

# Online reservation for day care centers in Schwetzingen

Since July 1, 2017, all daycare centers in Schwetzingen have a common central daycare center **reservation system** where you can register your child for a place in a daycare center.

## How does the online reservation work?

1. Before registering, please inform yourself about the wide range of services offered on the Schwetzingen website and during a visit to the facilities to learn more about the pedagogical concepts and the forms of care.
2. Once you have made a preselection, please make your reservation. You will find the registration link on the homepage [www.schwetzingen.de](http://www.schwetzingen.de) (under Education & Science / Childcare 0-6 years). After registering, you will enter the preregistration system with your access data.
3. Enter the requested data and select at least one, maximum three desired facilities.
4. Indicate whether you would like your preregistration to be forwarded to all daycare centers with free places if there are no places available at the daycare center of your choice. The central office will then discuss alternative care options with you.
5. **Save the questionnaire. Only then is your reservation registered.**
6. After the respective **deadline** (30.06/31.12), the preregistrations are processed by the daycare centers. If an admission is possible, you will receive an automated notification by mail via the central reservation procedure. You must confirm this within 2 weeks at the facility. **However, this does not constitute a binding confirmation of a place.**
7. After your confirmation, please arrange an appointment with the facility management immediately. **After that, the binding commitment takes place.**

Your preregistration remains valid until your child has been admitted to a facility.

## Important deadlines:

- All parents whose admission request is in the period of the **current kindergarten** year or in **the first kindergarten semester 2023/24**, please make their reservations **immediately**.

- **cut-off dates for subsequent kindergarten years:**

**Second kindergarten semester 2024/25 (from 01.03.25 to 31.08.2025): 30.06.2024**

**First kindergarten semester 2025/26 (from 01.09.25 to 28.02.2026): 31.12.2024**

**Second kindergarten semester 2025/26 (from 01.03.26 to 31.08.2026): 30.06.2025**

All children who have been registered in the online procedure by the respective deadlines will be considered for the allocation of places.  
Parents who have **missed the deadline** due to moving or other reasons can register their children online at any time and then participate in the move-up procedure.

- In order to assert the legal claim, the Kita reservation must be made at least **6 months before** a desired admission, if possible.
- Certificates must be uploaded **immediately** with the preregistration (immediately after the move-in date in the case of move-ins).
- Commitments about the possibility of admission of the Kitas must be confirmed **within 2 weeks**.
- The **final space commitments** will then be made approximately 3 months after the respective cut-off dates of 30.6. and 31.12.

## Please note:

- The reservation is possible at the **earliest from the day of the child's birth**.
- Reservations can be made no **earlier than 1 ½ years prior to the desired admission date**.
- Pre-registrations are only possible if the child as well as the legal guardian(s) **reside in Schwetzingen** or if a move to Schwetzingen takes place before the admission date (\*proof required in case of move).
- Pre-registrations for **children from outside** the school are only possible if they wish to be cared for exclusively within the framework of Waldorf education (in this case, please select **only Waldorf Kindergarten** in the desired facility). Note: Places for out-of-town children in the Waldorf Kindergarten are limited.
- Each child can only **be preregistered once**. Duplicates are recognized and deleted by the system. **Exception: If the child is in a facility in which there is or will be no place from the age of 3, you must make a new preregistration 1.5 years before the child reaches the age of 3.**
- **Siblings** must be preregistered individually ("enter additional preregistration").
- Parents' employment and employment level are the deciding factors in the allocation of **full-day places** (\*Proof must be uploaded immediately with the reservation).
- Reservations can be made **online** via the City of Schwetzingen's website or in person at the **Generations Office** if assistance is needed.

**Places** are allocated by the facilities according to jointly defined criteria.

### Other criteria for space allocation:

If there are more registrations than available places, the following factors are decisive for the allocation of places:

- ✓ **Single parent** in training, employed or registered as a job seeker (proof required\*).
- ✓ **Both parents** in education, employed or registered as job seekers (proof required\*).
- ✓ **Siblings** at the facility.
- ✓ **Age of the child:**  
Daycare: younger before older children  
Kindergarten: older before younger children

(\*Proof must be uploaded immediately with the reservation). Forms are available on the homepage [www.schwetzingen.de](http://www.schwetzingen.de) or directly at the Generations Office.

### **You do not have the possibility to use the Internet?**

Please contact the Generations Office. Our staff will be happy to take your reservation for you and can advise you on questions regarding childcare.

### **Contact details:**

Stadt Schwetzingen  
Amt für Familien, Senioren & Kultur, Sport  
Generationenbüro  
Schlossplatz 4  
68723 Schwetzingen

### **Opening hours:**

Monday, Tuesday + Thursday: 8:00 - 12:00 and  
Thursday: 14:00 - 18:00

Phone: 06202 / 87-491

eMail: [kita-vormerkung@schwetzingen.de](mailto:kita-vormerkung@schwetzingen.de)

Home: [www.schwetzingen.de](http://www.schwetzingen.de)

# Central Kita reservation



Stadt  
**Schwetzingen**