



Use the familyfriendly offer of the central kindergarten reservation for nursery, kindergarten, daycare (TaPiR) and school daycare.

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### No internet access?

Please make your reservation at the „Jugend- und Sozialamt“

Our employees are pleased to advice you within our office ours.

Do you have Questions or need an advice?

Your contact person:

Town administration Pforzheim  
Jugend- und Sozialamt, departement 5  
„Central Reservation“  
Turnstraße 1  
75173 Pforzheim



**07231 39 20 11**



**[vormerkstelle@pforzheim.de](mailto:vormerkstelle@pforzheim.de)**



**[www.pforzheim.de/kita](http://www.pforzheim.de/kita)**

Office hours:

Monday to Friday 08 - 12h

Thursday 14 - 18h

Appointments are only given by prior arrangement.

Stand: Dezember 2022

Stadt Pforzheim  
Jugend- und Sozialamt



Department 5

# Central kindergarten reservation

[www.pforzheim.de/kita](http://www.pforzheim.de/kita)



For children in nursery, kindergarten, day care (TaPiR) and school day care



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# How does the reservation for kindergarten work?

## Online-Reservation

How it works:

1. Please collect information about the different offers in Pforzheim before making your reservation. Please use the information available on our website and visiting dates of the different institutions.
2. Please register on our website [www.pforzheim.de/kita](http://www.pforzheim.de/kita). A link will be send to your mailaddress automatically.
3. Insert the missing information and choose minimum one and maximum three institutions you like.
4. Save the information. **Your reservation is registered successfully.**

If there is an available placement in one of your chosen institutions, the kindergarten manager provides a provisional commitment. You have to confirm this commitment.

The accepting interview and signing the contract will follow.

You can log in with your user account to the reservation file anytime to update your data.

Important deadlines for you:

- The reservation for the next kindergarten year shall be submitted until Feb 28th.
- Certifications have to be send or updated in your file as soon as possible.
- Acceptances for the next kindergarten year will be published beginning in April.
- Acceptances from institutions have to be committed within 2 weeks.

Please note:

- Every child can only be registered once.
- Reservations can be done online anytime or contact „Jugend- und Sozialamt Pforzheim“.
- The reservation can be made from childs day of birth.
- The reservation will last until your child is in kindergarten.



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Please use the opportunity to do the reservation online and sign up for it at home.

The allocation of kindergarten places in every institution in Pforzheim follows the same rules.

Rules:

- Children get following their Sign- up-age (3 years and older) 30, 40 or 50 points each. Nursery children get 10 agepoints (under 3 years)
- Potential Extrapoints:
  - > 3 points for single, working parent (or other actions that have the goal to bring you back to work) \*
  - > 2 points for working parents (or other comparable actions)\*
  - > 1 point SGB II §16a\* cases
  - > 1 point for siblings

\*a certification is necessary. A blank form is available at the „Jugend- und Sozialamt or visit [www.pforzheim.de/kita](http://www.pforzheim.de/kita)