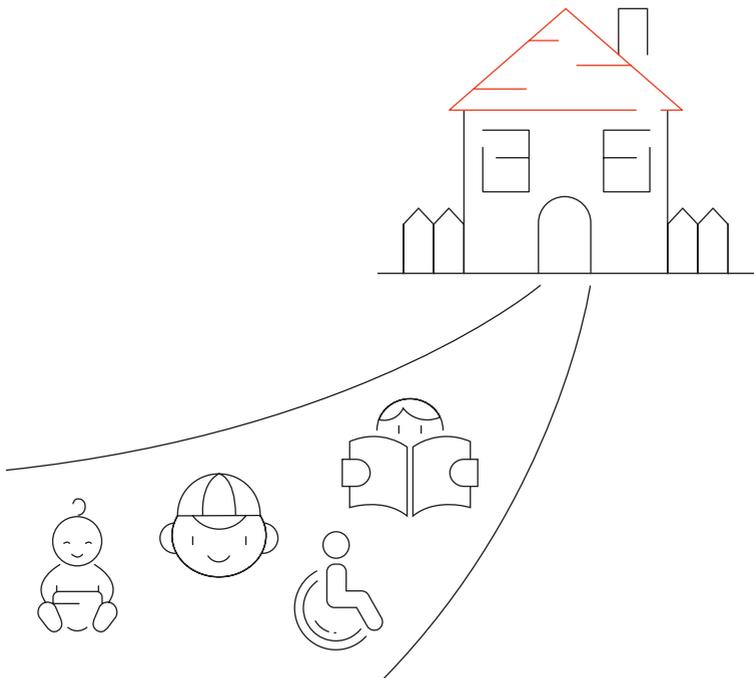




Steps to a place in a Kita (child daycare centre)

Childcare in Munich's daycare centres



Supported by the



Bundesministerium
für Familie, Senioren, Frauen
und Jugend

Frühe Bildung:
Gleiche Chancen



Bundesprogramm Kita-Einstieg
Brücken bauen in
frühe Bildung



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Steps to a place in a Kita (child daycare centre) Childcare in Munich's daycare centres



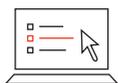
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What is a “Kita” (child daycare centre)?

The word “Kita” in the text stands for “Kindertageseinrichtung” (child daycare centre). Various types of centre such as infant crèche, kindergarten and nursery school are in Munich included in this definition. The child daycare centre is usually open full-time from Monday to Friday. Educational staff there are responsible for children of varying age-groups. You can find further guidance on this under “What kind of Kitas (child daycare centres) are there in Munich?” on page 6.

The providers of child daycare centres are called **Träger** or **Trägerin**. The City of Munich is the largest provider for childcare for families in Munich. Alongside the childcare facilities run by the city authorities, there are also independent Kitas, for example non-profit, church and private Kitas, as well as parent-child initiatives.

There can be fees charged for Kita attendance. You can find further guidance on this under “Where can I find information on how much a Kita (child daycare centre) costs?” from page 18.



Why is a Kita (child daycare centre) important for my child?

Unlike school, going to a Kita is not mandatory. Going to a Kita is important for your child, because alongside **childcare**, it will also offer **encouragement** in various areas and will **prepare your child for school**. In this way, the Kita helps ensure that the legal right to a child's education is made available to many children even before they start school.



Going to a Kita encourages **social behaviour**: Children play with one another and make friends. They learn to follow rules and what behaviour is important in a group.



In a group, children also **learn** with and from one another. In addition, educational staff provides stimuli for **fostering important skills**. They use educational materials suitable for the child's stage of development.



Children's **language development** is also supported in a playful manner. Using measures integrated into their daily routine, children expand their vocabulary and learn the rules of the German language. This also applies to children whose native language is not German. Multilingualism is viewed as an enrichment.



A **varied selection** of other activities in the Kita's daily routine helps children to get to know and expand on their **own strengths and interests**. Information about which activities are offered at the Kita can be found in the chapter: "What will my child experience at a Kita (child daycare centre)" on page 23.



What kind of Kitas (child daycare centres) are there in Munich?

Kitas (child daycare centres) for children aged from over 8 weeks old to 12th birthday



Kinderkrippe: Infant crèche

Kinderkrippe is primarily intended for **children under 3 years old**. Attendance is permitted from over the age of eight weeks old.



