

**Information for parents of  
children in child day care**

**If you are interested in child day care:**

- Please fill out a placement request. We can then search for suitable free places for you with your personal details, scope and possible place of care. You can find the form at [www.awo-en.de/kindertagespflege](http://www.awo-en.de/kindertagespflege) in the download area. Please fill it out and send it to us by post or e-mail. You will find the relevant contact details below.
- Please also register yourself and your child in the parent portal of the city of Witten (<https://secure.stadt-witten.de/elternportal/de/>) and select suitable day care centers here if necessary. Then select the appropriate day care center. IMPORTANT: please contact us again afterwards.
- Of course, you also have the option of searching for a suitable place yourself. (Facebook, Ebay, classified ads, Lilovi etc.) Many of our childminders advertise themselves here.

**If you have already sent us a placement request:**

- If we have a suitable vacancy, we will put you in touch with the childminder. Please give us some time for the placement. If necessary, however, you are welcome to ask about the processing status.
- You then make contact with the relevant childminder and arrange appointments to get to know them.

**When you have found a childminder and have agreed on the care:**

- You select the relevant childminder in the parent portal. You will receive the number with which the childminders are numbered in the parents' portal (e.g. KTP089) from your childminder or from us.
- You conclude a childcare contract with the childminder. Please fill out the "Care notification" for us. You can also download this from the above

homepage. Please fill it out completely and have it signed by both (!) legal guardians and send it to us by e-mail at [ktp.witten@awo-en.de](mailto:ktp.witten@awo-en.de).

- If you require childcare for more than 25 hours or if your child is still under 1, we require proof of the need for childcare. If this involves employment, we require corresponding proof from your employer. The relevant form can also be found on the homepage. If you are attending school, university or a program, please submit the relevant certificates from the school, university or program provider.

**If you were unable to reach an agreement, the meeting did not go well and/or you received a rejection:**

- You contact us again and inform us of the outcome of the meeting. We will then continue to look for suitable childcare for your child.

**Please note that**

- Your child has a basic entitlement of 25 hours of care per week from the age of one. For more than 25 hours, we require proof of employment from your employer (or similar proof, e.g. a business registration if you are self-employed)
- If you have concluded a childcare contract, parental contributions are payable to the City of Witten for the care of your child. These depend on the age of the child, the amount of childcare and your family income.
- For more detailed information, please contact the parental contribution office of the city of Witten exclusively. [elternbeitraege@stadt-witten.de](mailto:elternbeitraege@stadt-witten.de)
- Childcare can only start on the 1st or 15th of a month
- The parental contribution to the City of Witten must be paid for the whole month even if childcare starts on the 15th.
- Parental contributions are billed monthly and on a sliding scale (25 hours, 35 hours, 45 hours and more than 45 hours), i.e. if you have agreed 28 hours of childcare, you pay the contributions for the next higher scale (in this case for 35 hours).

**Good luck with your search!**

**Your AWO Ennepe-Ruhr team**

**Specialist advice for child day care in Witten**

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**02302 9562070**

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