



## Advance registration of an unborn child for a childcare place

In the Kinderhaus Lumiland am Campus, Victoria -Mathias-Straße 2, 45141 Essen

Dear Parents,

You are interested in a childcare place in our child day care centre.

In Essen, the advance registration is carried out via Little Bird, the parent's portal of the city of Essen. However, the registration of an unborn child isn't possible there. Please use the following form.

Your registrations can only be considered, if the missing data (Name, date of birth) will be collected at latest 2 weeks after the child is born.

The prerequisite for the actual admission of the child in our child day care centre is the professional activity of both parents. For this reason we request to submit a „**proof of activity**“ for each parent. The relevant period of work shall begin with the Kindergarten year in August.

With your advance registration, you will participate in the selection procedure for the allocation of childcare places. An entitlement to a place in the Kinderhaus Lumiland on the Campus is not substantiated hereby. The allocation of places for a Kindergarten year (01.08. to 31.07.) shall be carried out by 28 February of the same year (at the latest). From 1 March, all parents (company and public) will receive a binding confirmation or rejection:

- a. Insofar as we can offer you a childcare place for your child, you will receive a place offer. After a written confirmation on your part, you will receive a childcare contract, which is to be signed and returned within two weeks.
- b. Insofar as no childcare place can be offered to you in the current selection procedure, there is the possibility to place your advance registration in a waiting pool. The prerequisite for this is that you confirm in writing, that your child should remain in the waiting pool.

**Please send the fully completed advance registration to the following address:**

**Impuls Soziales Management Die Familienexperten gGmbH**  
**Kinderhaus Lumiland am Campus**  
**Frau Jennifer Tönis**  
**Victoria-Mathias-Straße 2**  
**45141 Essen**

Tel.: +49 (0)201 47950291  
E-Mail: [jtoenis@e-impuls.de](mailto:jtoenis@e-impuls.de)

Yours sincerely,

Your management team  
Jennifer Tönis & Petra Buss



# Advance registration of an unborn child for a childcare place

In the Kinderhaus Lumiland am Campus, Victoria-Mathias-Str.2, 45141 Essen

## 1. Information about the requested start and the form of care (hours /week)

- a.  Registration for the Kindergarten year, which start at the 1st of August .....
- b. Requested form of care (hours / week)
  - 35 hours/week
  - 45 hours/week

## 2. Data of the child

First Name	.....
Last Name	.....
Town / District	.....
Born on	..... <input type="checkbox"/> female <input type="checkbox"/> male
Expected date of birth	.....
Child's age at the requested start	.....
Nationality	.....

- a. Special features or impairments of the child / special circumstances with child care

.....



b. Are there siblings, that are already in the Kinderhaus Lumiland am Campus?

- 1. ....
- 2. ....

**3. Data of the legal guardians**

	1st legal guardian		2nd legal guardian	
Custody	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Single Parent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer RWE/innogy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last Name:	.....		.....	
First Name:	.....		.....	
Street:	.....		.....	
Postal Code, town:	.....		.....	
Phone private:	.....		.....	
Mobile phone*:	.....		.....	
Phone official*:	.....		.....	
E-Mail:	.....		.....	
Employer**:	.....		.....	
Place of work:	.....		.....	

\* Voluntary detail

\*\*Please fill in the complete name of the Employer

Family status:  married  divorced  living together  single parent

Notes or description of Special features or impairments of the child / special circumstances with child care

.....

.....



#### 4. Registration in Little Bird

Impuls Soziales Management Die Familienxperten gGmbH is obligated to use the parent portal of the City of Essen Little Bird. **Please register your child after it is born in the parent portal Little Bird.** For the advance registration in *Little Bird*, you require the childcare pass number. If no number is available to you we request you to first of all apply for this at the „Familienpunkt“ (Family Point) (Telephone: +49(0)201 88 51777, e-mail: familienpunkt@essen.de). Please enter both parents with the registration in Little Bird so that a correct allocation can be carried out.

#### 5. Data protection notices

Impuls Soziales Management Die Familienxperten gGmbH collects, processes and uses your data for the allocation of childcare places. The data are collected owing to the requirements of Section 12 German Child Education Act (Kinderbildungsgesetz) and on the basis of the „company agreement regarding the allocation of places in the child day care centre Lumiland Essen“. The data will be treated confidentially and – with the exception of responsible authorities and the employees of your client who are entrusted with the child care centre business – will not be forwarded to third parties.

You have the right to information, rectification, erasure and to object to the processing, insofar as it does not contradict the purpose of the collection and furthermore a right to portability of your personal data. Your data will be erased after the statutory storage deadlines. In case of questions relating to data protection please contact info@e-impuls.de.

#### 6. Final declaration

I have acknowledged the data protection notice regarding the processing and use of the stated purpose. I confirm the accuracy of the details and that, at the time of commencement of the childcare, and employment relationship exists as proven or will subsequently be commenced at short notice. The proof of activity is enclosed.

**Without complete information, we can't further process your registration!**

.....  
Place, date

#### 1st legal guardian

Name in block letters: ..... Signature: .....

#### 2nd legal guardian

Name in block letters: ..... Signature:.....



**Proof of activity of 1st legal guardian  
for a childcare place in the Kinderhaus Lumiland**

Last name, first name of the child .....

Last name, first name of the legal guardian .....

Address .....

Name of the employer .....

Address .....

Personnel number .....

**Confirmation of the employer:**

The aforementioned employee maintains

- a non-suspended, unlimited and non-terminated employment relationship with us.
- a non-suspended employment relationship, which will end on .....
- maintains a suspended employment relationship (e.g. owing to parental leave) and will actively re-commence the work activity from the .....
- has from/since ..... Maintained a non-suspended apprenticeship relationship with our company. The apprenticeship relationship is expected to end on .....

**In case of self-employment:**

Please submit a certificate of your tax adviser regarding the performance of a self-employed activity.

.....  
Date

.....  
Signature of employer

.....  
stamp of the employer



**Proof of activity of 2nd legal guardian  
for a childcare place in the Kinderhaus Lumiland**

Last name, first name of the child .....

Last name, first name of the legal guardian .....

Address .....

Name of the employer .....

Address .....

Personnel number .....

**Confirmation of the employer:**

The aforementioned employee maintains

- a non-suspended, unlimited and non-terminated employment relationship with us.
- a non-suspended employment relationship, which will end on .....
- maintains a suspended employment relationship (e.g. owing to parental leave) and will actively re-commence the work activity from the .....
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