

# Instructions: [kindernetfrankfurt.de](http://kindernetfrankfurt.de) in 5 steps!

[kindernetfrankfurt.de](http://kindernetfrankfurt.de) is the central system for applying for a childcare placement in Frankfurt am Main. All municipal and independent day care facilities (day nursery/crèche, kindergarten, after school care centre), extended school care centre (ESB) as well as in-home day care providers participate in [kindernetfrankfurt.de](http://kindernetfrankfurt.de). Parents can apply a placement for a day-care by being registered on [kindernetfrankfurt.de](http://kindernetfrankfurt.de). for their children from the moment of birth until the end of elementary school.

## 1 Search and obtain information:

Search [kindernetfrankfurt.de](http://kindernetfrankfurt.de) to obtain information about suitable day-care offers and filter results according to your needs.

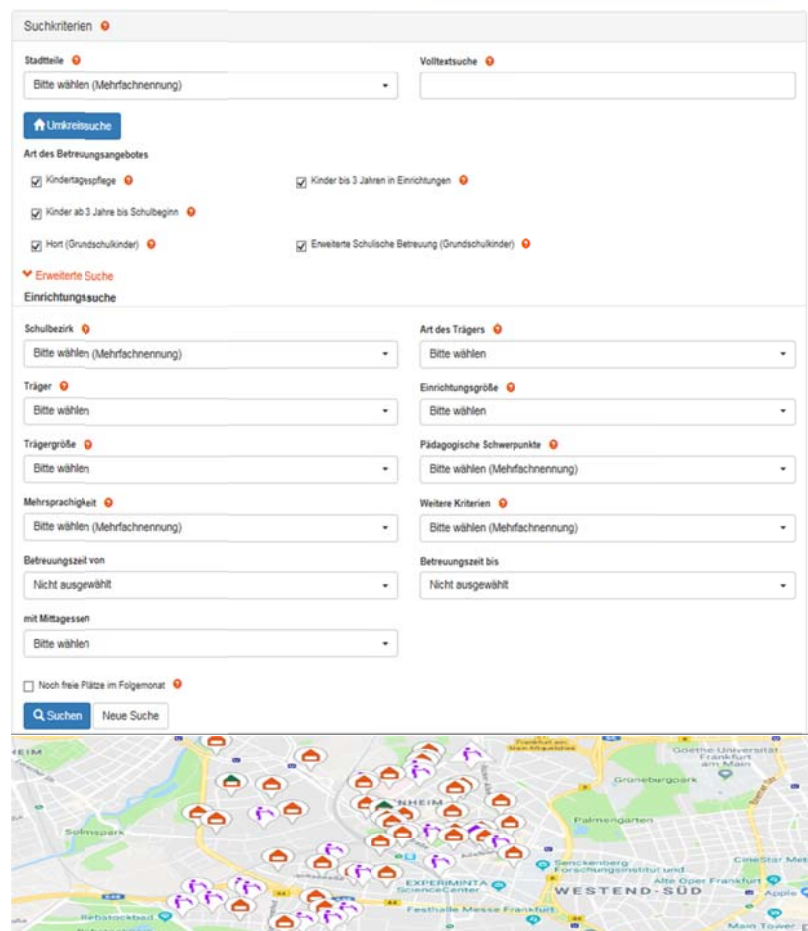


Various search criteria are available, e.g.:

- Neighbourhood
- Type of childcare offer (child day care, nursery/crèche, kindergarten, after-school care centre, extended school care centre (ESB))
- Pedagogical concepts and foreign language priorities
- Number of open placements available in the following month

Click on the icons in the city map; then click on the displayed name. Here you can learn more about the specific contact persons, opening hours, group sizes and concepts.

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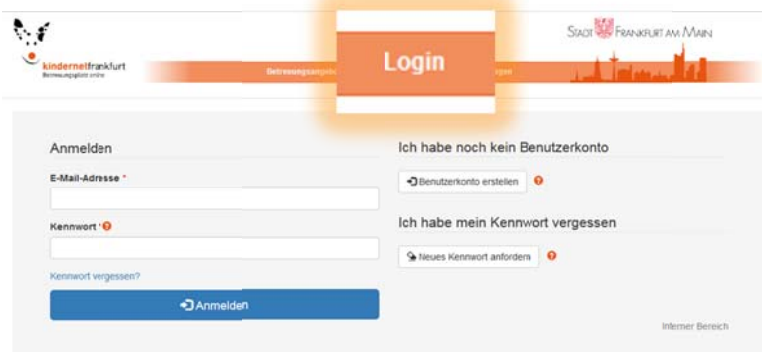
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## 2 Create a user account:

Click on > "Login" („Login“) and select > "Create user account" („Benutzerkonto erstellen“).

Create a profile with your personal contact information.

You will receive an e-mail confirming your data.



Ich habe noch kein Benutzerkonto

Benutzerkonto erstellen

From the drop-down menu on the right, select > "Children/pre-registration" („Kinder/Vormerkungen“) and enter your child's details. In the comment field, you can enter additional information about your child or convey specifics about your family situation.

