

How to apply for a childcare place in Leipzig

If you come to Leipzig for a long period and bring your young children with you, then you may need to find them a place in a kindergarten. If you are still a student or pursuing a doctorate, please consult the [Studentenwerk Leipzig](#); its website details the [social counselling](#) services it offers. If you are no longer a student, find out whether your research institution has a family advice service, or alternatively follow the steps below:

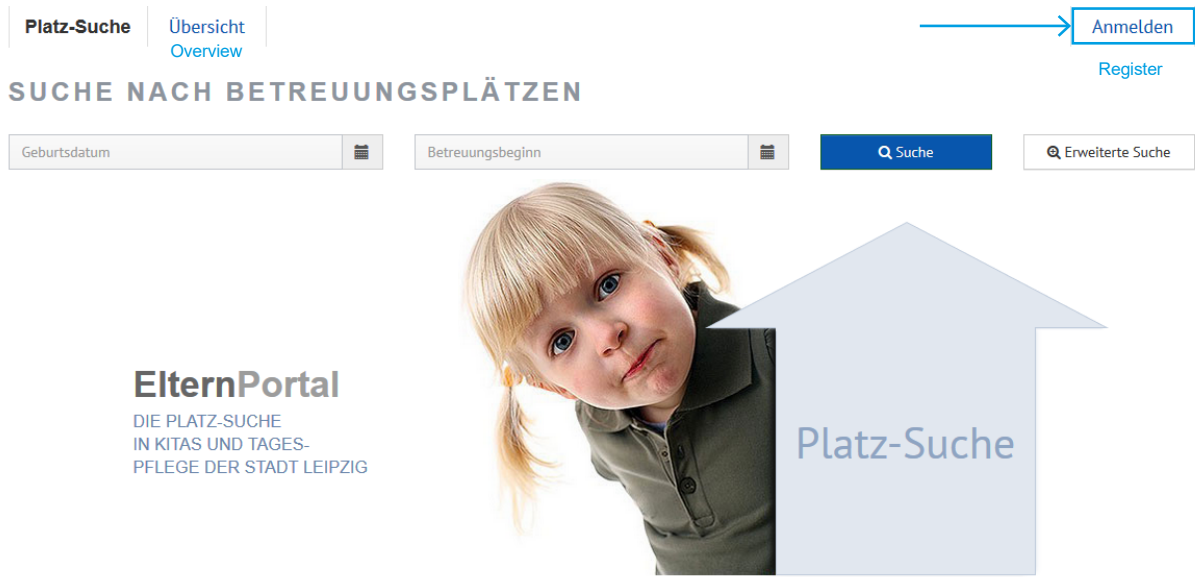
1. In Leipzig, people can search for kindergarten places using a website run by the city. If you would like to start searching for a place in a kindergarten before coming to Leipzig and registering here, please complete the ["Ticket application for access authorisation to apply for a day-care place"](#) and send it together with a copy of a valid identity document (identity card or passport) to the address indicated on the application form. You will then be sent login information for the [childcare website](#) (www.meinkitaplatz-leipzig.de) by post from the city of Leipzig to your home address.
2. If you start your search after arriving in Leipzig, you will first of all need to register yourself and your children as residents here. You can do this at one of the [Resident Services Offices](#) (*Bürgerbüros*). It will then take **about two weeks** for notice of your registration to arrive at the [Youth, Family and Community Office](#) (*Amt für Jugend, Familie und Bildung*). **Please wait for about two weeks before proceeding with step three.**
3. As a parent, you register your need for a kindergarten place online via the [childcare website](#) (www.meinkitaplatz-leipzig.de). The following pages contain instructions using this website.
4. On the childcare website, you can look for childcare places as well as create a *Bedarfsanmeldung* (registration of requirement) for a day-care place at the earliest six months before the desired start of the childcare. After submitting your *Bedarfsanmeldung*, a reference number will be issued for your child. You will only be able to conclude a childcare contract later on if you have this number.
5. If you do not find a place online or you still need help, please consult the [Youth, Family and Community Office](#) once you have arrived and registered in Leipzig.

Please note that it is more difficult to apply for a kindergarten place in the middle of the school year than at the beginning, which is generally in August. The server will show you available places at both kindergartens and crèches for children from one to six years of age as well as places with childminders for children from one to three years. Childminders look after a maximum of five children and are not as flexible as day-care centres in terms of opening hours and holiday closing times. Often, however, places at kindergartens are difficult to find once the school year has started.