Kindergarten

Mostly children aged **from 3 years old to school entry age** attend kindergarten.



Haus für Kinder: Infant & junior nursery

A Haus für Kinder is a centre for children of varying age groups. A combination of infant crèche and kindergarten is common. Other facilities offer both a kindergarten and nursery school. Continuous childcare from 9 weeks up until 12 years of age is even possible. This allows children to stay in the same facility over a long period of time.



Eltern-Kind-Initiative: Parent-child initiative

The Eltern-Kind-Initiative was founded, and is organised and run, by parents. The responsible body is therefore the parents themselves as a whole.

The **support options provided by the Eltern-Kind-Initiative are multi-faceted**. They range from a kids' group of varying ages to infant crèches, kindergartens, play groups, nursery schools and afternoon care at primary schools.



Hort: Nursery school

Hort is intended for **school children in Years 1 to 4** providing full-time care after the end of lessons and during the holidays. In some nursery schools the children can also still receive care after completion of Year 4. A Hort is held either in the school building or nearby in its own building. In nursery school, children from various schools and age groups come together. The nursery school works closely together with teachers from the primary schools.



Tagesheim: After-school club

Tagesheim is a centre for **school children in Years 1 to 4** providing full-time care after the end of lessons and during the holidays. A Tagesheim is held in the school building and cooperates closely with the school. The children here are usually cared for as a class. This allows for a particularly close cooperation between teachers and the educational staff.



Mittagsbetreuung: Afternoon care

In addition to Hort and Tagesheim, Mittagsbetreuung (afternoon care) represents further care for **school children in Years 1 to 4**. Mittagsbetreuung is provided by private responsible bodies at state primary, middle and special schools. It begins immediately following the end of lessons and is held in the school building or nearby. Depending on the concept of the responsible body, care is provided until 4:30 pm and during holidays.



Kooperative Ganztagsbildung: Cooperative all-day schooling

Cooperative all-day schooling is a cooperation between a primary school and a provider, and is aimed at school children **from the 1st to the 4th school year**. Parents can choose the care time after lessons and during the school holidays individually as required. The entire school premises is used as a joint educational campus. The cooperation between teachers and educational staff ensures a high quality of education.



Children aged from
over 8 weeks old



Children aged from
3 years old



School children



Children with disabilities



Childcare by Tagesmüttern/Tagesvätern (childminders) for children aged from over 8 weeks old to 12th birthday

Alongside childcare facilities (Kitas), Munich also offers childcare with childminders. This so called Kindertagespflege (childminder care) is coordinated by the Stadtjugendamt (city youth welfare department). The Stadtjugendamt verifies the suitability of childminders and grants care permission.



Kindertagespflege in Familien: Childminder care

Here children aged from **over 8 weeks old to 14 years old** are cared for by Tagesmüttern/Tagesvätern (childminders), who look after the children **in their own home** in a small group (max. five children). The children are cared for during at least ten hours per week.

Please follow the instructions on page 12 to register for childminder daycare.



Großtagespflege: Childminder cooperation

Großtagespflege care for children aged from **over 8 weeks old to 14 years old**. Care is provided in a small group of max. ten children present simultaneously.

Two educational staff members or childminders work together to provide the care. They perform the Großtagespflege together in designated accommodation suitable for children, **not in their own home**.



Child daycare centres for children with mental or physical disabilities or imminent disability



Heilpädagogische Tagesstätten: Remedial education daycare centres

Exclusively children and young people with disabilities or imminent disability are cared for at Heilpädagogischen Tagesstätten. Care support is provided in small groups, mostly for children **from 3 years old**. Please follow the instructions on page 12 to register for Heilpädagogische Tagesstätten.



Integrationseinrichtungen: Integration centres

Education and care services are provided for children with and without disabilities together in Integrationseinrichtungen. Thanks to enhanced staff and specialist provision, the individual needs of all children can be met at these centres. Usually 3 to 5 children with disabilities are allocated places at integration centres run by the city authorities.



Integrationsplätze in Kitas: Integration places in daycare centres

As a general rule, children with disabilities can receive an individual integration spot in a "regular" Kita – provided that the Kita can meet the child's needs with its resources.

To clarify if there is an integration place, please contact the Kita you are interested in and request an Integrationsplatz (integration place). When registering using the **kita finder⁺**, mark the question option **"benötigt einen Integrativplatz/Inklusionsplatz"** (requires an integrative place / inclusion place).



