



Universität Tübingen · Wilhelmstraße 19 · 72074 Tübingen

Application for Childcare: How to complete the application form

Tuebingen has a central application process for over 90 different childcare facilities. Since the application form is in German, we would like to give you a few explanatory remarks about how to complete it:

THIS IS HOW IT WORKS:

- Fill out one application form per child.
- Name up to three childcare facilities that you would prefer.
- Application deadline: At least six months before the requested starting date for regular place assignments, the earlier you apply the more likely you can receive a placement for your child on time.
- The placement of your child will be sent out four months before the requested starting date. There will be no information available on the status of your application from the time you apply until four months prior to the starting date of your child's placement.

The application form is five pages long and can be found on the city's website [as a PDF](#) or an online document. Please fill in the required information.

Explanatory notes to fill in the application:

Page 1: Is about the child you would like to register. You must provide some **personal information** last name (Nachname des Kindes), first name (Vorname des Kindes), date of birth (Geburtstag des Kindes), sex - optional (Geschlecht des Kindes), and street and number (Straße und Hausnummer) as well as postal code and city of residence (Postleitzahl und Wohnort): either your current home address or your host institute's address if the mail in your home country is unreliable. If you already know your future address in Tuebingen, you can also add it below the current address, but please add the **date you will move in**. The next question covers whether you have other children who currently attend a childcare facility in Tuebingen. If this is the case, please tick the box "Ja" and give name, date of birth and the corresponding childcare facility. Answer the last question on the first page with "Nein" (no) – it indicates if the county's social services have issued a priority recommendation for your child.

Page 2: In the upper half (Namen und Adressen der/des Sorgeberechtigten) you must provide **your own personal data**, including last name (Nachname), first name (Vorname), Street and number (Straße und Hausnummer) as well as your postal code and city of residence (Postleitzahl und Wohnort), telephone number (Telefonnummer tagsüber), mobile phone (Mobiltelefon/Handy), and email (E-Mail-Adresse). The tick-off box is only relevant if you **live alone** with your child/ren. Point 2 asks for your partner's personal information. The last question is about the date (day/month/year) **when** you wish your child to start with childcare. If you would also accept a later entry date, please state this in the field for additional remarks ("Feld für Kurznotizen") at the bottom of page 3.

Pages 2 (lower half) and page 3: You must indicate what **type of childcare** facility you are applying for. Section 1 ("Grundangebot") is for basic childcare hours (max. 35 hours per week), Section 2 ("Erweitertes Angebot") for the extended opening times (more than 35 hours per week). The facilities are listed in a separate file, which you can find [here](#), the facilities are separated into Category I (basic) and Category II (extended opening hours) and into "Krippen" (childcare facilities for children under the age of 3) and "Kindertagespflege" (ages 3-6). A brief description of all childcare facilities (in German) is available [here](#). A map showing the locations of all childcare facilities in Tuebingen can be found [here](#).

Depending on whether you choose category I or II, fill out the lower half of page 2 or the upper part of page 3 and leave the other part blank. In the chosen section, list the **names of three facilities** you prefer and check

the box whether you need the service of a **pre-kindergarten** (children aged 0-3, *Krippe*) or the **kindergarten** (ages 3-6, *Kindergarten*) or “Kindertagespflege” (ages 3-6).

Page 3: “Erweitertes Angebot” - Please request extended childcare **only if 35 hours per week are not sufficient!** In this case you are asked to give the **percentage of a full-time equivalent** (in Germany about 40 hours per week) that you work (“work” also includes university studies) and your commuting time. You may be asked to send in verification. If you have other reasons for needing extended supervision hours, list them in the space for additional remarks (“Feld für Kurznotizen”) at the bottom of page 3.

When you select your preferred facilities, consider the location of your prospective residence. Some additional notes:

- In order to apply for childcare at Casa JUNior, at least one parent must be a directly affiliated with Tuebingen University.
- The daycare facility in Wilhelmstraße 97 is only available if at least one parent is studying at Tuebingen University.
- The daycare facility of the University Medical Center (UKT) in Frondsbergstraße 21 is only open to children of UKT employees with paid work contracts. Even if this should apply to you, note that it is very difficult to get a spot for your child there.
- The blank lines for any additional remarks (“*Möchten Sie uns noch etwas mitteilen: Feld für Kurznotizen*”) are not compulsory.

Pages 4 and 5: These pages contain information regarding **data privacy**, explaining why the collection, storage and processing of your data is necessary for the application and placement of your child/ren. After the anonymization of your data, it may be used for planning reasons only.

Page 5: Please **check the box** to indicate your consent to the ZAK forwarding your information to other childcare facilities in case there are no free spots in the facilities you chose. At the bottom of page 5, please enter the **date and sign the application**.

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	day care for children under the age of 3
Kindergarten	day care for children between 3 and 6 years

Kindertagespflege	regulated day care by private persons for toddlers and after-school supervision for older children
Grundangebot	basic opening hours (up to 35 hours per week)
erweitertes Angebot	extended opening hours
Umfang der Beschäftigung	parent's employment as percentage of full time
Wegzeiten	commuting time
Feld für Kurznotizen	area for additional remarks
Datenschutzerklärung	data privacy statement
Anmeldung	application
Datum	date
Unterschrift Sorgeberechtigte/Sorgeberechtigter	signature of legal guardian (parent)