, as this information is relevant for the allocation of places.

## **7. For how many facilities can I pre-register my child?**

You have the option to specify five facilities of your choice. Please indicate the names of the facilities/care services according to the ranking of your wishes. We recommend that you use the option of specifying five preferred facilities. The more preferred facilities you indicate, the higher the chances of obtaining a place soon.

You can find all facilities in the Kitafinder (Daycare Finder) of the City of Mannheim:

<https://www.mannheim.de/de/bildung-staerken/vormerkungen-fuer-die-betreuung-von-kindern>.

Please note that after-school care and reliable primary school groups located directly in the school buildings can only be used by children who are pupils at this primary school location.

You can find the primary school responsible for your child by clicking here:

<https://www.gis-mannheim.de/mannheim/index.php?service=gsfinder>

## **8. At what time should I pre-register my child?**

Parents who are looking for a place at the beginning of the next childcare year should submit their reservation together with all the necessary documents to the Service Centre for Parents (MeKi) by February 1st. (The childcare year begins in September of each year).

Pre-registrations can also be submitted throughout the year.

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<sup>3</sup>Note: According to §5 SGBVIII (German Social Code Book VIII), you have the right to choose between the offers and facilities of different providers. If you rank different municipal services or facilities in order of priority, this is considered to be an exercise of your right of choice.

As a rule, the time at which places are allocated is coordinated by the providers. Only in the case of facilities run by independent or other providers should you take the precaution of clarifying by when the reservations should be submitted.

**9. How do I know that my reservation has arrived at the Service Centre for Parents (MeKi)?**

The Service Centre for Parents (MeKi) will confirm receipt of your reservation in writing, if necessary by e-mail.

**10. Do the daycare centres receive the information that my child is registered? Or do I have to introduce myself to the daycare centres?**

Your reservations are automatically forwarded from the registration system (MeKi) to the facilities or the child daycare service. We recommend that all parents visit the facilities beforehand. This allows you to form your own opinion and decide which offer best suits your child.

In daycare, a daycare worker who is suitable for the parents and child can only be arranged if you make an appointment with the Child Daycare Service/Youth Welfare Office and Health Department. You can find more information about daycare here:

<https://www.mannheim.de/de/bildung-staerken/kindertagespflege>

Independent or other providers may require additional information beyond the pre-registration form in order to admit a child to one of their facilities. Please enquire about this in good time with the respective provider or with the head of the facility.

**11. My child is currently cared for in a nursery but will need a kindergarten place from the age of 3. Is a new registration required?**

Yes, a new pre-registration is necessary when changing from nursery to kindergarten. This also applies to the change from nursery to kindergarten within the same y ( Careycare centre).

**12. My child has not yet reached the age of 3. Can I still pre-register my child for a childcare place from the age of 3?**

Yes, this is possible. Please note, however, that a reservation is possible at the earliest 2 years before the desired admission date.

**13. My child soon be born. Can I still register it?**

In principle, yes. Please state the expected date of birth according to the maternity log. However, notification of the actual date of birth is mandatory afterwards. Please note, however, that a reservation is possible at the earliest 2 years before the desired admission date.

#### **14. Can I also change the institution via the reservation system?**

Yes, please indicate the previous institution, the new institution(s) you wish to change to and the desired change date on your reservation.

#### **15. I have several children. Is one pre-registration form sufficient for registration?**

No, a separate reservation is required for each child and each form of care. Only one child at a time can be registered for a form of care appropriate to his or her age.

#### **16. How do I get a place?**

The registration system (MeKi) electronically records all reservations received and automatically makes them available to the facilities named by the parents, the Education Department or the Child Daycare Department. Further processing then takes place in the respective facilities or in the Education Department or in the Child Daycare Department. Please note that the allocation of places is carried out directly by the provider or the respective facilities.

Please note: *The Service Centre for Parents does not allocate places.*

#### **17. Who allocates the childcare places?**

The childcare places are allocated directly by the facilities of the respective providers or by the Department of Education, which can be the municipal provider or a private, church or company provider.

*The Service Centre for Parents itself does not allocate places!*

## **18. How will I know if I have been offered a place?**

You will receive confirmation directly from the institution or from the Department of Education by e-mail or by post. The Service Centre for Parents (MeKi) does not send out the confirmations, but as a rule the facility managers do.

The child daycare service arranges a place exclusively through personal contact with you.

## **19. Is there a waiting list?**

There is no waiting list for the allocation of municipal childcare places. Instead, each pre-registration is given points according to allocation criteria set by the municipal council and thus ranked. This ranking can change dynamically as new reservations are made. Waiting times are not relevant here. However, please note the deadline for the submission of the pre-registration for the respective new childcare year (see point 8).

## **20. Which allocation criteria apply?**

Places are allocated in the municipal daycare centres and the school childcare facilities according to the uniform criteria adopted by the Youth Welfare Committee and the Municipal Council.

The following criteria for allocating places are applied if the place is not allocated to a child of an educational specialist or a daycare worker who demonstrably has no other childcare option and whose legal guardian is thus prevented from exercising a childcare activity for the Department of Daycare Facilities for Children of the City of Mannheim or for another provider of a daycare facility or for daycare in other suitable rooms (U3 segment) in Mannheim.

Priority is given to children who are identified by the social services as being at risk of harm to the child's well-being or as being in need of support. This is a legal requirement. Furthermore, priority is given to children who have not yet attended a kindergarten and who will be of compulsory school age in the following year.

