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Applying for permission to operate a daycare center

Heruntergeladen am 10.06.2025

<https://fimpportal.de/xzufi-services/121366618/L100002>

Modul	Sachverhalt
Leistungsschlüssel	99071001001000, 99071001001000
Leistungsbezeichnung I	Applying for permission to operate a daycare center
Leistungsbezeichnung II	Applying for permission to operate a daycare center
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Nordrhein-Westfalen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Kindertagespflege (071)
Verrichtungskennung	Erteilung (001)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Anmeldepflichten (2010100), Erlaubnisse und Genehmigungen (2010400)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	19.06.2024
Fachlich freigegeben durch	Ministry of Economic Affairs, Industry, Climate Protection and Energy of the State of North Rhine-Westphalia, Berger Allee 25, 40213 Düsseldorf
Handlungsgrundlage	https://www.gesetze-im-internet.de/sgb_8/_45.html
Teaser	If you want to run a daycare center, you need a permit from the responsible authority.
Volltext	<p>Facilities in which children are looked after all day or for part of the day require a permit from the state youth welfare office to operate, which must be applied for by the respective provider of the facility.</p> <p>If you would like to operate a daycare center as an independent provider, you must meet certain requirements in order to be granted the relevant permit.</p> <p>Prerequisites include the following</p> <ul style="list-style-type: none"> • the care of the children is ensured by suitable staff • the welfare of the children in the facility is guaranteed, in particular by <ul style="list-style-type: none"> • promoting their social and linguistic integration and • adequate preventive health care and medical care. <p>It is not possible to start operating the daycare center without a valid operating permit. Failure to submit an application in good time will result in the delayed opening of the daycare facility</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> • Identification document • Statement from the youth welfare office with the corresponding place allocation • Protection concept in accordance with § 45 SGB VIII: A pedagogical concept is a prerequisite for the granting of an operating license. As a basis, it should reflect the guiding principles of the provider as well as the

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(structural) framework conditions of the facility. In addition, it describes the content and professional orientation and thus provides an opportunity and basis for further professional development.

- Violence protection concept in accordance with Section 37a SGB VIII (not required if the protection concept in accordance with Section 45 SGB VIII focuses on the special protection needs of children and young people with disabilities)
- Information on the room program (description of the spatial situation and dimensioned floor plans of the rooms, building section with usage concept, as well as a site plan of the building)
- Business plan (for private-commercial providers)
- Approval of the change of use by the responsible building inspectorate including fire protection concept

Voraussetzungen

The granting of an operating license requires that the provider guarantees the welfare of the children and young people and their care through

- structural
- personnel,
- as well as pedagogical and professional minimum standards.

Kosten

There are no costs.

Verfahrensablauf

- You submit the application including all necessary documents to the responsible authority.
- The specialist advisors from the State Youth Welfare Office advise the provider on the details of the operating license. They check the spatial, technical, economic and personnel requirements on site.
- If the requirements for granting the operating license are met, the final decision and notification is issued by the State Youth Welfare Office.

Bearbeitungsdauer

Once the application has been received by the State Youth Welfare Office, an operating license can usually be issued after a processing time of around three weeks.

Frist

None

weiterführende

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Informationen	
Hinweise	<p>The following information is available:</p> <p>It is not possible to start operating the daycare center without an operating permit. If the application is not submitted on time, the daycare center will open late.</p> <p>The staffing hours stated in the application must correspond to the minimum staffing level. This minimum staffing level must always be ensured.</p>
Rechtsbehelf	Contradiction
Kurztext	<ul style="list-style-type: none"> • Permit for the operation of a child day care facility Issuance • A permit is required to operate a child daycare facility • Responsible: State youth welfare offices
Ansprechpunkt	
Zuständige Stelle	State youth welfare offices
Formulare	
Ursprungsportal	Erlaubnis für den Betrieb einer Kindertageseinrichtung beantragen, Applying for permission to operate a daycare center