State Capital Magdeburg
Department for Social Affairs
Youth and Health



guidance | support | information

Guide – Kita

Information about your Kita (daycare center / early childhood care facility) place in Magdeburg

ottostadt magdeburg

Foreword

Dear parents and families,

attending a Kita supports your child in learning, playing and making new friends. Along this path of development, the state capital wishes to accompany Magdeburg's youngest residents. The "Guide – Kita" provides information on this subject and shows the variety of childcare options available in our city.

Here you will find:
- information on registration,
- tips for starting at the Kita,
- information on possible costs, and
- contact persons for applications and support.

We wish you as a family a good start and your child much joy at the Kita.

Simone Borris
Lord Mayor of the State Capital
of Magdeburg

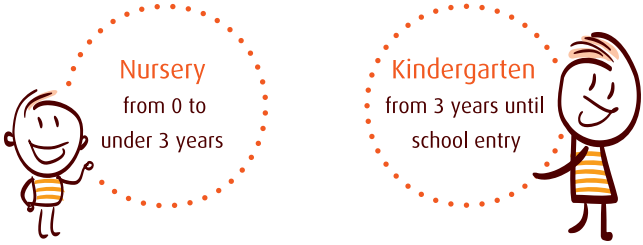
Dr. Ingo Gottschalk
Head of the Department for Social Affairs,
Youth and Health

For questions and support,
the Kindertagesbetreuung (day care)
team will be glad to assist you:
www.magdeburg.de/Kinderbetreuung

What is a childcare facility?

Every child is entitled to attend a childcare facility. A Kita is a place where children are cared for, supported, and guided. They play there and spend the day together with other children.

"Kita" is a collective term for:



Family daycare is an alternative form of childcare for children from 0 years until school entry. Care is provided in small, family-like groups by a childminder.

Why should my child attend a Kita?

- Your child is cared for, supported, and prepared for school
- Children receive language support and learn German
- Children build social contacts and play with friends
- Kita promotes equal opportunities
- Kita strengthens families and children

Attendance at a Kita is voluntary. The earlier your child attends a Kita, the more time they have to learn the German language and all the important skills needed for school.

How do I get a Kita place?



Clarifying questions

- When should my child start attending a Kita?
  Start looking about 1 year in advance.
- Which childcare hours suit us?
  You can usually choose between 5 and 10 hours per day.
- What is important for us as parents?
  Location, opening hours, and educational focus (e.g. physical activity).

Parents do not always get a place in the Kita they prefer. Sometimes they need to plan for walking or using public transport. The city offers good transport connections.

Get Informed Early

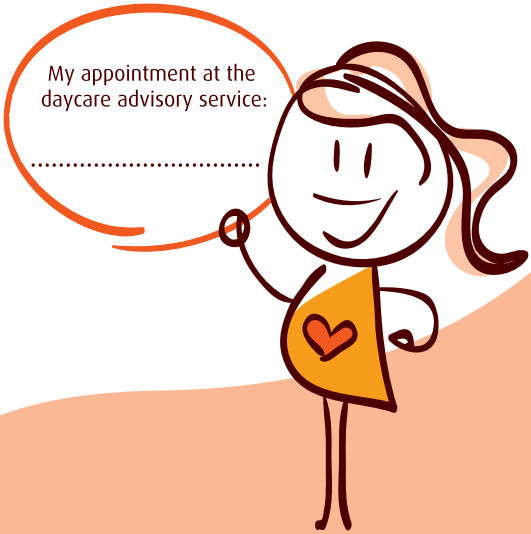
Learn about Kitas and decide on your preferred criteria in advance.

