

**Hansestadt Uelzen · Herzogenplatz 2 · 29525 Uelzen**

Rathaus, Familien-Servicebüro, Zimmer 15

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**Information sheet on registration and allocation  
of a day nursery or kindergarten place  
In the Hanseatic City of Uelzen**

- Registration for the new kindergarten year (starting in August) must be made every year from the beginning of the year to 28 February. Unlike usual, you will not be able to register your child on site in the kindergarten of your choice in 2022. You can fill in the form at [www.hansestadt-uelzen.de](http://www.hansestadt-uelzen.de) or pick it up in the Town Hall during normal opening hours and also throw it into the postbox there. In addition to the kindergarten you prefer, please specify one or two other kindergartens if we cannot take your wish into account. You will be informed in writing at the end of March if and where you have been allocated a place. In the event of acceptance being confirmed, you must return the section declaring that you want to accept the space offered. In case of rejection, please register for the waiting list at the Family Service Office (Familien-Servicebüro) in the Town Hall located in Herzogenplatz 2.
- Anyone who needs a place at another time (e.g. care from January or April) will register this outside the registration period in the Family Service Office in the Town Hall. Here, the vacancies are centrally allocated for all kindergartens via a waiting list.
- The space allocation is based on certain criteria. For example, working parents are given priority when awarding places, provided that they present a certificate from their employer, school, job centre or language course upon registration.
- Anyone who has received a notice of acceptance for a day nursery or kindergarten place will receive a form to calculate the parental contribution fee. For children who have reached the age of three, the care is free of charge for up to eight hours per day and you only have to have Page 1 (without further proof) certified by the kindergarten and submit it to Ms Busse in the Town Hall.

The ninth and tenth hour of care is charged for children from three years of age and older; also for children under three years of age, a parental contribution fee is charged according to the scale of fees.

On the first page, the daily agreed care period must be filled in and confirmed by the kindergarten.

This certificate and, if applicable, the application for a reduction in the parental contribution fee, should be submitted in full with the necessary proof of income:

Heidi Busse, in the Town Hall, Herzogenplatz 2, room 56a, telephone number: 0581 800-6284

The documents must be available by a fixed date at the latest, which is stated on the form.