



**KITA Elternberatung
RBS-KITA-SUG**

Bayerstr. 28
80335 München
Telefon: 089 233-96771
Telefax: 089 233-84474
Dienstgebäude:
Landsberger Str. 30

kita-eltern@muenchen.de

Your letter from Your reference Our reference Date

Dear family,

the KITA Elternberatung assists parents who live in Munich in their search for daycare centres for their child or children.

If you have not done so already, please register your child/children online via kita finder+ (www.muenchen.de/kita) – the official portal of the city of Munich to find daycare facilities.

Simply create a user account and register your child/children with your preferred daycare centres. Your child will then be on the waiting list at these Kitas for the desired KiTa year.

The distribution of free childcare places for the current KiTa year (September 2021-August 2022) began in March 2021.

For the next Kita year (September 2022-August 2023), allocation will begin from 17 March 2022. Places are allocated in phases. Therefore, please be patient; it may take several weeks before you receive a notification.

Your child is registered and you haven't received a notification? You have any other questions: regarding childcare places? Do not hesitate to get in touch!

In order to assist you in your search, please fill in the enclosed form and send it back to us.

You can reach the KITA Elternberatung by phone (089 233-96771) during office hours or via email (kita-eltern@muenchen.de).

Office hours:

Monday and Thursday:	8:30 - 12	13:30 – 17
Tuesday:		13:30 – 17
Wednesday:	8:30 – 12:30	
Friday:	8:30 – 12	

KITA Elternberatung (Childcare-Parent Counselling)

(This cover letter is for your records. Please only send us the following form filled out.)

1. Information about the child:

First and family name of the child:				
Sex:	<input type="checkbox"/> male	<input type="checkbox"/> female	<input type="checkbox"/> other	<input type="checkbox"/> not specified
Child's date of birth (DD.MM.YYYY)				
Child's address:				
Street and housenumber				
Postcode and city				
City district				

2. Information about parents (with legal custody):

Parent 1 (with legal custody of child):		Parent 2 (with legal custody of child):	
First name:		First name:	
Family name:		Family name:	
Date of birth (DD.MM.YYYY)		Date of birth (DD.MM.YYYY)	
Address: <i>in case of different address to child</i>		Address: <i>in case of different address to child</i>	
Telephone number (in the daytime)		Telephone number (in the daytime)	
E-mail adresse:		E-mail adresse:	

Work/language course details

Work address:		Work Adress:	
Average weekly working time (hours):		Average weekly working time (hours):	
Start of working time:		Start of working time:	
End of working time:		End of working time:	

3. Childcare requirements:

Is your child currently attending a childcare facility (Eltern-Kind-Initiative/parent-child-initiative, Krippe/creche, Haus für Kinder/Kindergarten) or in Kindertagespflege (childminder/ day care supervisor) or has your child been awarded a place already?

No

Yes , the child has been granted a daycare place

at _____ from _____

Yes, the child has been granted a daycare place

at _____ since _____

I want my child to change the current daycare place,

because _____

Date (DD.MM.YYYY) of required start for childcare _____

Reference to the registration deadline for a daycare place:

The proof of a childcare requires i.S.d. § 24 Abs. 2 SGB VIII in principle that the legal guardians inform the state capital of Munich at least three months before the planned use. (Section 24 (5) sentence 2 of the German Social Code VIII in conjunction with Art 45 a AGSG)

What times are needed to meet the demand ?

mornings

mornings till in the afternoon

full time

Do you have a car at your disposal to take your child to and from the childcare center?

No

Yes

Does your child need an Integrationsplatz (integration place) according to §53 SGBXII / § 99 SGB IX?

NB: Your child needs an integration place if it has a physical, mental or emotional disability (e.g. a developmental delay or behavioural disorder) or is at risk of a disability.

No

Yes

Would you also be interested in family daycare?

No

Yes

Großtagespflege (daycare in privately rented room and small groups)?

No

Yes

4. Reference regarding the obligation to cooperate and the consequences for non-cooperation:

You are obligated to provide all required information and evidence required for your application within the time limit and to agree to the provision of the necessary information by third parties. You must inform us immediately of any changes in the circumstances which are significant for the performance or about which declarations have been made in connection with the performance. If however, you have not provided us with the requested information or evidence by the set deadline without giving reasons, we shall be entitled to refuse social benefits due to lack of cooperation without further investigation. (§60, §66 paras. 1 and 3 Social Code Book I)

5. Declaration:

I / we declare that the above information is complete and correct. I / we will inform the KITA Parents Advice Office immediately and without being asked of any changes, in particular a promise of a childcare place. I /we have taken note of the consequences of lack of cooperation.