You can find an overview and initial information in the parent portal (ElternPortal):
kitaplatz.magdeburg.de

If you would like advice or support in finding a Kita place, the daycare advisory service is available to you:

Daycare Advisory Service
Wilhelm-Höpfner-Ring 1 | 39116 Magdeburg
kitaberatung@jga.magdeburg.de
0391 540 3131 or 0391 540 3261

Online appointment booking



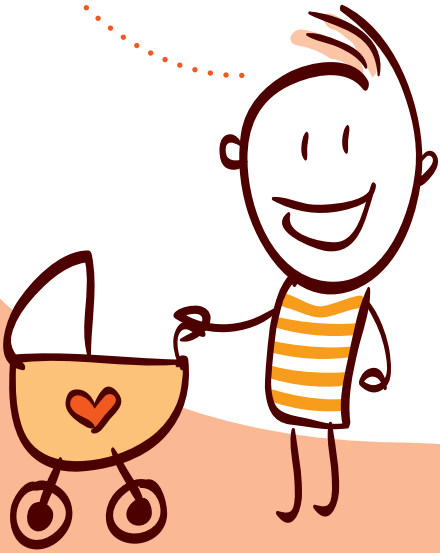
Looking for a Kita place

You can register your child online for a Kita place = submit a request for a childcare place.

Use the parent portal (ElternPortal):
kitaplatz.magdeburg.de

Create a personal user account and start searching for a Kita place. You can also contact a Kita directly.

If you need help, please contact the **childcare advisory service**! **www.magdeburg.de/KitaBeratung**



Kita place found

Your phone number and email address are stored in your application. If a Kita has a free place, they will contact you. A meeting will be arranged. If you do not speak German, you must arrange a translation for the application and for all meetings at the Kita.

If you do not have an interpreter, you can request a Kita guide (Kita-Lotse):

Fachstelle Vielfalt • Stiftung Evangelische Jugendhilfe
0391 5628 2611
www.stejh.de/einrichtung/fachstelle-magdeburg/

Kita guides (Kita-Lotsen) provide voluntary and free interpretation for parent meetings at the Kita. They also support the settling-in phase in Magdeburg Kitas.

Please bring to the first meeting:
ID documents, birth certificate, proof of sole custody (if applicable), vaccination record, interpreter in case of language barriers
+ additional documents:

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If the meeting is successful, you can conclude a childcare contract. If no contract is concluded, please continue searching for a place.

Childcare contract

1. Check the contract: Do your details, the period and the childcare hours match? Each party has the right to terminate the childcare contract while observing the notice period. The notice period is between 1–3 months.

   Notice period in my Kita: This is the time that must pass before a contract ends and before you can conclude a new contract. If you wish to terminate, you must inform the Kita in writing—often 1–3 months in advance.

2. Pay attention to special regulations:
   For example, do parents have to pay an additional fee?

3. Arrange the settling-in appointment and allow enough time!
   Will a Kita guide (Kita-Lotse) accompany you and your child?



Adaptation period

During the initial period, you will attend the Kita together with your child. The settling-in phase is important:

- Your child does not yet know the Kita and has no friends there.
- You should not leave your child alone at the Kita immediately.
- Gradually, there will be separation phases.
- You stay at the Kita and are available.
- Please stick to agreements.

Be patient and take your time. Every child is different. Often there is a strong separation anxiety at first. This will improve, and your child will enjoy going to the Kita.

Meals at the Kita

At the Kita, children receive breakfast, lunch, and an afternoon snack (Vesper).

Meals are usually provided by a catering service. Depending on the Kita and the provider, different options are available.

A full-day meal plan includes breakfast, lunch, and afternoon snack as well as drinks.

A lunch-only option includes the midday meal and drinks. Breakfast and afternoon snack are provided by the parents.

If you have a low income, you can apply for financial support (Bildung und Teilhabe) to cover the cost of lunch.

If your child cannot attend the Kita (e.g. due to illness), you must cancel the meal with the provider.

Kita costs

Parents contribute to the cost of childcare
= parental fee.

The amount depends on your child's age and the duration of care. You may receive a reduction if you have more than one child.

You can obtain information from the parental fee office of the youth welfare office.

If you receive social benefits (e.g. from the Jobcenter), the parental fee is not paid automatically. If you are unable to pay the parental contribution, you must submit an application.

Send an email to:
elternbeitragsstelle@jga.magdeburg.de

Further information:
www.magdeburg.de/elternbeitragsstelle



Can I receive financial support?

