

Request for a childcare place

in the day-care centre	
Name of the facility*	
 Kita KIWIS <input type="checkbox"/>	 Kita PINGUINE <input type="checkbox"/>
Street*, house number*	
Alter Steinbacher Weg 34	Moltkestr. 3
Postcode/zip code, town*	
35394 Giessen	35390 Giessen
for the child:	
First name, last name* (or expected name)	
Date of birth* (or expected date)	Place of birth* (or expected place of birth)
Sex*	
<input type="checkbox"/> male <input type="checkbox"/> female	
Address*	
Street, house number*	
Postcode/zip code, town*	
If the place of residence is not the same as the location of the desired facility: are you planning to move?	
<input type="checkbox"/> yes Date of the move: _____	
<input type="checkbox"/> no	
Other	
Denomination/religion	
1st Nationality	2nd Nationality
Native languages	Foreign languages

Information about the kind of childcare desired*	
When do you want the childcare to start?*	End of the childcare (expected date)
Type of care*	
X Toddler group <input type="checkbox"/> Kindergarten <input type="checkbox"/> Day-care centre <input type="checkbox"/> Mixed-age mother and toddlers group <input type="checkbox"/> Mixed-aged kindergarten <input type="checkbox"/> Mixed-age day-care centre	
Amount of care in hours per week*	
<input type="checkbox"/> 25 hrs <input type="checkbox"/> 30 hrs <input type="checkbox"/> 35 hrs <input type="checkbox"/> 40 hrs <input type="checkbox"/> 45 hrs <input type="checkbox"/> 50 hrs	
Place for a child with special needs*	
<input type="checkbox"/> yes <input type="checkbox"/> no	

The reservation in this day-care centre has the following **priority**: _____

Is this a change of reservation? yes no

(Is there a contract in place with another facility at the time the childcare is meant to start?)

Information regarding the **future parties to the contract**:

1st Party to the contract*		2nd Party to the contract	
First name, surname*		First name, surname*	
Maiden name if applicable		Maiden name if applicable	
Date of birth*	Place of birth*	Date of birth*	Place of birth*
Sex* <input type="checkbox"/> male <input type="checkbox"/> female		Sex* <input type="checkbox"/> male <input type="checkbox"/> female	
Address			
lives in the child's household* <input type="checkbox"/> yes <input type="checkbox"/> no		lives in the child's household* <input type="checkbox"/> yes <input type="checkbox"/> no	
Street, house number* (if different from the child's)		Street, house number* (if different from the child's)	
Postcode/zip code, town* (if different from the child's)		Postcode/zip code, town* (if different from the child's)	
Contact/availability* (one option is obligatory)			
Telephone (landline)		Telephone (landline)	
Telephone (mobile)		Telephone (mobile)	
E-mail address		E-mail address	
Other			
Marital status* <input type="checkbox"/> lives with the other custodian <input type="checkbox"/> lives with a <u>non</u> -custodian <input type="checkbox"/> single parent <input type="checkbox"/> not specified		Marital status* <input type="checkbox"/> lives with the other custodian <input type="checkbox"/> lives with a <u>non</u> -custodian <input type="checkbox"/> single parent <input type="checkbox"/> not specified	
Type of custody for the child being registered* <input type="checkbox"/> joint custody <input type="checkbox"/> sole custody <input type="checkbox"/> no custody		Type of custody for the child being registered* <input type="checkbox"/> joint custody <input type="checkbox"/> sole custody <input type="checkbox"/> no custody	
Denomination/religion		Denomination/religion	
Information on employment*			
<input type="checkbox"/> working/part-time at the THM <input type="checkbox"/> working/full time at the THM <input type="checkbox"/> studying at university <input type="checkbox"/> JLU <input type="checkbox"/> THM		<input type="checkbox"/> working/part-time <input type="checkbox"/> working/full-time <input type="checkbox"/> parental leave <input type="checkbox"/> jobseeker <input type="checkbox"/> without gainful occupation <input type="checkbox"/> school/training/university; if university: <input type="checkbox"/> JLU <input type="checkbox"/> THM <input type="checkbox"/> other university	

Notification request of the parties to the contract	
<input type="checkbox"/> E-mail to first party to the contract	<input type="checkbox"/> E-mail to 2nd party to the contract
<input type="checkbox"/> Letter to first party to the contract	<input type="checkbox"/> Letter to 2nd party to the contract

Information:

1. The information marked with * is necessary in order to provide your child with a needs-based childcare place.
2. **Custody:** If you have sole custody of the child, proof of this must be provided when you sign the contract.
3. **Notification of change:** Please tell us of any changes to the information we have collected (such as the day that childcare should start) at once so that we can take them into account when allocating a place.
4. **Place of residence:** Children whose main place of residence is outside the town of Giessen are not entitled to a childcare place in the town of Giessen. If you specify a move date, your child can be taken into account when places are being allocated. Childcare can start, at the earliest, from the day the child starts living in the town of Giessen. If the child's principal place of residence is no longer in Giessen, your entitlement to childcare in the town of Giessen will expire. Exempted from this regulation are personnel places and places in company day-care centres and in childminding.
5. **Data processing:** The personal data given in the registration form will be transmitted from the selected day-care centre to the central digital management system of the town of Giessen called "LITTLE BIRD".

Access to your data stored in the LITTLE BIRD system is restricted to selected employees of the day-care centre and their funding organisation, the childcare department of the youth welfare office of the town of Giessen and LITTLE BIRD GmbH. LITTLE BIRD GmbH is entitled to process and use your personal data at the request of the town of Giessen in order to answer questions and deal with any problems. Access on the part of LITTLE BIRD GmbH is on a case-by-case basis and without exception only granted in the event of concrete questions asked by the town of Giessen/the day-care centres.

The processing and use of your personal data takes place solely for the purpose of needs assessment, the allocation of places, capacity planning as well as for contract management with regard to the care of your child.

Your personal data is stored for processing and use on a server of the German-based hosting provider regio iT. Further information, in particular with regard to your right to information as well as to the rectification and deletion of your personal data, can be found in the Data Protection Statement of the town of Giessen: www.giessen.de/Datenschutz

By signing this document, you give your consent to the processing of your personal data that you have given in the registration form for the purposes of finding a childcare place for you. The consent also extends to the processing of your child's data. By signing this document, you confirm that you have custody of the child and, where applicable, that other persons who have custody have given their consent.

Your consent is voluntary and may be revoked at any time with future effect without having to state any reason.

I/We have read and acknowledged the information given above.

1st Party to the contract*	2nd Party to the contract (*if details are available)
Place, date	Place, date
Signature	Signature