Hint: To ensure that your child settles in well at the daycare center, it is common practice in most daycare facilities in Germany to plan a 4-week "settling-in period" (in the presence of a parent). This can be individually shorter or longer and depends mainly on the needs of your child. **Please plan in advance to take leave during this period, if necessary. As a rule, the settling-in period will take between 2 and 4 weeks (with decreasing presence times of the parent), until your child is fully integrated into the daycare centre's routines.**

How to use the childcare website ↗ www.meinkitaplatz-leipzig.de

First of all, click on *Anmelden* to register with the website. (We have inserted English translations of the most important words in blue text in the following screenshots.)



Click on *Registrieren* (“Register”) in order to create a user account:

IHR PERSÖNLICHES NUTZERKONTO

Enter your email address and create a password (you need to enter this twice), check the box to confirm that you have read and accept the privacy policy, and click on *Registrieren* (“Register”):

REGISTRIEREN SIE IHR NUTZERKONTO

You then receive a confirmation email containing a link. You need to click on this link in order to complete the registration process. Afterwards, you can log in at www.meinkitaplatz-leipzig.de with your email address and password.

This will take you to the main page:

The screenshot shows the user account interface. At the top left, there is a navigation bar with 'Platz-Suche' (highlighted with a blue arrow) and 'Übersicht'. Below this is the heading 'IHR PERSÖNLICHES NUTZERKONTO' and 'YOUR PERSONAL USER ACCOUNT'. A 'Zurück' button is in the top right. The main content area is titled 'Herzlich Willkommen in Ihrem persönlichen Nutzerkonto.' and contains six cards: 'Bedarfsanmeldung erstellen' (with a 'Create registration of requirement' link), 'Anmeldungen' (with a 'Registration' link), 'Kinder in Betreuung' (with a 'Children in childcare' link), 'Mein Nutzerkonto' (with a 'My user account' link), and 'Abmelden' (with a 'Log out' link). Each card includes an icon and a brief description of the function.

To search for kindergartens, click on *Platz-Suche* (“Search for a place”) at the top left. This will redirect you to the page *Suche nach Betreuungsplätzen* (“Search for childcare places”).

SUCHE NACH BETREUUNGSPLÄTZEN

The screenshot shows the search interface. At the top, there are input fields for 'Geburtsdatum' (Date of birth) and 'Betreuungsbeginn' (Start of child care), followed by a blue 'Suche' button and an 'Erweiterte Suche' button. Below the search bar is a large image of a young girl with a blue arrow pointing to the text 'Platz-Suche'. To the left of the image is the 'ElternPortal' logo and the text 'DIE PLATZ-SUCHE IN KITAS UND TAGESPFLEGE DER STADT LEIPZIG'.

Enter your child's date of birth and the date from which you would like a childcare place, and then click on *Suche* (“Search”). You will then be shown the results of your search.

To refine your search, you can enter additional filter criteria on the left-hand side:

The screenshot shows a sidebar titled 'Filterkriterien' with a list of filter options. Each option has a dropdown arrow and a description. The options are: 'Träger' (Responsible organization), 'Einrichtung' (Institution), 'Einrichtungstyp' (Type of institution), 'Konfession' (Denomination), 'Stadtteil' (District), 'Integration' (Integration), 'Umkreissuche' (Proximity search), and 'Tägliche Öffnungszeiten' (Daily opening hours). A 'Filter zurücksetzen' button is at the bottom.

All institutions that have a childcare place available during your selected time period will be displayed on the right-hand side. Please note that many providers only accept requests by telephone. You can find their contact details in the list.

On the next page, you will find instructions on how to create a *Bedarfsanmeldung* (registration of requirement).

How to create a *Bedarfsanmeldung* at www.meinkitaplatz-leipzig.de

If you go to the main page and click on *Bedarfsanmeldung erstellen* (“Create registration of requirement”), you can choose five institutions (depending on the search criteria) in order to create what's called a *Bedarfsanmeldung* (a registration of your requirement for a day-care place). The selected institutions are arranged in order of preference, and the order can be changed at any time.

IHRE BEDARFSANMELDUNG - AUSWAHL VON WUNSCH-EINRICHTUNGEN < Zurück

REGISTRATION OF REQUIREMENTS INSTITUTIONS OF YOUR CHOICE

Einrichtungen Institutions Evangelische Kindertagesstätte Mosai... 5 von 5	Stammdaten Basic data Keine -	Zusammenfassung Summary	Abschluss Completion
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▶▶ Nächster Schritt
Next step

In the next step, you need to fill in your basic information. When entering the child's information, make sure that you spell everything correctly, as this information will be compared with the resident register for security reasons. If your child has already been registered, please enter the relevant reference number in the form. Otherwise, leave this field blank.

