



“Zentrale Kitavormerkung”: Central Preregistration for Creche and Kindergarten Placements



How to find a Creche or Kindergarten (Preschool/ Playschool) for your child:

The Information Service for kindergartens, creches and playschools “Kita-Service Lahr“ will help you find child care in Lahr.

In order to find a placement you must preregister your children here, at the “Zentrale Kitavormerkung“.

This is called a preregistration, “Vormerkung“.

The Central Distribution of creche placements “Zentrale Kitavormerkung“ now knows that you are interested and looking for child care for your child.

This is the only way to find child care for your children, as all child care services are linked together within this system “Zentrale Kitavormerkung“.

To register online “Online-Vormerkung“ take the following steps:

- Go to website www.lahr.de → „Bildung+Leben“ → „Kinder und Jugendliche“ → „Kinderbetreuung“.
- Click on kindergarten preregistration / open form, “Kita-Platz vormerken“.
- Register.
- Then you will receive an email, which you must confirm.
- Continue to the start page of the “Zentralen Vormerkung“. You will be able to register with your password now.
- Give your details.
- Choose 1, 2, or 3 Creches that you are interested in.
- Save the form.
- Now the creches and Kindergartens that you have chosen can see your details.

Please note:

- Each child can only be preregistered once.
- Each child can be preregistered straight after birth.
- The only way to apply for child care is through the “Zentrale Kitavormerkung“.

It is also possible to view the creches.

Please arrange an appointment with the staff there.

If you get a creche placement, how to accept:

- The creche decides if they can offer placement.
- When the creche has a placement free, they will get in touch with you.
- Please confirm this offer.
- You will be called to register “Anmeldung“, to sort out the formalities and to sign the contract.
- When the contract is signed you have the placement for your child.
- If you do not get a favourable reply, the “Kita-Service Lahr” will continue looking for you.
- Childminding “Kindertagespflege“ in private homes is also available.

If you need to change your details on the preregistration list “Vormerkung”:

You can change your details on the preregistration list “Vormerkung“ any time.
You need your password.

To delete your preregistration ”Vormerkung“:

- Your preregistration “Vormerkung“ is valid until you get a placement.
- Then your details disappear from the preregistration / waiting list.
- However your details are still recorded within the system.
- You can activate the waiting list, the preregistration “Vormerkung“ again if you need to.
- For example if you want to change creche.

“Vormerkung“ Preregistration without internet:

- It is also possible to preregister without using the internet.
- To do this please visit the information service “Kita-Service Lahr“.
- The address is listed below.
- We will do our best to help you.

If you have any questions please get in touch.

Stadt Lahr
Amt für Soziales, Schulen und Sport
Kita-Servicestelle
Rathausplatz 7
77933 Lahr

Opening Hours:
Tuesday: 8:30 – 12:30
Thursday: 13:00 – 18:00

Hotline Kita-Servicestelle 07821/ 910-5040

E-Mail: kitaservice@lahr.de

www.lahr.de → „Bildung+Leben“ → „Kinder und Jugendliche“ → „Kinderbetreuung“