



Hansestadt **Lüneburg**

Are there fixed start dates?

Your child can be admitted to a daycare center any time if there are spots available. Most of the spots are assigned at the start of the new „Kindergarten year“ in August, though, as this is the time most spots become available due to the children leaving the daycare and starting to visit school.

What are the criteria for the allocation of daycare spots?

The permission rules at the different daycare centers vary. Managements of daycare centers decide about the priority of a registration considering various criteria, e.g. waiting time, parental employment status, child age, whether one parent is a single parent, a sibling already visits the daycare center and more. The individual statutes of the according public or private institutions running a daycare center contain details about the criteria taken into consideration for offering a daycare spot.

My child attends the nursery group of a daycare center. Will it “automatically” transfer into the kindergarten group?

No. Please talk to the head of the daycare center. If there are not enough kindergarten spots available in the facility, you may have to register for another one in the „Kita-Portal“.

We are here for you:

Familienbüro der Hansestadt Lüneburg

Apothekenstrasse 17, 21335 Lüneburg
familienbuero@stadt.lueneburg.de
Telephone: 04131/309-4431 and 309-4429
Office hours: Monday to Wednesday 9 am to 12 pm,
Thursday 1 pm to 4 pm

Project Kita-Einstieg der Hansestadt Lüneburg

Klosterhof, 21335 Lüneburg
Telephone: 04131 309-3509

► Assistance in German:
Phone 0151 176 622 54

► Assistance in Turkish and German:
Phone 0151 205 361 34

► Assistance in Arabic, Kurdish and German:
Friday 2-3 pm: Tel. 0151 205 454 91

► Monthly appointments for daycare registration at the
AWO Familienzentrum Lotte Lemke,
Carl-Friedrich-Goerdeler-Str. 50, 21337 Lüneburg
with Arabic language mediator

► Monthly appointments for day care
center registration in the
**Quartiersladen Am Weißen
Turm**, Bögelstraße 6, 21339
Lüneburg with an Arabic language
mediator

All current dates at
www.hansestadtlueneburg.de
► Gesellschaft, Soziales und Bildung
► Soziales ► Kita-Einstieg
or by phone 04131 309 3509

Do you need a
language mediator in a
other language? Please
call us on:
04131 309 3509.

Februar 2022

Information for Parents Registration to daycare center

Englisch



Gefördert vom:



Bundesministerium
für Familie, Senioren, Frauen
und Jugend

„Kita-Einstieg: Brücken bauen in frühe Bildung“ ist ein Programm des Bundesministerium für Familie, Senioren, Frauen und Jugend (BMFSFJ).



Dear Parents,

would you like to register your child for a spot at a day nursery or a kindergarten? You can do so using a special daycare online service platform of the Hansestadt Lüneburg called "Kita-Portal".

To use the „Kita-Portal“, you need

- a computer/ a tablet or a Smartphone with internet access and
- an e-mail address.

Can't use the internet?

Optionally, you can register your child or children at the **Familienbüro** of the Hansestadt Lüneburg. Further information and contact details are listed below.

Do you need support in another language?

The team of the "Kita-Einstieg" project is there to help you: in addition to multilingual telephone consultation, registration consultation takes place monthly in the „AWO Familienzentrum Lotte Lemke“ in Kaltenmoor and in the „Quartiersladen“ Am Weißen Turm. During the registration hours, an Arabic speaking translator is on site. Consultations in other languages are available upon request. More information is listed below.

How does the „Kita-Portal“ work?

- Go to the „Kita-Portal“ at www.hansestadtlueneburg.de/kita-portal.
- Generate an user account to register the child or children you need a daycare spot for.
- In the portal you will find all day care centers in Lüneburg along with a short profile. According to you personal criteria, you can select up to five daycare centers of your choice and, if necessary, also assign a priority order.
- Enter all required data and send your request.

What's next?

The selected daycare centers process the registrations and reply by e-mail. If you have registered your child or children in the Familienbüro or during consultation hours in Kaltenmoor or Am Weißen Turm, you will receive a letter by mail. If you are offered a daycare spot, you have two weeks to accept it. If you do not accept the offered spot, you will be removed from the waiting list and have no care for your child unless you successfully renew your application for another spot.

What if you get cancellations from all selected daycare centers?

- With the rejections you have been removed from the waiting list. You have to renew your application for the daycare center of your choice.
- It is advised to extend the selection to other daycare centers.

No daycare spot in sight?

If you have been waiting for a daycare spot for a long time and lack perspective of finding one, you can contact the Familienbüro or the „Kita Einstieg“ team. The Familienbüro consults you regarding daycare provided by childminders, the „Kita-Einstieg“ team on playgroups or other special offers for families.

Do I have to live in Lüneburg to register for a day care center in Lüneburg?

Basically yes. Daycare spots in the Hansestadt Lüneburg are reserved for families living in the city area. If you do not live in Lüneburg yet but you are about to move to the city, please mention this during the registration process along with your moving date. Some employers have reserved spots for their employees in certain daycare centers ("Belegplätze") that can be provided regardless of the place of residence. Please ask your employer about „Belegplätze“.

What is the earliest date to register my child prior to the start of daycare?

Regarding a day nursery spot (for children from 0 to 3 years), you can register your child immediately after birth. Regarding a kindergarten spot, the earliest date to register is 18 months before the desired daycare start date.