— **Kind**
Child

Referenznummer Reference number

Vorname * First name

Nachname * Surname

Straße * Street

Hausnummer * House number

Postleitzahl * Postcode

Ort * City

Geburtsdatum * Date of birth

Geschlecht * Gender

Genehmigte Frühförderung bzw. Eingliederungshilfe gem. SGB XII Approved early intervention or integration assistance according to SGB XII

Gilt bei bestehender oder drohender körperlicher, geistiger oder seelischer Behinderung. Applies to existing or likely physical, mental or psychological disability.

Betreuungsinformationen
Childcare information

Betreuungsbeginn * Start of childcare

Betreuungsende End of childcare

Tägliche Betreuungsdauer Daily childcare time

Geschwisterkinder in Betreuung
Childcare of siblings

+ 1. Geschwisterkind hinzufügen

1. Sorgeberechtigter

Daten vom Kind übernehmen

Verhältnis zum Kind *
Relationship to the child
Keine Angabe

Anrede
Address
Keine Angabe

Vorname *
First name

Nachname *
Surname

Straße *
Street

Hausnummer *
House number

Postleitzahl *
Postcode

Ort *
City

Land *
Country
Deutschland

Telefon
Phone number

E-Mail
Email address

Alleinerziehend
Single parent

+ 2. Sorgeberechtigten hinzufügen
Add a second person entitled to custody

The next step provides an overview of the data you have entered. After agreeing to the following two points, you can complete your registration of childcare needs.

Datenschutzerklärung *
Privacy policy
 Ich habe die Datenschutzerklärung gelesen und erkläre mich damit einverstanden. Ich stimme zu, dass die angegebenen Daten gespeichert und verarbeitet werden dürfen.
I have read and agree to the privacy policy. I agree to the storage and processing of data I provide.
[Datenschutzerklärung anzeigen](#)

Rechtliche und verfahrenstechnische Belange *
Legal and procedural issues
 Ich nehme zur Kenntnis, dass eine erfolgreiche Platzanfrage keinen rechtlichen Anspruch auf einen Betreuungsvertrag beinhaltet. Grundlage für die Vertragsgestaltung sind wahrheitsgemäße Angaben für die Anfrage, ein persönliches Betreuungsgespräch in der Einrichtung und die daraus resultierende Übereinkunft zur Betreuung des Kindes in der Einrichtung.

Anmerkung
Note
I acknowledge that a successful request for a place does not legally entitle me to a care contract with a particular institution. Contracts are drawn up on the basis of truthful information in the request, a personal interview in the institution, and the resulting agreement to care for the child in the institution.

Once you have submitted your child's application to the city of Leipzig, you will receive a reference number for that child. You will need this reference number to be able to conclude a childcare contract. Please check with your chosen childcare institutions whether they will contact you via the childcare website or via email, or whether you should in fact contact them yourself. The procedure varies at the different childcare facilities. You can find their contact information in the list of childcare institutions on the website.

In addition to looking for childcare places at www.meinkitaplatz-leipzig.de, you can also introduce yourself in person at your preferred institution; this way you can find out more about it and enquire about vacant places. You may also want to consider contacting the providers of day-care centres which have not yet opened, as these may already be accepting applications. You can also approach childminders to enquire about free places. [↗Here](#) you can find more information about childcare in Leipzig.

Personal advice from the [↗Youth and Family Office](#)

The Youth and Family Office offers advice on your personal situation and support with finding a place.
Office hours (by appointment only):

Mon and Fri: 9 to 12 am (by appointment only)
Thu: 9 to 12 am and 1-4 pm

Tue: 9 to 12 am and 1-6 pm

Amt für Jugend and Familie

Kindertageseinrichtungen

Naumburger Straße 26
04299 Leipzig

(To get there by tram, take tram 3 to "Markranstädter Straße" or 14 to "Bahnhof Plagwitz".)

Telephone consultation hours:

Mon and Wed: 9 to 12 am and 1 to 3 pm
Thur: 9 to 12 am and 1 to 4 pm

Tue: 9 to 12 am and 1 to 6 pm
Fri: 9 to 12 am

Phone: 0341 123-4390

E-Mail: ja-51.6@leipzig.de

Support in the [↗Family Information Office](#)

If you do not have sufficient internet access, the Family Information Office can help you. The employees there can also help you to complete the form for the *Bedarfsanmeldung*.

Familieninfobüro

Stadthaus

Burgplatz 1

04109 Leipzig Phone: 0341 123 2598 E-Mail: fib@leipzig.de

Legal notice and disclaimer

This flyer has been compiled as part of the joint project [↗"Willkommen in Leipzig/Welcome to Leipzig"](#).

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