I am / we are aware that the German version of this form shall prevail all other versions in case of differences of legal terms.

Date

signature of parent with legal custody 1

Date

signature of parent with legal custody 2

6. Privacy policy – Declaration of Consent for the usage of personal data on kitafinder +:

I hereby declare my consent for the KITA Elternberatung of the City of Munich to process and use the personal data of the child named under No 1 which have been provided and saved on **kitafinder+** online as well as the custodian named under No 2. The KITA Elternberatung may use the information in order to support and counsel as to the finding of vacant daycare. In the **kitafinder+** different kinds of data are processed, such as daycare centres, nursery and various participating institutions both by the City of Munich and private operators (see <https://www.muenchen.de/rathaus/DSGVO.html>).

The Declaration of Consent is voluntary. It can be declined or cancelled without any further derogatory consequences. The cancelation of the consent can be executed in written form at Landeshauptstadt München, Referat für Bildung und Sport, Bereich Kindertageseinrichtungen, Strategie und Grundsatz, KITA Elternberatung, Bayerstr. 28, 80335 München or via email at kita-eltern@muenchen.de. In the event of cancelation, the deletion of the data can be requested. In the event of cancelation, counselling on the part of the KITA Elternberatung will only be provided on the legal basis of the data used in the form.

Date

signature custodian 1

Date

signature custodian 2

Please send the completed form to:

**Referat für Bildung und Sport
KITA Elternberatung
Bayerstraße 28
80335 München**

For your own information:

Advice on data protection and your rights of information according to Art.13 General Data Protection Regulation (DSGVO); here: Data protection during the course of counselling and support on the part of the KITA Elternberatung

1. Declaration on the processing of data

In order to counsel and support during the course of the search for daycare institutions and especially with regard to the requirement notification and the requirement form we need personal data. You will find general information on our function on <https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Kindertageseinrichtungen/Elternberatung.html>

2. Name and contact details of responsible party

Landeshauptstadt München
Referat für Bildung und Sport
Bereich Kindertageseinrichtung
Strategie und Grundsatz
Bayerstraße 28
80335 München
E-Mail: kita-eltern@muenchen.de

3. Contact details of responsible party concerning data protection

Landeshauptstadt München
Behördliche Datenschutzbeauftragte
Burgstraße 4
80331 München
E-Mail: datenschutz@muenchen.de

4. Purpose and legal basis of data processing

Personal data will be collected in the course of file processing in order to counsel parents in accordance with legal mandate after §24 SGB VIII. The collection of data shall support the search and mediation of free daycare places.

Your personal data will be processed in accordance Art. 4 Abs. 1 BayDSG iVm. Art. 6 Abs. 1 a), e) DSGVO iVm. §§24, 79 SGB VIII.

5. Recipients or categories of recipients of personal data

Your personal data will be passed on to:

IT service provider IT@M

Responsible parties of daycare centres and other participating institutions

6. Duration of storage of personal data

After the data collection by the Landeshauptstadt München (City of Munich) your data will be stored for as long as it is required for the task fulfilment in accordance with the statutory retention period. Your data will be stored at the Landeshauptstadt München (City of Munich) for 10 years at the longest.

7. Rights of affected

You can claim your rights after Art. 15 ff. DSGVO (information, correction, deletion, objection, restriction of processing and transferability) towards the Landeshauptstadt München (City of Munich) if a legal basis exists. In addition to that, a right of appeal can be made use of towards supervisory authorities if it meets legal requirements.

8. Right of withdrawal of consent

If you have agreed on the processing of data by the Landeshauptstadt München (City of Munich) through a declaration, you can withdraw named declaration at any time for the future. The legitimacy of the data processing until the moment of withdrawal of consent will not be affected. If the data processing is executed on a legal basis, the processing will remain

unaffected from the withdrawal of consent.

9. Obligation to provide data

If you refuse to provide personal data, your application can not be dealt with. In this case, the KITA Elternberatung can not provide counselling and support.

You can express your consent to use and process your personal data by the KITA Elternberatung of the Landeshauptstadt München (City of Munich) with the relevant declaration on a voluntary basis; said data is the one stored on kita finder+, concerning personal data on the child and custodians, and used and processed to support and counsel in terms of seeking vacant places of children daycare. Your consent is voluntary, there is no obligation of consent. A refusal or withdrawal of the consent will not evoke disadvantages of any kind.