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Englisch

MY CHILD IS STARTING KITA (DAY CARE)

Childcare guide for parents

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Dear Parents,

When a child starts at kindergarten, you and your child will have a lot of new experiences. As parents you probably have many questions concerning this new developmental phase:

- When is it time for kindergarten?
- How do I find the right child day care or KiTa?
- How does the settling in process work?
- What does my child need at the KiTa?

In order to help you prepare for the new phase of your life as best as possible, we provide you with all the important information about kindergarten time in this brochure. It offers you support and serves as a source of orientation as to what your child can expect from the day care, and what support he or she can receive. If you have any questions, please do not hesitate to contact our colleagues.

I sincerely hope you and your offspring enjoy your time in this phase of life, and wish you all the best.

Your District Administrator

A handwritten signature in black ink, appearing to read 'Andreas Coenen', written over a white background.

Dr Andreas Coenen

Childcare in Germany

Childcare options for children up to 6 years

Child day care: Mostly, children **under the age of three** are cared for in small groups by qualified persons, so-called childminders. This enables the provision of individual support. Often, the care takes place in the childminder's home or in a large day care centre.

Nursery/kindergarten (KiTa for short): As a rule, children between **two and six years** of age are cared for and supported in a KiTa. KiTas have a mandate to provide education, training and care. This means that the child's social, emotional, physical and mental development is promoted comprehensively and individually.

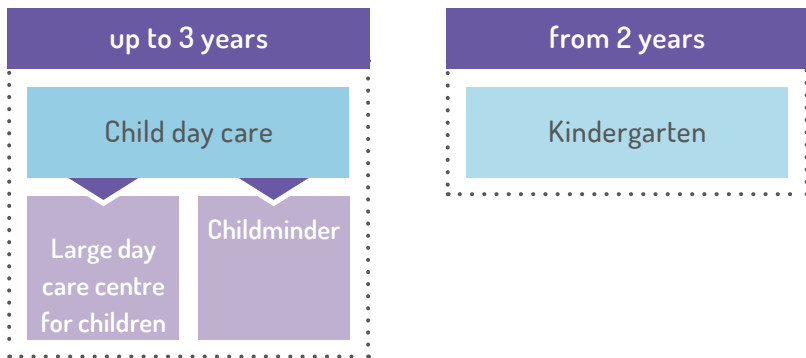


Figure 1: Simplified presentation of childcare options in Germany



MANDATORY VACCINATION – MEASLES VACCINATION!

All children who are looked after either in kindergartens, in day care or by a childminder need a vaccination certificate.



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What is child day care?

- Child day care is a professional care and education service.
- Child day care can be provided at the following locations: in the household of the childminder, in a network as a large day care centre, or in individual cases, in the parents' household.

Child day care is:

- particularly suited for children between the ages of 1-3 years
- informal care involving a permanent caregiver
- a small group of children comprising up to five children
- flexible care hours: from 15 hours to 45 hours
- individually geared to children's needs
- integrated, everyday education and support and qualified childminders.

What is a childminder?

- As a rule, a childminder looks after up to five children in their own household or specially rented facilities.
- With a childminder, children can play and learn.
They are well-looked-after while their parents do other important things.
- Childminders have attended courses to qualify for this role, to look after children. They have a permit from the Jugendamt (Youth Welfare Office), the federal office responsible for children and are regularly reviewed and subject to checks.
The premises are also subject to strict checks.

Who is entitled to child day care?

- According to §24 SGB VIII, there is a legal entitlement to childcare after the child reaches the end of its first year of life.
- To assert this claim, 6 months prior to childcare a notice of need (Bedarfsanzeige) must be submitted to the Jugendamt.
- The placement in child day care takes place through a specialist consultation. To do this, use the registration portal “Kita-Online” of the respective city or municipality in the district of Viersen.
- In Germany, all children have the right to education, upbringing and care, and may attend a childminders or a nursery/kindergarten (KiTa) even if their parents do not go to work.