If your income is not sufficient, you can apply for financial support:

- Waiver of the parental fee
- Education and participation package (Bildung und Teilhabe):
  - communal lunches in Kita, family daycare, after-school care, and school
    Lunch only! If your Kita offers full catering, parents must pay for breakfast and snacks themselves.
  - one-day excursions and multi-day trips in Kita, family daycare, after-school care, and school

What is the "education and participation package" (Bildung und Teilhabe)?

It is a state benefit that supports children, young people, and young adults from low-income fami lies. You can submit an application so that, for example, lunch or an excursion is financed.

Landeshauptstadt Magdeburg
Sozial- und Wohnungsamt
50.21 O CC / Bildung und Teilhabe
Wilhelm-Höpfner-Ring 4 | 39116 Magdeburg

Further information can be found **here**

OTTO-CITY CARD:

The Otto-City Card supports low-income residents and families in the city of Magdeburg by enabling participation in cultural life at reduced admission prices with numerous partners.

Can my child lose their Kita place?

Yes, this is possible if:

- the parental fee is not paid,
- you do not bring your child to the Kita for a longer period (without deregistration and explanation),
- or if there are serious conflicts.

If you have questions or need support:
www.magdeburg.de/kinderbetreuung

Preparing for the start

Important information:

1. You must present a certificate confirming suitability for daycare (medical certificate) and your child's vaccination record at the Kita.

   Certificate of suitability for daycare: A pediatrician must confirm that your child is allowed to attend a Kita. This document must not be older than 2 weeks.

   Vaccination record: In Germany, measles vaccination is mandatory. Please bring the vaccination booklet.

2. Prepare your child: Read books about Kita and introduce the topic in a playful way. Perhaps initial visits/play sessions are possible.

What does my child need in the Kita?

Discuss with the Kita management what items your child needs to bring.

- ☐ Slippers (indoor shoes)
- ☐ Breakfast
- ☐ Underwear
- ☐ Change of clothes
- ☐ Rain clothing (boots, mud clothes)
- ☐ Diapers and care products
- ☐ Backpack/bag
- ☐ Afternoon snack
- ☐ Winter clothing

Additional items:

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Settling into everyday Kita life

A typical daily routine at a Kita is structured and includes fixed elements, such as:

- Morning circle
- Play and learning activities
- Mealtimes and rest periods

Your child has settled well into the Kita when they:

- feel comfortable and safe
- know the daily routine
- have a key caregiver
- have made friends
- enjoy playing and learning

Parents have settled well into the Kita when:

- there is regular communication with the educators
- they participate in development meetings and parent evenings
- there is mutual trust and advice is taken into account
- they are also familiar with the daily routine



Further important information during the Kita period

Keep track of appointments and deadlines – check notices!

Closing times: Every Kita has closing periods during which your child cannot attend. In summer, these can last up to 3 weeks.

Illness: If your child is ill, they cannot attend the Kita.

Accident in the Kita: If an accident occurs in the Kita, the Kita must inform you. An examination by a designated accident doctor (Durchgangsarzt) may be necessary.

What is a designated accident doctor?

Child protection concept

Every Kita has a child protection concept. This is a plan to ensure that all children are safe and well protected.

There are clear rules in the Kita:

- Everyone treats each other with respect, kindness, and without violence
- Children are allowed to say “no”
- Staff know what to do in case of problems
- Parents can contact the Kita or the youth welfare office at any time with questions or concerns

Kita-Einstieg

The project Kita-Einstieg supports families and also Kitas.

- Information and guidance about the childcare system
- Opportunities for families to meet and exchange (e.g. playgroups)
- Support and counselling for facilities
- Coordination, qualification, and placement of Kita guides

Further information:
www.magdeburg.de/kita-einstieg

Mandala Kinderbetreuung
www.mandala-md.de/

Stiftung Evangelische Jugendhilfe
stejh.de/kita-einstieg/

Kita-Einstieg Magdeburg

Notes .....

Sprache: englisch

Legal Notice

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www.magdeburg.de

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