

## Registration for a childcare place via TPF-ONLINE

If you would like to register your child for day care, please enter the desired scope and start date of childcare and enter your details. The privacy policy must also be agreed to.



In order to finalise the request, you will then receive a confirmation email including an activation link, which you must confirm within 72 hours.

In the respective towns and municipalities, there are local childminders (base managers) who can provide you with information about child day care and the childminders working in your area. You can find the support centres for the individual towns and cities, along with their telephone numbers, on the Viersen district website at [www.kreis-viersen.de/kindertagesbetreuung](http://www.kreis-viersen.de/kindertagesbetreuung).

You are welcome to contact the childminders in your town, arrange appointments and decide which childminder you wish to look after your child.

If you have found a childminder, you can enter this in your notification of need under remarks or inform your assigned counsellor by email. If you have registered your child with Kita-Online under TPF, you will receive application documents and an appointment for a personal interview from your counsellor.

**Further information can be found in the online portal "Guter Start Kreis Viersen" at:** [guterstart.kreis-viersen.de](http://guterstart.kreis-viersen.de)

## Contact us

The day care team of the district of Viersen will be happy to advise you - please call the telephone number:

**02162 39-1677**

or by e-mail to:

[kita-online@kreis-viersen.de](mailto:kita-online@kreis-viersen.de)

You can also find answers to the most frequently asked questions in the FAQ section on the Kita-Online homepage.



For translations please scan the QR code.



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# KITA-ONLINE

**The portal for registration  
in child day care centres  
or child day care**

## The portal

### What is KITA-ONLINE?

You can use the KITA-ONLINE portal to register your child for a place in a day care centre or with childminding services in the municipalities of Brüggen, Grefrath, Niederkrüchten, Schwalmtal and Tönisvorst.

### What do I need for this?

You need internet access, either via PC, smart-phone or tablet. If you do not have internet access or have communication problems, please contact your preferred day care centres directly or the day care team (see Contact).

### How does the portal work?

Go to the KITA-ONLINE portal via the website of your local authority or the district of Viersen.




Bedarfsmeldung für einen Kinderbetreuungsplatz



In the portal, you have the option of choosing between registering your need for a childcare place in a daycare centre or with childminding services.

Both registration methods are described below.

## Registration for a childcare place in a day-care centre via KITA-ONLINE

Use the area search  to select the day care centres that are suitable for you. You can find more information on the individual day care centres in the details. You can specify **up to three facilities in the order of your preference** together with the **desired start date and scope of childcare** (35 or 45 hours per week). You then enter your data and agree to the data protection declaration, after which you will receive a confirmation email with an activation link that you must confirm within 72 hours.




### What is the deadline for registering my requirements?

For the respective daycare year - childcare place starting on 1 August - you must have registered your requirements in KITA-ONLINE by 14 November of the previous year. You can change your requirements up to this time. You cannot change any entries in the KITA-ONLINE portal from 15 November to 14 January before the start of the childcare year. From 15 January, you can log in to the portal again to see whether you have received a day care place confirmation.

### When will I be informed?

The management of the day care centre for which you have been accepted will then contact you. For those children who have not been promised a place in a day care centre by then, further placement steps in the day care centres will follow in the period up to the end of March. If you still have not received a confirmation by the beginning of April, the district youth welfare office will contact you.

### How do I change my entries?

All changes to your personal data, including changes to your preferred day care centre, are possible after your initial registration. When you register for the first time, you will receive the access data for your parent login. In the portal, click on the  icon to log in. Within 48 hours of receiving your access data, enter the e-mail address you used to register and your temporary password here. You will be asked to create a new, permanent password. Once this has been done you will be able to view and change all your login details, register other children and track the status of their registrations.

### Important:

**It is still necessary to introduce yourself in person at your preferred facilities!**

Therefore, please make an appointment with the management to get to know them. The day care centres themselves allocate places based on their respective admission criteria. The notification of need is no guarantee of a childcare place in the desired centre.