Find a childcare place

Possibility 1

- Get in touch with the Jugendamt (Youth Welfare Office) responsible for you. This is the Jugendamt of the municipality where you are staying at the moment. You can find the contact details of the respective Youth Welfare Offices in the district of Viersen on the Internet.

Possibility 2

- Find out about childcare places in your local area and register your need via the Internet portal KITA-ONLINE in the district of Viersen.

Possibility 3

- Contact a childminder personally. You can search for a suitable childminder who offers day care locally. If you have found a childminder, you can ask them directly for a childcare place. The childminder will then tell you whether they can accept your child, and what documents and information they require.

What does day care cost?

- To use the services of a child day care centre, you pay a cost contribution to the Jugendamt (Youth Welfare Office). The amount of the cost contribution depends on the amount of your gross income and the number of agreed care hours.



Information on childminders in your area can be found on the website: www.familienwegweiser-kreisviersen.de.

What is everyday life like in day care?

- In the morning, parents bring their children to the childminder's premises. Then, the children usually have breakfast together. Afterwards, the childminders play and sing with the children. This encourages the children in the development of their language skills, it stimulates them to learn and then they follow up with play outside. The children learn important things in the process, such as the road traffic rules, and observe nature and the environment. When playing inside, they develop their skills.
- They eat in the childminder's premises and have a nap. The childminder also changes the nappies. He or she will also made sure that the children are cared for in a healthy and safe way.



Figure 1: Simplified presentation of childcare options in Germany



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What is a day care centre (KiTa)?

- In a KiTa, children between the ages of two and six are supervised and supported.
- All children – from their third birthday until they start school – have the right to a place in a KiTa.
- The childcare year usually starts in August.

Childcare options for children up to 6 years

- The KiTa is a safe place. Your child will find friends there.
- Your child learns German and is well-prepared for school.
- While your child is being cared for, you as parents have time, for example, to learn, to go to work or take care of your household.
- In a KiTa you get to know other parents and children. Everyone is welcome. If you have any requests or concerns, please speak to the educators about this.

Finding a KiTa place

Possibility 1

- In the district of Viersen, you can register your childcare needs via the KiTa-Online portals of the Jugendämter (Youth Welfare Offices). Always select the Kita-Online portal of your place of residence. The contact details of the respective Youth Welfare Offices in the district of Viersen can be found in this brochure on page 24.

Possibility 2

- Contact a KiTa directly. You can search for a suitable KiTa in your place of residence. Once you have found a KiTa, you can enquire directly regarding a childcare place.
- If a KiTa offers you a free place, the registration procedure starts. For this, you will have an admission interview with the KiTa. If you then decide that your child will go to this KiTa, you sign a contract with the KiTa.

How much does childcare cost in a KiTa?

- The costs for the KiTa and food can vary. The amount of the parental contribution depends on the amount of your gross income and the number of agreed hours of care. If your child turns four by 30 September of any given year, you no longer have to pay contributions until you start school. The lunch fee varies – please ask the KiTa for details.

What time does the KiTa open, and what time does it close?

- The childcare hours depend on the respective KiTa and the space available. There are day care places with a weekly quota of: 25 hours of care, 35 hours of care or 45 hours of care.



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Starting KiTa – settling in

- The period of the first few days and weeks when your child starts KiTa is referred to as settling in. Settling in is exciting and new. For both the parents and the child. The KiTa helps you with this.
- Your child should settle in well at the KiTa. Initially together with you. And then just the child.
- You stay with your child at the KiTa for the initial period. Initially, your child will stay for a shorter period at the KiTa. You agree the times with the educators every day. Thus you and your child get to know the new environment well. And you build trust in the educators.
- The process of settling in to the KiTa can take several weeks.



SOME MORE KEY INFORMATION FOR YOU:

- You should always be reachable by phone.
- Tears are quite normal. The educators will comfort your child.
- You provide the KiTa with important information about your child, e.g. allergies, chronic diseases or other special needs.

The day-to-day life at the KiTa



Figure 1: Simplified presentation of childcare options in Germany

What does my child need for day care (KiTa)?

