

Information about day-care centres

You can find more information about the individual day-care facilities in the city of Neustadt a. Rbge. in our **day-care brochure**. You can find this online on the city of Neustadt a. Rbge. website or simply by scanning the QR code below:

Please download the brochure here!



Familien Service Büro Family Service Office

An der Stadtmauer 1
31535 Neustadt a. Rbge.

Contact details

familienervicebuero@neustadt-a-rbge.de

Office hours

Tuesday 8.00 – 13.00
Thursday 13.00 – 16.00
Friday 8.00 – 12.00

Please scan for more information!



www.neustadt-a-rbge.de/kinderbetreuung



STADT NEUSTADT AM RÜGENBERGE

An der Stadtmauer 1 • 31535 Neustadt a. Rbge.
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Your route to
a childcare place
in the city of Neustadt a. Rbge.



Neustadt am Rügenberge – **gemeinsam lebenswert.**

How do I register my child for a childcare place?

Please note the following information:

- Registration takes place **exclusively** via the central online registration procedure. (parent portal)
- The registration period is between the 1st of November of the current year and the 31st of January of the following year.
- Register via the parent portal and select the desired form of day care. (nursery school, kindergarten, after-school care centre)
- Select up to three preferred facilities by selecting the asterisk.
- Choose your desired childcare and any special services.
- Enter the details of the child, the parents and, if applicable, the siblings.

IMPORTANT! Upload all the necessary documentation!

This may include:

- Employment certificates (no older than 3 months)
- Evidence of formal qualifications
- Degree
- Language/integration course
- Persons in need of care in the family household
- Certificate of sole custody (negative certificate)

- Complete registration (**click the Submit button!**)
After completion, you will no longer be able to make any changes to your registration.
- You will then receive an email confirming that your registration has been received. If you do not receive an email, please contact the Family Service Office.



When will I find out if my child has been given a place and where?

Spaces are allocated in three rounds. In these three rounds of allocation, you will receive a firm offer in writing or an interim message.

1st allocation round:	end of February
2nd allocation round:	in April
3rd allocation round:	in May

After each round of allocation, you will receive either a firm offer of a place or an interim message (**if you have specified three preferences**).

If your child was not able to be considered after the third round of allocation, your child will automatically be added to the central waiting list of the city of Neustadt a. Rbge.

All available places will then be allocated according to the central waiting list.

What are the criteria for allocating places?

Childcare places are allocated to children according to uniform criteria that take into account three areas of need:

- 1. The child's needs**
Age and support requirements
- 2. The parents' needs**
Legal guardians' employment
- 3. The family's individual needs**
Special family situations

Enrolment for nursery schools and kindergartens takes place until the end of the care provided by the respective form of day care.

Enrolment for after-school care centres must be reapplied for each childcare year by the 31/01 of the previous childcare year by submitting up-to-date proof of needs.



For more information on the allocation procedure and the individual point systems, visit:
www.neustadt-a-rbge.de/kinderbetreuung