

Please note that:

- The allocation of places in a day nursery (children between 0-3 years) will be assigned during the year, without deadline.
- The allocation of places in a kindergarten (children between 3-6 years) will be assigned with the deadline, which can be found on our homepage.
- For the enrollment it does not matter who registered its child in the online portal first. The allocation of the places will take place according to determined criteria, which can be found on our homepage.
- You are still uncertain which day care institution will be the most suitable for you? Please contact our head of department.

Allocation of place when moving?

Please contact the head of department or the central registration office, in order to discuss the procedure. Please do not enroll online without previous contact.

When will the application be deleted?

- Your preregistration will be valuable until your child has been accepted in the day care institution. Please note the data protection regulations.
- Obviously, you can delete your data yourself at any time or you contact the central registration office to delete or edit your data.

CONTACT

Central registration office

Eva Scudlo
Town hall Rauenberg
Wieslocher Str. 21
Room no. 4.8
06222/619-54
anmeldung@rauenberg.de

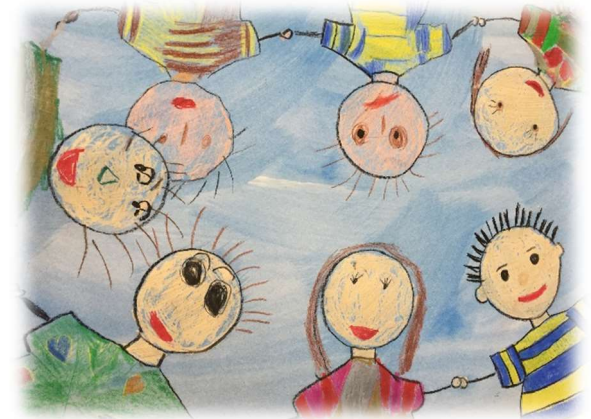
Head of department

Sandra Elzer
Town hall Rauenberg
Wieslocher Str. 21
Room no. 4.8
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sandra.elzer@rauenberg.de

For a personal meeting please make an appointment.

You are looking for a place in a nursery or kindergarten in Rauenberg?

Use our „Central Registration Procedure“



For more information visit the homepage of the city of Rauenberg
www.rauenberg.de/de/leben

Dear parents,

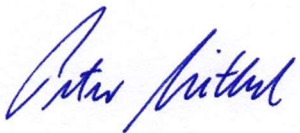
You want to enroll your child in a kindergarten in Rauenberg, Malschenberg or Rotenberg? Then we want to introduce you to our central registration procedure.

As soon as your child is born or can be enrolled into kindergarten you will receive mail from the municipality including all information concerning the registration procedure.

Take your time to inform yourself about the different offers, educational concepts and supervision times. Twice a year, you have the opportunity to visit the day care institutions intensively.

Our additional brochure about the educational facilities and day care institutions shall give you a first overview about the different institutions. Here you can find a short description and the contact information, resp. the reference to the particular homepage. The brochure is available on our homepage.

Good luck with your choice!



Peter Seithel, Mayor

How does the central registration procedure work?

- When in need of a place in a nursery or after receiving the letter about the registration procedure in kindergarten please visit the homepage www.rauenberg.de/de/leben and click on the link for the online portal.
- Register with your e-mail address and set a password. After accepting the data protection regulations the login data for the central registration procedure will be sent to you via E-Mail. Follow this link and sign in with your e-mail address and password.
- Did you collect information about the children day care institutions? Then you can choose your two favorite institutions for your child.
- Now, enter the necessary data of yourself, your child and your favorite day care institution.
- If requested, consent that your application can be forwarded to other institutions in the case that there should be no place available. In this case we will contact you.
- At the end of the entry mask you can find the „Speichern“(save) button. Press it that your application is registered.
- The application will be received by the central registration office of the city administration of Rauenberg and will be processed there.

- You can call up your registration anytime and make changes.
- The enrollment for the nursery will take place during the year without deadline and will be processed within 4 weeks.
- To assign the places for the kindergarten, the applications will be processed after the deadline (which can be found on the homepage of the online portal).
- In case of acceptance or refusal you will receive an automatic notification by the day care institutions via E-Mail. In case of a confirmation you will have to confirm the place within 14 days **in the day care institution**. In case of a refusal you will have to contact the central registration office in order to be added to the waiting list, if requested.
- After your confirmation of the acceptance the facility management will contact you before the actual admission.

You do not have internet access?

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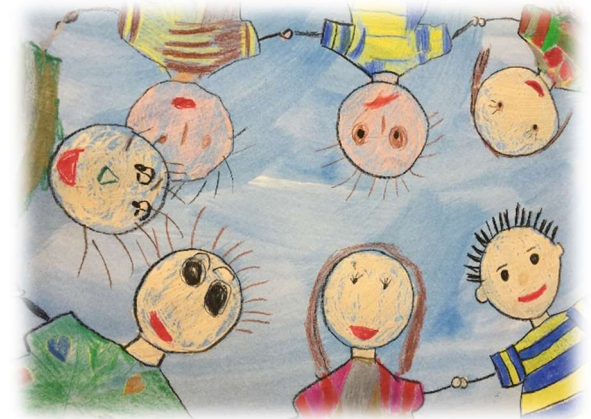
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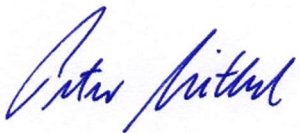
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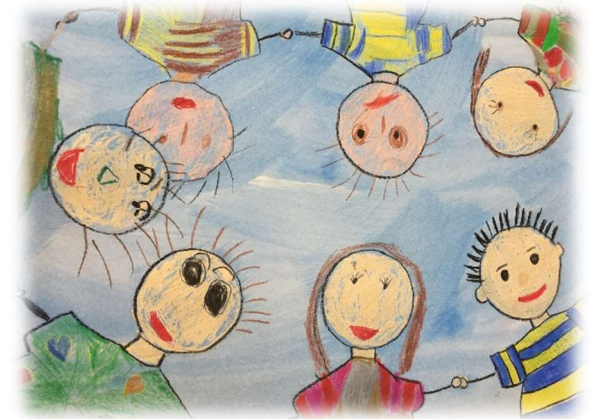
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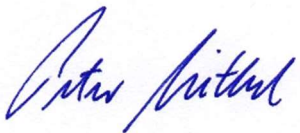
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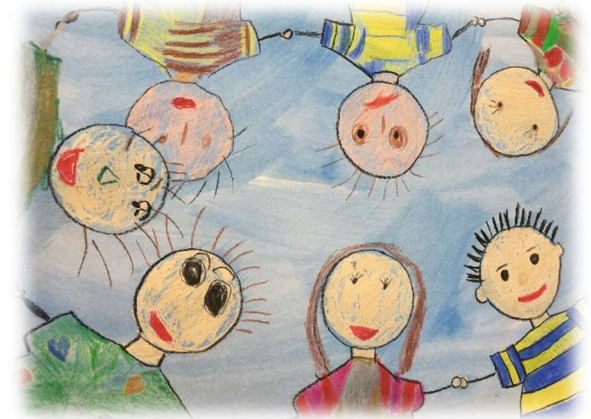
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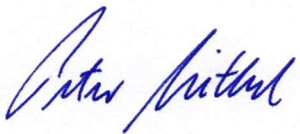
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