Example checklist

- ✓ Backpack / Bag
- ✓ Lunch box
- ✓ Drinking bottle
- ✓ Indoor shoes
- ✓ Clothing according to season: Sun hat, swimwear, Hat, scarf, gloves
- ✓ Rainwear: Trousers for playing in the mud, rain jacket, rubber boots
- ✓ Change of clothes
- ✓ Nappies and wet wipes as needed
- ✓ A photo of your child
- ✓ Name sticker

Tips for a nice and stress-free time at the KiTa

- Prepare as much as you can the night before, this makes it easier for the following day.
- Be on time at the KiTa, then you will have enough time to say goodbye.
- If you're running late, then call the KiTa!
- Keep to the pick-up times, your child is looking forward to seeing you!
- Be reliable when it comes to all arrangements.
- Ask if you don't understand something.
- Be friendly and honest with the professionals and willing to speak to them – this will ensure a successful collaboration.

Information to parents – Parents' events

- Many facilities use letters to parents, notices/flyers and info events or a KiTa app as ways of keeping parents informed about the latest news in the KiTa. Walk attentively through your child's KiTa and look at the noticeboard and in your child's pigeon-hole at regular intervals, so you usually can't miss anything.
- At parents' events, information is usually provided on pedagogical work, any changes in the team or to procedures in the daily routine.
- Take this opportunity to ask questions and also get to know the other parents.

Multilingual parent-child groups

Griffbereit

Familien entdecken gemeinsam
Spiel und Sprache



- Family education programme for parents and their children between 0 and 3 years.
- Promoting multilingualism through child-centred activities.

Rucksack KiTa

Alltagsintegrierte Sprach- und Familienbildung



- Family education programme for parents and their children between 4 and 6 years, who attend a KiTa.
- Parallel promotion of the family language and the language used in a child's surroundings.



For more information, contact the
Kommunales Integrationszentrum des Kreises Viersen
by phone: 02162 39-1961
or by email: felicia.bot-jurca@kreis-viersen.de

Early help “Frühe Hilfen” – Support and counselling for families with children up to 3 years of age

Most **parents are thrilled** to have had a child. A child **can bring** so much joy. But a child **also changes so much**. Parents then have to learn **many new things**. And many things **are so different** from before.

Early help includes:

- **Counselling**

Counselling can be done over the phone or in person.

- **Mediation**

Parents get help with the mediation. For example, a family midwife, a family health nurse or through the paediatrician's office.

- **Accompaniment**

Accompaniment means: someone takes care of the family. For example, a family midwife comes to your home.

Early help provides assistance:

- In pregnancy.
- When mothers and fathers have to care for babies
- To mothers and fathers with young children up to the age of 3.



- All early help services are free of charge:

Familienwegweiser Kreis Viersen:

www.kreis-viersen.de/themen/soziales/auf-familienwegweiser

- The offers are **voluntary**.
- You can always decide: whether you want to accept an offer or not.

Contact details – Early Help (Frühe Hilfen)

Frühe Hilfen Stadt Kempen

Familienbüro + Koordinierungsstelle Frühe Hilfen “iM DiALOG”

- Sandra Müller
Phone: 02152 9173037
Email: sandra.mueller@kempen.de

Frühe Hilfen im Kreis Viersen

Kreis Viersen – Amt für Schulen, Jugend und Familie:

