
How to apply for a place at Kita International

Firstly, before you consider applying for a place at Kita International you need to know that we will only accept children by August who will have turned 3 years of age by the 31st October. We are happy to receive applications from all nationalities, backgrounds and from both native German and English speakers, but also from non English or German speaking families. However, due to our curriculum, we need to ensure a balance between the number of English speaking and German speaking children.

- Step 1** Go to the School web page: www.kita-international.de and download a copy of the Kita application form and the list of 10 most frequently asked questions. If you do not have internet access, please call and we will forward on to you a copy of the necessary information.
- Step 2** Before the Kita is able to offer your child a place, we will need to have the `Bescheinigung über den Betreuungsbedarf` from your local District Council Office (Bezirkamt). This official form ("Anmeldung zur Tagesbetreuung") states how many hours of day care your child is entitled to. Our program is based on the development of the children's speech, it is a fulltime program. That is why the `Bescheinigung` **must(!)** be for **7-9 hours** which is called `Ganztagsplatz`.
- Step 3** Complete the paperwork and send it to the Kita, the paperwork includes:
- Application form;
 - The `Bescheinigung über den Betreuungsbedarf`
 - A copy of your child's birth certificate or if they already have one, a passport or identification card
 - A brief letter explaining why you would like your child to attend our Kita
- Step 4** Once we have this paperwork, your information will be pooled with other applications for processing. After we get a survey of the applicants we will invite some of the children for a play date. Around March, before the next school year begins, the Kita Management will start the process of offering places for the following school year. You will be informed usually around Easter time, in writing, as to whether you have been successful in your application and if so, then you will be asked to come along to the Kita office to sign a contract.

For more information please call the Kita office on 030 82 00 77 80 or e-mail the Kita on ecc@berlin-international-school.de

Thank you for taking an interest in our Kita.
Best wishes

Ms. Kirsten Leang
Principal – Kita International

Berlin, October 2006