

Fact sheet for parents about the nursery place verification procedure

If you do not find a nursery place for your child, you can receive assistance at the District Office - Child day-care department. To do this, please proceed as follows:

1. Apply for a nursery voucher and look for a suitable nursery place.
Information: For more detailed information about the application procedure, the nursery voucher system and how to find a nursery place, please see: www.hamburg.de/kita-gutschein and www.hamburg.de/kita-finden
2. At the earliest, 3 months before the start of the nursery voucher you have requested, you can receive assistance from the District Office in your search for a nursery place and by doing this you will start the so-called place verification procedure ¹.
Example: The nursery voucher has an authorisation period from 01.06.2019 to 31.05.2020. You can request the place verification procedure from 01.03.2019.
3. To do this, submit to the District Office an up-to-date list of 5 nurseries which you have already contacted and have received a refusal. You are welcome to use the attached table to provide proof of your search for a nursery place.
4. Please make sure that the District Office has your up-to-date contact details (telephone number, e-mail, address).
5. The District Office starts the search and has a period of 3 months to do this. If the District Office is not able to find any free nursery places, the Authority for Labour, Social Affairs, Family and Integration (BASFI) will become involved. Throughout the entire place verification procedure, the District Office will continue to be your point of contact and will pass on the contact details of a nursery to you, if necessary.
6. The place verification procedure is seen as complete, once it has been possible to find a free nursery place and a childcare contract has been signed or when you are offered two free nursery places.
7. If you should find a day-care place yourself in the meantime, then please inform the child day-care department at the District Office immediately. The place verification procedure is then terminated.

¹ Place verification procedure in accordance with the Child day-care instructions, Section 6.4: Proof of childcare places, see www.hamburg.de/contentblob/118836/data/fachanweisung-kindertagesbetreuung.pdf

District departments for child day-care

District Office Hamburg Central

Child day-care department Caffamacherreihe 1-3,
20355 Hamburg
Telephone: 040 / 428 54-5175
Fax: 040 / 427 90 81 90
E-mail: kindertagesbetreuung@hamburg-mitte.hamburg.de

District Office Altona

Child day-care department
Platz der Republik 1, 22765 Hamburg
Telephone: 040 / 428 11-2127 / -1715
Fax: 040 / 427 31 08 40
E-mail: kindertagesbetreuung@altona.hamburg.de

Social services centre Eimsbüttel

Child day-care department Grindelberg 62- 66, 20144
Hamburg
Telephone: 040 / 428 01-3344
Fax: 040 / 427 90 33 44
E-mail: kindertagesbetreuung@eimsbuettel.hamburg.de

Social services centre Hamburg North

Child day-care department Kümmellstr. 7, 20249
Hamburg
Telephone: 040 / 428 04-2536
Fax: 040 / 427 90 48 34
E-mail: kindertagesbetreuung@hamburg-nord.hamburg.de

Social services centre Wandsbek

Department for child day-care (KTB) and day-care centres Wandsbeker Allee 62, 22041
Hamburg
Telephone: 040 / 428 81-2435
Fax: 040 / 427 90-5151
E-mail: kindertagesbetreuung@wandsbek.hamburg.de

District Office Bergedorf

Child day-care department Weidenbaumsweg 21,
21029 Hamburg
Telephone: 040 / 428 91-2603
Fax: 040 / 427 90 60 00
E-mail: kindertagesbetreuung@bergedorf.hamburg.de

District Office Harburg

Child day-care department
Harburger Rathausforum 1, 21073 Hamburg
Telephone: 040 / 428 71-3867 / -2821
Fax: 040 / 427 90 75 74
E-mail: kindertagesbetreuung@harburg.hamburg.de

Published by:

Authority for Labour, Social Affairs, Family and Integration and Child day-care
departments, March 2019

Proof of search for a nursery place

Name of the child: _____

Date of birth of the child: _____

Address, current telephone number and e-mail: _____

1. Details of the institutions from which the individual who has custody of the child has received a refusal

Institution / District	Requested by (Contact)	Reason for refusal	Next free place Month / Year	Date of the Request
1.				
2.				
3.				
4.				
5.				

2. Details of the institutions from which the District Office's Child day-care department has received a refusal

Institution / District	Requested by (Contact)	Reason for refusal	Next free place Month / Year	Date of the Request
1.				
2.				
3.				
4.				
5.				