How can I register for a child daycare centre place?

1. Before you register your child in a Kita (child daycare centre), please seek information on care options in Munich: **muenchen.de/kita**
Listening to the experiences of friends, family, acquaintances or neighbours can also be helpful.
2. Consider what requirements you have as a family.
For how many hours your child needs care?
What kind of care will meet your needs and those of your child?
3. Search for information on Kitas (child daycare centres) in your local area.
4. You can get an overview of Kitas (child daycare centres) in Munich at the online platform **kita finder⁺**
kitafinder.muenchen.de/elternportal/de/
There you can find important information on the child daycare centres, such as opening times and fees.
5. The City of Munich recommends that all parents get in touch with their preferred Kitas prior to registration. Visit the Kita on the Open Day (Tag der offenen Tür) or arrange an appointment during the Kita's office hours.
6. You can register your child online using the **kita finder⁺** or on-site at the respective Kita (child daycare centres).
If you require assistance with online registration, please contact our Beratungsstellen (advice centres): see "Where can I receive information and advice in person?" from page 13.
Please follow the instructions on page 10 and 12 to register for Heilpädagogische Tagesstätten (remedial education daycare centres), Integrationsplätze (child daycare centre integration places) and Kindertagespflege in Familien (childminder care).
7. After registration your child will remain on the waiting list until a daycare place becomes available. Please note how long the registration is valid for. If your child receives a place, you will receive confirmation. All other matters will then be dealt with at the Kita.
You can find further guidance on this under "I have a Kita (child daycare centre) place – now what?" on page 20.



How can I register for

- Heilpädagogische Tagesstätte (remedial education daycare centre)?
- Kindertagespflege in Familien (childminder care)?

**Registration for Heilpädagogische Tagesstätten:
Remedial education daycare centres**

Please contact the child daycare centre management by telephone. You can find Heilpädagogische Tagesstätten in your local area on the Upper Bavaria region (Bezirk Oberbayern) homepage at: **bezirk-oberbayern.de/Soziales/Kinder-und-Jugendliche/Heilpädagogische-Tagesstätten-/**

Registration for Kindertagespflege in Familien: Childminder care

You can receive information on registration from the Stadtjugendamt (youth welfare department) by calling the **telephone number 089 233-49800** or through the Sozialbürgerhaus (local community centre) at the **Tagesbetreuungsbehörde** (childminder coordination centre).

You can find your local community centre on the internet at:

muenchen.de/dienstleistungsfinder

Enter the **search term "Tagesbetreuungsbehörde"** on the internet page.



Where can I receive information and advice in person?

At child daycare centres (Kitas)

The federal capital of Munich recommends all parents to contact the child daycare centre they are interested in before registration. This is possible for example on the **child daycare centre's open day (Tag der offenen Tür)** or during its **consultation hours (Sprechzeiten)**.

On the open day you will have the opportunity to view the accommodation of the child daycare centre, meet the staff and find out more information on educational methods.

All of the child daycare centres run by the city authorities offer consultation hours from 3pm to 5pm on Tuesday (except during the Bavarian school holidays and on the respective centre's closing days). If you would like to use this service, we ask you please to **make an appointment** with the centre in question.

You can enquire about the office hours for independent childcare facilities (not run by the city authorities) at the respective Kita.





At advice centres (Beratungsstellen)



Advice for parents with children aged from 0 to 6 years old

Taking into consideration your individual family circumstances, the KITA -Elternberatung (parental advisory service for parents with children aged from 0 to 6 years old) will gladly provide support in looking for a suitable daycare place for your child aged from 0 to 6 years old.

You can receive information in person, by phone and by email on the following topics:

- Care offers in infant crèches, kindergartens, infant and junior nurserys, parent-child initiatives, childminder care, childminder cooperations and in kids' groups.
- Familiarisation to the Kita and transitions between the various forms of care.
- Daily routine and educational concepts in the childcare facilities.
- Using the **kita finder⁺** to search for a childcare place and help with registration.

If you would like to use this service please book an appointment with the advisory service by telephone or email.



