## Reservation for a children's day care place in the district of Euskirchen

The children's day care center has a short name "Kita". It is a safe educational institution for boys and girls under the age of 6. A place where your child finds friends and is well prepared for school.

Your child should go to a "Kita"? You have to register your child using the "Kita-Navigator". The "Kita-Navigator" is a website.

On the website you can select three children day care centers on the website it is called "**vormerken**"(reservation).

You will find information about each day care center. Informations like when it opens and closes, informations about the size of the "Kita" and how it works.

The website is called:

https://kreis-euskirchen.kita-navigator.org



Visit the website.

There you can search after children day care centers. To do this, click on "Kita-Suche" (children day care place search). Now you have to choose, where you want to register your child. Select the city or municipality.

Then click on "Kita suchen" (children day care place searching). => You will see all day care centers in this city.

There is more information about the day care centers. Click on "Details" for more information.

Have you found a good one? Click on "Kita auswählen" (choose children day care center). You can select three "Kitas".

When you are finished click on "Merkliste" (watchlist).

You find it above in the middle.

In the "Merkliste" you can see the choosen day care centers.

Please answer one more question.

Answer if a brother or a sister is already in the children day care center. .

Click on the green button "Kind(er) vormerken" (note child('s)).

Now enter your name and your address.

## What does "Eltern-Login" (parents-login) mean?

"Eltern Login" means that you get all information online.

If you want this select "*E-Mail des/der 1. des/der 2.Erziehungsberechtigten*" (e-mail of the first or second parent).

Enter your e-mail address and you will receive a password by e-mail.

You can log in with the password on the Kita-Navigator page.

After that you will have an own parent area, where you receive all the information you need. You find them in your inbox. You should check your inbox regularly.

## The alternative to parent login:

You want to receive the information by post? Enter "Postadresse des/der 1. Oder des/der 2. Erziehungsberechtigten" (postal address of first or second parent) in the contact type. You will receive all information by post.

## **Complete registration**

You have any other children you would to register? You can register more children under "Geschwisterkind vormerken" (register a sibling).

Now the registration is done! You will receive a confirmation from the Youth Welfare Office. The confirmation will be sent to you by post.

If you have any questions or need help, you're welcome to call and ask. Phone number: 02251/15-1333