

## **Information for parents on how to apply for day care for children**

### **Step 1: Need for daycare**

Contact the specialist advice on childcare of Nettetal six months before the desired start of childcare. You get the first application which you complete with your needs of childcare and return to the specialist advice.

### **Step 2: Placement**

After your information has been processed, you will receive the contact details of the childminders who come into question. You can also get an initial overview of the childminders on the homepage of Nettetal. If necessary, a personal or telephone consultation will take place with the specialist advice.

### **Step 3: Appointment to get to know each other**

You make an appointment by telephone with the childminders to get to know each other together with your child.

### **Step 4: Decision**

After you have chosen a childminder, you contact the specialist advice again. There you will receive the application documents for day care.

### **The following documents are attached for your application and information:**

- Application for day care of Nettetal
- Binding declaration of parental income
- SEPA base direct debit mandate
  
- Information about proofs
- Parental contribution statutes and table of parental contributions
- Cancellation form
- Information on data processing
- Certificate of employment (only required for children under one year of age)

### **Step 5: Application**

It is advisable to apply for publicly funded day care early, or at least one month before the start of care with the settling-in period, so that

- The amount of care you are applying for is reviewed and determined.
- your cost sharing is calculated after all relevant income documents have been submitted.
- the approval of the daycare can be issued with the cost commitment to the daycare provider.

The cost approval and determination of the scope of care will only be made after all documents have been submitted.

Submit the *application for care, binding declaration of parental income* and, if applicable, the *SEPA basic direct debit mandate* completely filled out and signed from both parents, including the required proofs, by mail or e-mail to the specialist advice:

**Stadt Nettetal**  
**Fachbereich Kinder, Jugend und Familie,**  
**Kinder- und Jugendförderung**  
**Doerkesplatz 11, 41334 Nettetal**

**Ms. Hinz**    inga.hinz@nettetal.de                    *(Großtagespflegestellen, Lobberich)*  
**Ms. Janz**    josephine.janz@nettetal.de                    *(Breyell, Hinsbeck)*  
**Ms. Pütz**    mirka.puetz@nettetal.de                    *(Kaldenkirchen, Leuth, Schaag, out-of-town childminders)*

#### **Step 6: Review and approval**

As soon as you have submitted all the necessary documents, the Youth Welfare Office of the City of Nettetal will check the eligibility criteria. Subsequently, the approval takes place

- of the start of care with the settling-in period,
- the weekly amount of care
- the monthly cash payment to the childminder.

At the same time, you and the childminder will receive written notification of the start of care and the approved weekly scope of care.

#### **Step 7: Start and payment of parental contribution**

After the letter of approval from the specialist advisory service, you will then receive a letter from the administration about the determination of your parental contribution on the basis of the weekly care volume.

The parental contribution to be paid by you depends on your annual gross income and the number of hours of care per week. The amount of the contribution is determined by the applicable parental contribution statutes of the city of Nettetal.

The child day care arranged by the Nettetal Youth Welfare Office only begins at the time specified in the notice with the individual settling-in period. If the childminder starts working before the Youth Welfare Office has agreed to pay the costs, you will have to bear the costs privately. There will be no retroactive assumption of costs.

#### **Further Information:**

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|-----------------|---------------------|----------------------------|
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