

99041004034000

Day care facilities and child day care admission

Heruntergeladen am 08.07.2025

<https://fimportal.de/xzufi-services/S1000020010000012451/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99041004034000
Leistungsbezeichnung I	Day care facilities and child day care admission
Leistungsbezeichnung II	Apply for childcare
Typisierung	3a - Bundesaufsichtsverwaltung: Regelung, Land: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Integration place</div>, <div lang="en-x-mtfrom-de">KiTa</div>, <div lang="en-x-mtfrom-de">pedagogy</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	13.01.2023
Fachlich freigegen durch	
Handlungsgrundlage	<p>§ 22 Social Code, Volume VIII (SGB VIII) www.gesetze-im-internet.de/sgeb_8/_22.html § 23 Social Code, Volume VIII (SGB VIII) www.gesetze-im-internet.de/sgeb_8/_23.html § 24 Social Code, Volume VIII (SGB VIII) www.gesetze-im-internet.de/sgeb_8/_24.html § 90 Social Code, Volume VIII (SGB VIII) www.gesetze-im-internet.de/sgeb_8/_90.html</p>
Teaser	You can register your child in a daycare center and have them looked after there temporarily.
Volltext	<p>You can register your child in a day care facility (Kita), a nursery, a kindergarten or an after-school care facility if you are temporarily unable to look after them yourself. Each child is entitled to up to 5 hours of care per day, including lunch. Under certain circumstances, you can also have your child looked after for up to 12 hours per day. A daycare voucher system is in place in Hamburg. The daycare voucher is used to determine the type and extent of care your child needs. You must apply for the daycare voucher at the responsible authority.</p>
Erforderliche Unterlagen	<p>Completed application (online or in paper form) Copy of identity documents (identity card, passport) of the applicant parent When applying for care for more than 5 hours per day or care for a child under one year of age, additionally: Completed questionnaire on financial circumstances (only if applying in paper form) Proof of income Evidence showing your daily working or course time (e.g. employment contract, employer certificate, course certificate, credible evidence for self-employed persons) if applicable: proof of need from the General Social Services (ASD)</p>
Voraussetzungen	<p>You have custody You live with your child in a shared household in Hamburg and are registered there as your main residence Your child has already completed</p>

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	<p>his or her first year Your child is not yet enrolled in school and does not attend preschool If you wish to apply for care for more than 5 hours per day, or if you wish to apply for care for a child under one year old, at least one of the following conditions must also apply: You are employed or are completing vocational training or further education You receive Hartz IV You have immigrated to Germany and are attending a German language course or an integration course There are other social or educational needs that make care necessary</p>
Kosten	<p>For application processing: No For the five-hour basic care: No For care of up to twelve hours per day: EUR 4 to EUR 204 Further information on the contribution calculation can be found under the linked links</p>
Verfahrensablauf	<p>You submit your application for a daycare voucher together with the necessary documents to the responsible authority. If you and your child are registered as having your main residence in Hamburg, you can submit the application online. If this is not the case, you must submit the application in paper form. If you would like to apply for a daycare voucher for after-school care, you must submit the application in paper form. The responsible authority will examine your application and, if necessary, request any missing documents or information from you. If all requirements are met, you will receive the daycare voucher for a specific level of care. You redeem the daycare voucher at a daycare facility.</p>
Bearbeitungsdauer	<p>Up to 10 weeks</p>
Frist	<p>Due to the processing time, it is recommended that you submit your initial or new application as early as possible, but no earlier than 6 months before the desired start of care. Care can only be approved retroactively from the time the application is received by the responsible authority. You must notify us immediately of any changes to the information you have provided. You should submit a follow-up application at least three months before the end of the approval period. An extension can be granted retroactively up to the 1st of the corresponding application month at the latest.</p>

Modul

Sachverhalt

weiterführende Informationen

<https://www.hamburg.de/kita-finden>
<https://www.hamburg.de/kita-finden>
<https://www.hamburg.de/fhh-permalink/82080>
<https://www.hamburg.de/fhh-permalink/82080>
<https://tagesmuetter-hamburg.de/>
<https://tagesmuetter-hamburg.de/>
<http://www.kindertagespflege.hamburg.de>
<http://www.kindertagespflege.hamburg.de>
<https://www.hamburg.de/service/info/11260637/>
<https://www.hamburg.de/behoerdenfinder/hamburg/11260637/>
<https://fhh1.hamburg.de/Dibis/form/pdf/AS-76.pdf>
<https://www.hamburg.de/Dibis/form/pdf/AS-76.pdf>
<https://fhh1.hamburg.de/Dibis/form/pdf/AS-81.pdf>
<https://fhh1.hamburg.de/Dibis/form/pdf/AS-81.pdf>
<https://www.hamburg.de/familie-beruf>
<https://www.hamburg.de/familie-beruf>
<https://www.hamburg.de/contentblob/3301776/data/kinderbetreuung-unternehmen.pdf>
<https://www.hamburg.de/contentblob/3301776/data/kinderbetreuung-unternehmen.pdf>
<https://www.hamburg.de/basfi/veroeffentlichungen/3301740/kinderbetreuung-ratgeber-unternehmen-vorwort-inhalt.html>
<https://www.hamburg.de/basfi/veroeffentlichungen/3301740/kinderbetreuung-ratgeber-unternehmen-vorwort-inhalt.html>
<https://www.hamburg.de/antraege>
<https://www.hamburg.de/antraege>
<https://fhh1.hamburg.de/Dibis/form/pdf/AS-75-barrierefrei.pdf>
<https://fhh1.hamburg.de/Dibis/form/pdf/AS-75-barrierefrei.pdf>
<https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/AFM-KitaG>
<https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/AFM-KitaG>

Hinweise

Care is usually approved for a maximum of one year. If your child is already in care, the approval period is about to end and you want to continue to use the care, you must submit a follow-up application. If there are any changes to the data you provided in your application within the approval period, such as

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	Changing daycare Change of care times Termination of care Change in family size Family move Income changes then you must inform the responsible authority.
Rechtsbehelf	Contradiction
Kurztext	Apply for childcare Day care, nursery, kindergarten, after-school care Each child is entitled to up to 5 hours of care per day in the daycare center, including lunch, and under certain circumstances up to 12 hours per day A daycare voucher system applies in Hamburg The daycare voucher determines the type and extent of your child's care needs Daycare voucher must be requested in advance
Ansprechpunkt	If you want to find out exactly who is responsible for your request, please follow the link to Authority finder Hamburg
Zuständige Stelle	District Office Wandsbek
Formulare	
Ursprungsportal	Behördenfinder Hamburg, Authority finder Hamburg (Currently this link is only available in german)