Telephone consultation hours

Telephone 089 233-96771

Monday	8.30–12 o'clock 13.30–17 o'clock
Tuesday	13.30–17 o'clock
Wednesday	8.30–12.30 o'clock
Thursday	8.30–12 o'clock 13.30–17 o'clock
Friday	8.30–12 o'clock

Personal interview

Landsberger Straße 30
80339 München

Monday and Thursday	13.30–17 o'clock
Tuesday and Wednesday	8.30–12.30 o'clock

Email: kita-eltern@muenchen.de



Advice for parents with primary school-age children (Grundschulalter)

Taking into consideration your individual family circumstances, the Elternberatung für den Grundschulbereich (parental advisory service for the primary school age-range) will gladly provide assistance in looking for a suitable daycare place for your schoolchild.

You will receive information here, among other things, on different kinds of care, school district obligations (Sprengelpflicht), procedure required when deviating from school district obligations (Gastschulverfahren) and the registration process. According to your preferences, the Elternberatung für den Grundschulbereich (parental advisory service) will be pleased to provide advice and information concerning the primary school age-range by telephone or personal interview.

If you would like to use this service please book an appointment with the advisory service by telephone or email.

Telephone consultation hours

Telephone 089 233-96774

Monday	8.30–11.30 o'clock
Tuesday	8.30–11.30 o'clock
Wednesday	13.30–16 o'clock
Friday	8.30–11.30 o'clock

Personal interview

Landsberger Straße 30
80339 München

Monday and Thursday	13.30–16.30 o'clock
Wednesday	8.30–11.30 o'clock

Email: a4-eltern@muenchen.de



Where can I find online information on Kitas (child daycare centres)?

Further information on the following subjects

- registration in Munich's child daycare centres,
- assistance with finding daycare places,
- child daycare centre costs and fees,
- an overview of different kinds of care and
- information on parental involvement in child daycare centres can also be found on our homepage **muenchen.de/kita**
- care provided by childminders can be found on the homepage of the Sozialreferat (social services department) at **muenchen.de/kindertagespflege**
- care provided by Heilpädagogischen Tagesstätten (remedial education daycare centres) can be found on the homepage of Bezirk Oberbayern (Upper Bavaria region) at **[bezirk-oberbayern.de/Soziales/Kinder-und-Jugendliche/Heilpädagogische-Tagesstätten-/](https://bezirk-oberbayern.de/Soziales/Kinder-und-Jugendliche/Heilpaedagogische-Tagesstaetten/)**



Where can I find information on how much a Kita (child daycare centre) costs?

Kitas may charge attendance fees. The amount you will have to pay for a Kita place depends on the provider (Kita run by the city authorities or independent Kita). The amount can vary a lot.

Information regarding the costs (fees) in Kitas run by the city authoritys

You will find the standard costs for attendance at Kitas run by the city authorities at **muenchen.de/kita**

The attendance fee depends on the type of facility (infant crèche, kindergarten, nursery school, etc.) and the time chosen for attendance.

Information regarding costs in independent childcare facilities (not run by the city authoritys)

Information regarding the costs for a Kita place with an independent provider can be obtained directly from the management of the respective childcare facility or the respective provider.

The City of Munich supports many independent providers with special financing agreements (Münchner Förderformel and EKI-Plus-Fördermodell). The attendance fees for Kitas run by the city authoritys also apply here.

You can find out whether an institution participates in these funding agreements from the respective provider.

Information on financial relief

Income, social hardship and special financial burdens may be taken into consideration regarding the costs for a place in a Kita. Many childcare facilities grade the costs according to the income of the guardian. Depending on your income, you may pay less or even nothing at all.



If you have any questions about financial relief in **Kitas run by the city authoritys and independent Kitas with a special funding agreement** (Münchner Förderformel and EKI-Plus-Fördermodell), please contact the Kita management or the central fee office (see below).

If you cannot afford the costs in Kitas from independent providers without the above-mentioned special Munich funding agreements, you can contact the “Wirtschaftliche Jugendhilfe” (office for economical aid for youth) in your responsible “Sozialbürgerhaus” (local community centre). You will find this online at

muenchen.de/dienstleistungsfinder

Enter the search term “Zuschuss zu den Gebühren für nicht-städtische Kindertageseinrichtungen” (Allowance for fees for independent childcare facilities) on the website.

Zentrale Gebührenstelle (central fee office)

Telephone helpline

Telephone 089 233-96770

Monday and Thursday	13–15 o'clock
Tuesday and Friday	9–12 o'clock

Personal interview

Landsberger Strasse 30
80339 Munich

Monday and Thursday	8.30–12 o'clock
Tuesday	13.30–17 o'clock

Email: kitasb.zg.rbs@muenchen.de



Outlook: I have a Kita (child daycare centre) place – now what?