In addition, children are given priority who are already attending a nursery programme in the same facility at the time of transition to kindergarten. The scope of care corresponds to the legal entitlement in accordance with § 24 (3) SGB VIII.

The other criteria take into account the occupation and the extent of employment of one or both legal guardians. Job-seekers and persons in training are considered to be employed. Single parents in employment receive a bonus points.

It is also taken into account whether a sibling is already being cared for or whether a place is being sought for a sibling at the same time. If the number of points is the same, the place is given to the child whose sibling is already being cared for in the same facility.

Last but not least, an older child has priority in the nursery and kindergarten, and a younger child in school childcare..

The wording of the allocation criteria can be found at:

<https://www.mannheim.de/de/bildung-staerken/vormerkungen-fuer-die-betreuung-von-kindern.>

## **21. Which parenting employees receive the single parent bonus?**

Single working parents receive a points bonus if they live with their child in a household and care for and bring up their child/children alone, i.e. without the help of another adult (e.g. spouse, partner). (The entry in the residents' registration file is the determining factor here).

Please note that in the so-called alternating model, neither parent is considered a single parent.

## **22. I have a right to a place in a childcare facility due to the legal entitlement. Why did my child still not get a place in the facility or form of care I wanted?**

Since 1 August 2013, children between the ages of one and three have been entitled to support in a day care facility or in daycare according to § 24 (2) SGB VIII. The extent of daily care depends on individual needs..

This legal entitlement is not based on a specific facility. There is also no entitlement to the creation of further childcare places in a specific facility. Such a demand also cannot be derived from the parents' right to choose. This right finds its limits in the existing offer. (cf. judgment OVG (Higher Administrative Court) Münster B. of 14 August 2013 -12 B 793/13).

From the age of 3, children have a legal right to childcare in a daycare centre (=KiGa) according to § 24 (3) SGB VIII. Here, too, there is no entitlement to care in a specific facility and no entitlement to a full-day place. The legal entitlement refers to a regular place with extended opening hours (VÖ). For children of school age, § 24 (4) SGB VIII only contains an objective legal obligation of the public youth welfare organisations to provide places in day care facilities according to need, but does not establish a legal entitlement for children.

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<sup>4</sup> see explanation under pt. 21

<sup>5</sup> This refers to the forms of care mentioned in the allocation criteria: nursery, daycare, kindergarten, after-school care, reliable primary school and flexible afternoon care..

<sup>6</sup> This refers to the search for a place in the following forms of care mentioned in the allocation criteria: Crèche, daycare, kindergarten, after-school care, compulsory primary school and flexible afternoon care.

<sup>7</sup> Jobseekers and persons undergoing training are treated equally to employed persons.



The Service Centre for Parents will be happy to advise you on your reservations. It is not responsible for any claims for legal entitlement. In such cases, please contact

FB 58 Jugendamt und Gesundheitsamt (Youth Welfare Office and Health Department)  
Rechtsanspruch Kita (Legal claim daycare centre)  
R1, 12  
68161 Mannheim  
58.8.RAS@mannheim.de

### **23. What happens if I do not get a place in any of the facilities I have indicated?**

Your pre-registrations will continue to be kept on the pre-registration lists at the facilities you have indicated. You will automatically receive an offer from one of these facilities if a place could be made available there for your child. You do not have to resubmit the relevant pre-registration for the same child and the same type of care. Your pre-registration will remain in the pre-registration system until your child has been offered a place.

### **24. Can I get a childcare place for my child even if I do not live in Mannheim?**

Basically no. The childcare places in Mannheim are primarily available to families living in Mannheim.

We can then forward your pre-registration to the desired facilities if your child is (already) registered in Mannheim or if you have already provided concrete proof that you will definitely be moving to Mannheim (e.g. copy of rental or purchase agreement).

### **25. I am a educational specialist and work or will work in a daycare centre or am a daycare worker in other suitable rooms and cannot exercise my profession in Mannheim without a place in a daycare centre. What can I do?**

If it can be proven that your child does not have any other care option and you are therefore prevented from working for the Department of Daycare Facilities for Children of the City of Mannheim or for another provider of a daycare facility for children or for daycare in other suitable rooms (U3 segment) in Mannheim, please contact the responsible office in the Department of Daycare Facilities for Children ([56.betreuungsplaetze-pf@mannheim.de](mailto:56.betreuungsplaetze-pf@mannheim.de)) by email. They will support you in finding a place for your child. (see point 20)

If your child is resident in Mannheim, please also fill out the "Form for Admission to the Child-care Registration System (MeKi)" in any case.

**26. How long will my personal data be stored?**

The pre-registration data will be deleted by the central office as soon as the child has been bindingly registered and admitted to a facility. However, you can request the immediate deletion of your data at any time via the Service Centre for Parents (MeKi).

**27. How is the allocation of nursery, kindergarten and after-school care places for the coming childcare year usually managed?**

Once the reservations have been received by the Parents' Service Center by the deadline of February 1 of each year, experience shows that a few weeks later, from mid-March, the first place confirmations for the coming childcare year are sent out by the respective daycare facilities.

Families who have not initially received an offer for a place from their pre-registered facilities remain registered in the pre-registration system as seeking a place. Experience has shown that more and more places become available up until the summer - and later also sporadically throughout the entire childcare year. This means that it is still possible for these families to receive an offer for a place for their child from these facilities for the current childcare year. If a place becomes available for the child in the facilities concerned, the facility will automatically contact the parents.