Guten Tag !

Sie haben folgende Möglichkeiten:

1. Suche nach Betreuungsangeboten und Erfassung von **neuen Vormerkungen**
2. Lesen Ihrer **Nachrichten** im Posteingang
3. Anzeige Ihrer **Plätze** im kommenden Monat
4. Anzeige oder Änderung Ihrer **bestehenden Vormerkungen**
5. Die Angabe oder Änderung Ihrer **persönlichen Daten**, bspw. Anschrift oder E-Mail-Adresse
6. Die Angabe oder Änderung der Daten zu den **Kindern**, bspw. ein weiteres Kind anlegen

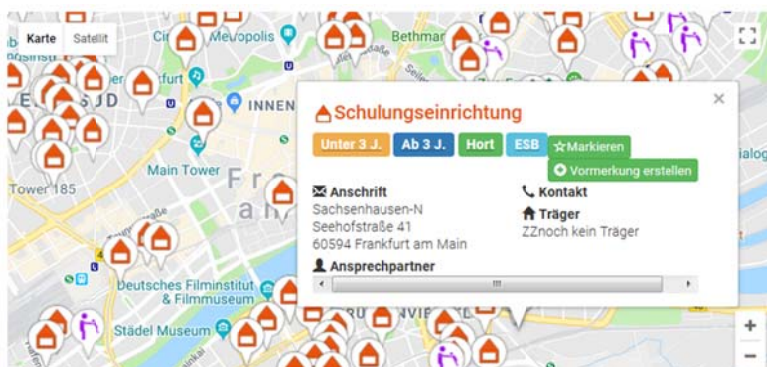
Haben Sie weitere Fragen zur Nutzung von kindernetfrankfurt.de, so informieren Sie sich bitte auch in unseren **FAQs**.



Kinder / Vormerkungen

## 3 Pre-registration:

To create a pre-registration with a childcare provider, please select the menu option > "Search for childcare provider" („Suche nach Betreuungsangeboten“). Filter the childcare offers by using your search criteria and select your preferred childcare offer. Click on > "Create pre-registration" („Vormerkung erstellen“) and save the search results provided.



Vormerkung erstellen

## 4 Wait for reply:

The allocation of childcare placements in Frankfurt am Main is decentralized, i.e. you will receive appointments to meet and discuss a contract pertaining a childcare placement for your child directly from the respective childcare provider.

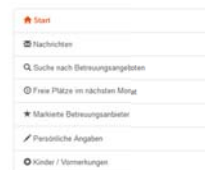
Please remember to check your e-mail inbox in regular intervals.

### Guten Tag!

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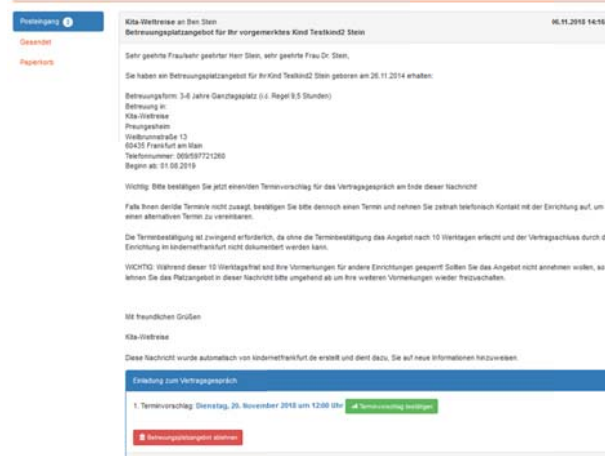
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After receiving an invitation to discuss a contract, please log in at [kindernetfrankfurt.de](http://kindernetfrankfurt.de) to confirm the appointment. Please note: The childcare providers are directly responsible for the assignment of childcare placements; [kindernetfrankfurt.de](http://kindernetfrankfurt.de) has no influential Part in the allocation process for your child.

It is possible to cancel an appointment, but please make sure to personally contact the provider to reschedule a new date.

### Nachrichten



## 5 Conclude contract:

A contract for the provision of childcare is always concluded in writing with the respective facility. Immediately after the conclusion of the contract, the childcare facility will confirm the contract conclusion in [kindernetfrankfurt.de](http://kindernetfrankfurt.de). Please note that all other pre-registrations for your child will be deleted automatically.

If you also want to delete your user account at this point, please log in and select the > "Delete user account" („Benutzerkonto löschen“) tab under your name. After deleting your user account, you will no longer receive e-mails and all prior reservations for your child will be removed.

Thank you using [kindernetfrankfurt.de](http://kindernetfrankfurt.de)!

Please note: If you need further assistance to use [kindernetfrankfurt.de](http://kindernetfrankfurt.de), the staff of "Infobörse Kindertagesbetreuung" will be happy to assist you. If you do not speak German, we recommend that you bring a friend who can translate for you. Please check our website for current office hours.