

Application for Childcare: This is how to complete the application form

Tübingen has a central application process for over 40 different child care facilities. Since the application form is in German, we offer you a bit of advice on how to complete it:

THIS IS HOW IT WORKS:

- fill out the application form
- name three preferences per child
- application deadline: at the latest 6 months before desired entrance
- decisions are published in the beginning of May, no earlier information possible

The above mentioned application form consists of seven pages and can be found on the website www.tuebingen.de as PDF. You are asked to fill it out with the required information and send it to the **Central Registration Office for Childcare** (Zentrale Anmeldung für Kinderbetreuung, ZAK, Fruchtschranne 5, 72070 Tübingen).

The first page is about the child you wish to register. You must give some **personal information** like name, date of birth, sex (optional), and address. The next question is whether there already are siblings in a childcare facility of Tübingen. If this is the case, please give name, birth date, and corresponding institution.

On **page two** you have to give **your data**, including name, address, telephone number, mobile phone, and e-mail. The tick-off box is only important for you if you **live alone** with your child. In the lower half, please fill in the information for the other parent. The last question is **when** you wish to have your child admitted.

The **next pages** require your decision about the **type of childcare** you would like to choose. There are two choices: either the basic (max. 35 hours per week) or the extended version (more than 35 hours per week). The facilities are divided in two categories: category I featuring the basic offer, category II representing the extended one. You can find the lists on pages 5-7.

Depending on whether you choose category I or II, either fill out the upper or the lower half of the page and leave the other blank. Give the name of your **three favoured facilities** and tick whether you need the service of a **pre-kindergarten** (children aged 0-3, *Krippe*) or the **regular kindergarten** (children aged 3-6).

Please remember to only request extended care if 35 hours per week are **not sufficient!** In this case you are asked to give the **percentage** you work in your job plus the transit time to get there. You might be asked to send in verification for this. If there are reasons other than your job for your need of extended supervision, list them in the lines for notes below on page 4.

Choosing the facilities you favor, do consider your prospective residence and keep in mind:

- application for the nursery school in the Wilhelmstraße 97 is only possible if one parent is studying,
- in order to apply for the nursery school in the Fichtenweg 7 one parent has to be a research associate at the university and
- the nursery school of the university is only for children of people working there. Though this most likely is the case for you, note that it is difficult to get a place there.

After the blank space for your personal indications comes the **data privacy statement**. It basically explains why the elicitation, storage and processing of your data is necessary for the application and placement of your child. After the anonymization of your data it may be used for planning reasons.

Vocabulary List

German	English
Nachname des Kindes	last name of child
Vorname des Kindes	first name of child
Geburtsdatum des Kindes	birth date of child
Geschlecht des Kindes (freiwillige Angabe)	sex of child (optional)
Straße und Hausnummer	street and house number
Postleitzahl und Wohnort	postal code and city of residence
Einrichtung	facility
Sorgeberechtigte/r	legal guardian (parent)
Telefonnummer	telephone number
Mobiltelefon/Handy	mobile phone
Betreuungsform	kind of childcare
Krippe	pre-kindergarten
Grundangebot	basic offer
erweitertes Angebot	extended offer
Umfang der Beschäftigung	amount of occupation
Wegzeiten	transit time
Feld für Kurznotizen	area for notes
Datenschutzerklärung	data privacy statement
Anmeldung	application