

# How to apply for a place at the Kita International Kantis Kinder-Klub e.V.

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We are an international kindergarten and welcome applications from families worldwide regardless of the home language spoken and look forward to embracing all nationalities. It is not a creed that your child/family speak English or German.

A Kita year commences in the month of August however only children who will have turned 3 years of age by 31st August of that particular year are legible to start in the kindergarten. (We do however file all applications received for younger children and contact families at a date nearer the commencement date of your child.)

Should free places become available throughout the remainder of the year, children who are 3 years or older and toilet-trained can be considered.

## Step 1

Download an application form by using the following link: [Kita Application Form](#) complete and return to us by post, fax or as an e-mail attachment, along with a copy of child's birth certificate/passport or ID.

## Step 2

On receipt of your application, our processing procedure can begin.

- Applications for children under the age of 3 will be filed and parents notified at an appropriate date nearer time of commencement.
- All other applications are pooled and families invited to visit the kindergarten for a playdate. You would receive information about this during the months of January/February.
- Playdates take place February/March.
- Mid April/May families will receive a letter informing them whether the application was successful or not.
- In June, successful applicants are invited to a parent evening informing them about their child's class, teachers and starting date etc.

Please note – should your application not be successful (due to more applications than available places for example), your paperwork will be kept on file and you will be notified at a later date should a place become available. We do not indulge in reasons why an application has been successful or not.

### **Step 3**

On receipt of the admission letter from us, successful applicants should immediately start to apply to their local council office (Bezirksamt) for an official voucher stating the amount of care hours the child is entitled to. This document is called a 'Gutschein für die Tagesbetreuung (Kitagutschein)'. Without this document, your child is unable to commence kindergarten in Berlin. This form can be downloaded by using the following link:

[Bezirksamt Gutschein Application Form](#)

The council will send you a letter verifying your application and this in turn needs to be sent/given to us as soon as possible.

Should you require more information, please do not hesitate to call the Kita office on (0049) 30 820078910 or e-mail us at [international@kant-kita.de](mailto:international@kant-kita.de).

Thank you for your interest shown in our kindergarten.

We look forward to hearing from you.