

99041004034000

# Register for a kindergarten place (three to six years) in a municipal facility

Heruntergeladen am 08.07.2025

<https://fimportal.de/xzufi-services/6000402-99041004034000/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99041004034000
Leistungsbezeichnung I	Register for a kindergarten place (three to six years) in a municipal facility
Leistungsbezeichnung II	Register for a kindergarten place (three to six years) in a municipal facility
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	

Modul	Sachverhalt
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	<ul style="list-style-type: none"> <li>• Sächsisches Gesetz zur Förderung von Kindern in Tageseinrichtungen (SächsKitaG)</li> </ul>
Teaser	<p>If you would like to have your child looked after in a kindergarten, the centre should not be too far away from your home or workplace. In larger cities, you can choose from a list of kindergartens run by all organisations, which you can obtain free of charge from the city or municipal administration.</p>
Volltext	<p>Registration for admission to a day care centre</p> <p>If you would like to have your child looked after in a kindergarten, the centre should not be too far away from your home or workplace. In larger cities, you can choose from a list of kindergartens run by all organisations, which you can obtain free of charge from the city or municipal administration.</p> <p>Contact the management of the centre you are interested in. Ask about the number of childcare places on offer and what the centre specialises in.</p> <p>Registration is generally carried out with the provider of the facility, for example with the local authority for municipal kindergartens and with the management of the respective provider association for facilities run by independent organisations.</p> <p>Note: If your child was a "crèche child" in the same facility up to their third birthday, the childcare contract continues to run after the change to the kindergarten group, even without an application.</p>
Erforderliche Unterlagen	<ul style="list-style-type: none"> <li>• Proof of medical examination</li> <li>• Proof of vaccination</li> </ul>

Modul	Sachverhalt
Voraussetzungen	<ul style="list-style-type: none"> <li>• The daycare centre provider decides on admission</li> <li>• physical and mental health</li> <li>• in some municipalities, proof that both parents are employed, are in training or that there is a special need for help in the family is required for a full-day childcare place</li> </ul>
Kosten	<ul style="list-style-type: none"> <li>• The parental contribution amounts to a maximum of 30% of the personnel and material costs (§ 15 SächsKitaG parental contributions)</li> <li>• The exact amount is determined by the municipal or city council.</li> </ul>
Verfahrensablauf	<p>Look for a suitable kindergarten.</p> <ul style="list-style-type: none"> <li>• Ask locally whether the facility is suitable for your child.</li> <li>• In larger cities, you can register your children for several kindergartens. The local authority will determine which of the centres listed still has a place available. Children whose older siblings are already being looked after there have priority in each centre.</li> <li>• Make sure that your child has proof of an age-appropriate medical examination</li> <li>• The management of the childcare centre will require a medical examination certificate and proof of full vaccination cover.</li> <li>• Prior to admission to a childcare centre, the provider concludes a childcare contract with the parents. This contains legal agreements and regulates in particular the daily duration of care.</li> </ul>
Bearbeitungsdauer	
Frist	<ul style="list-style-type: none"> <li>• Regardless of the provider: Registration usually six months before the desired start of childcare.</li> <li>• Short-term enrolment is possible if a place is available.</li> </ul>
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	