Brüggen, Grefrath, Niederkrüchten, Schwalmtal. Tönisvorst

- Nina Becker
Phone: 02162 39-1869
Email: nina.becker@kreis-viersen.de

Frühe Hilfen Stadt Nettetal

Familienbüro Koordination Frühe Hilfen + Fachberatung Kindertagespflege

- Inga Hinz
Phone: 02153 898-5303
Email: inga.hinz@nettetal.de

Frühe Hilfen Stadt Viersen

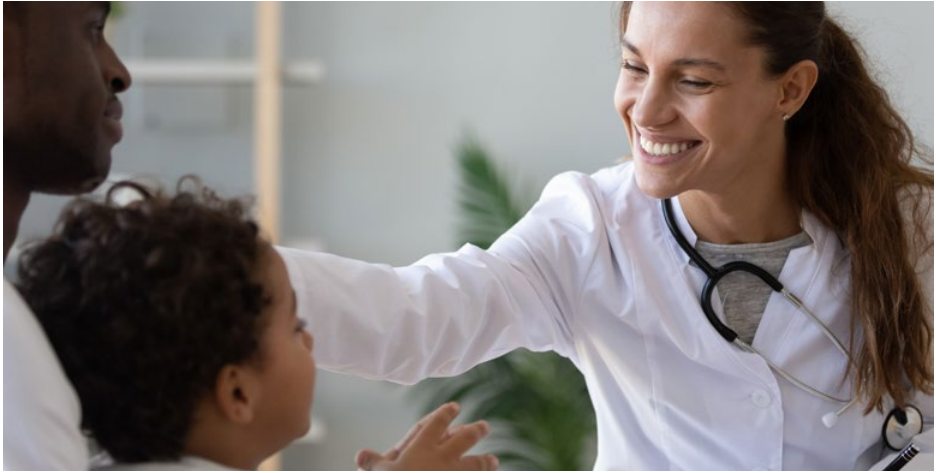
Netzwerkkoordination KONKRET – Begleitung für Familien und junge Mütter

- Nicole Henneböhl
Phone: 02162 101-768
Email: nicole.henneboehl@viersen.de

Frühe Chancen Stadt Willich

Koordination Netzwerk Frühe Chancen Willich

- Melanie Genz
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Email: m.genz@caritas-viersen.de



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Early detection screenings – A chance for every child

- Early detection screening makes it possible to:
Identify health disorders in your child or abnormalities in development and treat these at an early stage, and your child – if required – can be supported effectively.
- You need to bring the yellow child examination booklet, the health insurance card (“Gesundheitskarte”) for your child and their vaccination card with you to every appointment.
- You arrange the individual examination appointments with the medical practice you choose for your child.
- To be on the safe side, you should, therefore, always make the appointments at the doctor’s office early and never miss an early detection screening.

- Through the internet portal KITA-ONLINE, parents can register their need for a childcare place both in a KiTa and or with a childminder.
- A notification of need via KITA-ONLINE does not replace the need for a visit in person by the parents to the desired KiTa, or with the desired childminder. Childcare places are only awarded by the KiTas and childminders if personal contact, e.g. in the form of a personal conversation, a tour of the facility or by visiting the “Open Day” has taken place. Please note that the notification of need via KITA-ONLINE does not guarantee a place at the childcare facility of your choice.
- In the portal, all childcare facilities in the respective city or municipality are listed. To use the portal, you must register and create a user account.

For questions about KITA-ONLINE, please contact:

Brüggen, Grefrath, Niederkrüchten, Schwalmatal and Tönisvorst

- Inga Dockhorn
Phone: 02162 39-1677
Email: kita-online@kreis-viersen.de

Stadt Kempen

- Katharina Terhoeven Christina Klingenberg
Phone: 02152 917-3064 02152 917-3062
Email: kitaonline@kempen.de

Stadt Nettetal

- Inga Hinz Stefan Reinders
Phone: 02153 898-5103 02153 898-5103
Email: inga.hinz@nettetal.de and stefan.reinders@nettetal.de

Stadt Viersen

- Email: kitaonline@viersen.de

Stadt Willich

- Kinga Lukasik
Phone: 02154 949-646
Email: kinga.lukasik@stadt-willich.de

Federal Programme “Kita-Einstieg: Brücken bauen in frühe Bildung”



The programme promotes low-threshold services for families with a refugee background, or those experiencing special difficulties regarding access, which prepare and support a child's entry into child day care.

Koordination Kreis Viersen

Amt für Schulen, Jugend und Familie:

Brüggen, Grefrath, Niederkrüchten, Schwalmatal, Tönisvorst

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Literature

Below, you will find literature that has been referred to in this guide.

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Das Team Frühe Bildung, Betreuung und Erziehung (FBBE), Stabstelle Presse Paritätische Hamburg (2017). Herzlich Willkommen in unserer Kita, Berlin: Der Paritätische Gesamtverband

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