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## Elternportal / Parents' portal

Application on the Internet for a childcare place in a day-care centre or childcare facility

### What is the parents' portal?

Dresden offers a wide range of childcare facilities based on an extensive network of crèches, day-care centres and kindergartens.

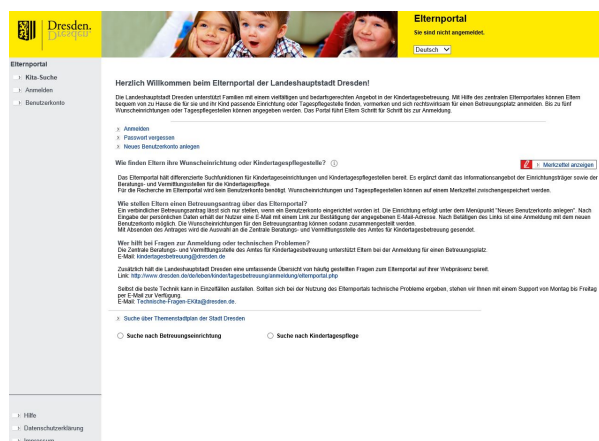
To register for a place for the care of your child, the state capital Dresden provides a central, Internet-based registration system, the so-called parents' portal.

### Search for care services on the Internet

The state capital Dresden provides you with a comprehensive overview of day care services for children on the Internet. The list of childcare facilities and day-care centres at [www.dresden.de/kitas](http://www.dresden.de/kitas) makes it possible to conduct a search according to various criteria. It provides detailed information on all childcare facilities and many day-care centres for children, both municipal and independent, and is linked to the thematic city map.

### Application for a childcare place on the parents' portal

You can access the parents' portal at: <https://kita-anmeldung.dresden.de>.



View of the homepage of the parents' portal

In the parents' portal, you can apply for a childcare place or apply for changing a place to all providers of day-care facilities in the city, as well as to day-care staff registered on the portal. You can specify up to five desired facilities or child day-care centres and determine the sequence of the placement yourself.

You have round-the-clock access to online registration and the arrangement of childcare places. The parents' portal is available in German and English.

You will find further information on the registration and placement of your child, and on the parents' portal, at [www.dresden.de/kita-anmeldung](http://www.dresden.de/kita-anmeldung).

### Creating a user account on the parents' portal

In order to submit a childcare application, you need a user account on the parents' portal. This allows you to register and apply for an (alternate) childcare place for your child.

- **Step 1:** To create a user account, you must provide your name, address and email address. In order to allow the facilities to make quick enquiries and offers, providing your telephone number is helpful.
- **Step 2:** Then set a username and password for your personal account on the parents' portal. Tip: Set your email address as your username.
- **Step 3:** An email will be sent to the email address you entered. Before you can submit a childcare application, you must confirm the details of your user account. Please click on the link included in the email.

### Managing a user account on the parents' portal

After logging in to the parents' portal, you can make changes to your user account at any time, e.g., to keep your data up-to-date. If you wish to change your address, please contact the Central Counselling and Placement Centre by email or telephone. If you want to change your account password, click on the corresponding link in your account.

## Submitting a new childcare application on the parents' portal

To submit a childcare application, log on to the parents' portal with your user account.

- *Step 1:* The data of the person entitled to custody 1 is transferred from your user account and suggested. Your personal data cannot be changed once you have submitted your application. However, a second person with custody rights can be added at any time.
- *Step 2:* The data of up to four children (multiple children) for whom the childcare application is made can then be recorded. You will find your child's exact data in the birth certificate. If an integration place is required, you can also mark it.
- *Step 3:* Finally, you can select a maximum of five desired facilities or choose the care provided by child day care staff in a postcode area of your choice. You can state adequate reasons for making this selection. In an overview, you can view the applications you have already created, which you can then edit or delete.

You can erase your personal user account and your application(s) at any time on the parents' portal. Your application will be automatically revoked on deleting it.

## Making an application for change in facility on the parents' portal

In order to be able to change an existing childcare place, a change application can be made on the parents' portal. After logging in with your user account, you will see an overview of your already created applications and their processing status. The application procedure for a change application is identical to that for a new application.

## Automatic deletion of your data on the parents' portal

For data protection reasons, the state capital Dresden is obliged to delete your data after the placement has been completed. Therefore, your personal user account will be automatically deleted two months after the completion of a placement.

## You do not have Internet access?

Parents without Internet access of their own or who wish to avail of personal counselling can submit their application in paper form to the Central Counselling and Placement Centre. You can obtain the application at the town hall or at childcare facilities. If you do not have Internet access to the parents' portal, the city-wide branches of the municipal libraries are open to you to search for childcare services at a public computer workstation, to create a user account, and to submit or process a childcare application. No membership is required for this purpose. Both the Central Counselling and Placement Centre of the Office for Child Day-care Services and the three

Counselling and Placement Centres for Child Day-care of the independent youth welfare organisations – Kinderland Sachsen e. V., Malwina e. V. and Outlaw gGmbH – provide direct counselling and arrange places.

Visitor address of the Central Counselling and Placement Centre of the Office for Child Day-care Services:

Breitscheidstraße 78, 01237 Dresden  
"Haus E", 2nd Floor

Office hours:  
Mondays and Fridays, 9 am to 12 pm  
Tuesdays and Thursdays, 9 am to 6 pm

Appointments outside of office hours can be arranged by telephone at (0351) 488 50 51.

## Data privacy

Your personal data will be collected and stored solely for the purpose of providing you with a childcare place. For this purpose, your data will be transmitted to the respective provider of the desired childcare facility or to our partners in the Counselling and Placement Centres for child day care.

## Direct contact for queries about the parents' portal

If you have any queries about the parents' portal, please call (0351) 488 50 51.

For technical questions, please contact us at:  
[Technische-Fragen-EKita@dresden.de](mailto:Technische-Fragen-EKita@dresden.de).

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Electronic documents with a valid electronic signature can be submitted using a form. Furthermore, it is possible to encrypt emails to the state capital Dresden using an S/MIME certificate or to send secure emails via DE-Mail. Further information is available at [www.dresden.de/kontakt](http://www.dresden.de/kontakt).

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[www.dresden.de/kita-anmeldung](http://www.dresden.de/kita-anmeldung)