You will receive confirmation once your child receives a place at a childcare facility. Everything else is then arranged with the Kita. Important here are the admission talk, intake date, familiarisation and much more.



What is discussed in the admission talk (Aufnahmegespräch)?

Before a child starts at a Kita, the Kita will invite the parents to an admission talk. The aim is for the educational staff and the family to get to know each other and answer any questions. For example, the child's stage of development, likes and dislikes, experiences with third-party care, special medical needs, the family environment of the child (marital status, siblings) and the wishes of the parents with regards to the upbringing and education of their child are discussed.

You will get initial insight into how the Kita is run: the educational concept, the daily routine as well as the offers for children and parents.

The educational staff will go through the childcare contract, forms and information sheets with you. Questions, mutual expectations and obligations can be clarified.

You will arrange when your child can start in the Kita, and how the familiarisation phase is organised.



How does the setting-in period in the Kita work? – Familiarisation (Eingewöhnung)

A new start in a Kita is known as “**Eingewöhnung**” (familiarisation). When a child visits a Kita for the first time, they need time to get familiar with everything (new rooms, other children, the educational staff).

Familiarisation is oriented towards the needs of the child. Every child reacts **differently** to the new situation, depending on age, personality or prior experiences.

The **educational staff monitors** your child throughout the entire familiarisation period and checks how your child is coping with it. Usually, one person in the childcare facility will focus on your child and act as a **contact person** should you have any questions.

In the beginning, it is especially important that the **mother or father stay with the child in the childcare facility**. Together with your child, you will get to know the educational staff and the new facility. Depending on how safe your child feels in the new environment, the **longer your child will stay** in the Kita every day, **first with you** – and, when your child feels safe on their own, **then without you**.

The **length of the familiarisation period** varies for each child. Age plays a big role. Younger children may take several weeks to get familiar with the new environment, whereas school children may get familiar a lot faster.



What will my child experience at a Kita (child daycare centre)?

Each child daycare centre has a daily schedule for playing, eating and resting time.

Your child can make friends with the other children at the child daycare centre and use the various rooms and play materials.

The educational staff will offer your child the time and space to pursue its individual needs. Attention is paid to ensure a good balance of indoor and outdoor activities as well as rest periods.



movement



resting



learning



play and
dance



eating



making friends



singing and
music



crafts and
painting



exploration,
research and
experimentation



How can parents get involved in the Kita (child daycare centre)?

Supporting the Kita's daily routine

Mothers, fathers, grandmas and grandpas can get involved in Kitas in many ways. In consultation with the Kita management, they can, for example, carry out a reading or theatre project, participate in craft projects or give the children exciting insights into their job. They can read the children fairy tales from their home country or accompany them on excursions. Parents can share their ideas and suggestions, and get involved in the parents' council.

Getting involved in the parents' council (Elternbeirat)

Every Kita has a parents' council that is chosen every year by the parents. It is made up of parents and supports the interests of the parents and children. It is an important point of contact for the Kita and is informed and listened to by the facility management and by the provider before important decisions are made. All parents can contact the parents' council with questions.

Participation in educational offers

What children learn at home and in the Kita should go hand-in-hand. This is why Kitas and families remain in close contact. Parent education events provide a common basis for developing the education, upbringing and care of children. During parents' evenings or all-day seminars, parents can get together with the educational staff to learn about matters such as parenting styles, fostering talent and how to deal with different life situations.

Parent-child initiatives (Eltern-Kind-Initiative)

Parents can also open a childcare facility themselves. To do this, they join forces in a non-profit association (known as a parent-child initiative) and organise and run childcare. The parents organise the day-to-day childcare and education in partnership with the educational staff employed by the parent-child initiative.

Wer hilft uns, unsere Haltung zu bewahren?

Die Stadt München sucht
mehr Männer in Erziehungsberufen.
erzieher-in-muenchen.de



Landeshauptstadt
München
Referat für
Bildung und Sport

**Berufseinstiegsgehalt
Erzieher*innen (w/m/d)
z. B. 3.614 € (brutto)***

* Abgebildetes Gehalt in S 8b/ Stufe 2:
inklusive Arbeitsmarktzulage, Münchenzulage
und Jobticket/ **plus Jahressonderzahlung**



kita