



City of Copenhagen  
Department of Children and Youth

Pladsanvisningen  
Frederiksborggade 15, 3. sal  
Postboks 2220  
1018 København K

## Application for admittance to nursery, kindergarten and day care

Civil registration number:
Civil registration number:

How to fill in the application form: see next page

Fill in one application form per child

Use CAPITALS

Full name of the child:	Civil registration number:
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**Nusery/Day Care:** (Max. two wishes - day care counts as a wish)

	number of the institution	Address(If you want day care - write the part of the city)	Language place * put an X	Brothers and sisters at the institution put an X
Wish				
Wish				

We need care for our child from the \_\_\_\_\_ date (filling-in obligatory)

**Kindergarten - guiding institution wishes:**

			Language place * put an X	Brothers and sisters at the institution put an X
Wish				
Wish				
Wish				

\* Language places are only available at selected nurseries and kindergartens in the following districts:  
Nørrebro, Valby, Brønshøj-Husum, Bispebjerg og Sundby Nord. See Guidance overleaf.

**Applicant:**

Name of the mother:	Private phone number:	Mobile:
Place of work:		
Name of the father:	Private phone number:	Mobile:
Place of work:		
Do you or does your spouse/cohabitant receive social benefits? yes <input type="checkbox"/> no <input type="checkbox"/>		
Does your child suffer from chronic diseases, hereditary disabilities or other conditions that have to be taken into consideration; if so, which?		

If you want a language place, fill in the following:  
Child's mother-tongue/mothers mother-tongue/fathers mother-tongue:

Date: \_\_\_\_\_ Signature (mother/father) \_\_\_\_\_

## Guidance

### Nursery

In the City of Copenhagen it is the registration time that decides the placement on the individual waiting list. The first registered child will be the first child to be offered a nursery/day care place. The child has to be at least four months at the registration date.

You can register your child for a maximum of two nurseries or two day care areas (a day care area = a district) or one nursery and one day care area.

If you wish day care, please write the wanted district in the address box. If you register your child for day care, the child will be registered for day care with several children automatically if this offer is available in the district.

*Pladsanvisningen* can tell you about waiting lists for the individual institutions and day care areas and can also inform you about how many places are expected to become available at the institutions in the near future.

If you choose to change to another waiting list, it is the new registration date that will decide your child's placement on the waiting list.

### Date of need

Your child will be offered a place when he/she is at the top of the waiting list, but not earlier than the date you have entered as the **date of need**. This item **MUST** be filled in.

### Kindergarten

Children going to a nursery/day care are automatically registered for a kindergarten. Children can be moved to a kindergarten from the age of two years and ten months. You can register your child for a maximum of three kindergartens. Your wishes are meant as a guide. If several parents want the same institution, the oldest child will be the first to receive an offer.

However, *Pladsanvisningen* cannot guarantee that your child gets a place at the institution wished but will try to do their utmost to respect your wishes.

### Language places

In connection with the development project "Diversity of the Copenhagen day care offer", the City of Copenhagen has reserved a number of so-called language places at some pre-selected day care institutions. These language places are earmarked for children with another mother-tongue than Danish, i.e. children of parents whose mother-tongue is not Danish. On the institution list you will find an overview of the institutions with such language places. If you want a language place, put a cross in the application form, indicating mother-tongue of the child and of the parents.

For further information, go to [www.kk.dk/pasning](http://www.kk.dk/pasning) or contact *Pladsanvisningen*.

### Brothers and sisters

If your child has brothers and/or sisters at the kindergarten, your child will get a place at the same institution if there is a place available at the time wished. In integrated institutions, however, the nursery children have a priority to available kindergarten places. Brothers and sisters cannot be considered until the child is two years and ten months old.

Remember to register your child for the institution of his/her brothers and/or sisters.

### New residents and citizens having been moved

If you move to the municipality or move within the municipality, you can use a reserved place on condition that there is a distance of at least four kilometres between your new home and the institution your child has been registered for or admitted to. *Pladsanvisningen* can inform you about the number on the waiting list of the reserved places at the individual institutions. If the child is starting in a kindergarten, he or she will get a place by age.

### Custody

Only parents holding custody of a child can apply for registration at a day care offer. In case of joint custody you must agree upon the registration. If the child lives with other persons than the person holding custody, a copy of the foster permit with the foster parents' names and address must be enclosed.

### Institutions open over the weekend

If you want to register your child for an institution that is open over the weekend, please contact *Pladsanvisningen*.

### Further information

You can get further information at [www.kk.dk/pasning](http://www.kk.dk/pasning) and [www.daginstitutioner.kk.dk](http://www.daginstitutioner.kk.dk)

### Important!

Send the filled-in form to *Pladsanvisningen*. Within ten days you will receive a confirmation of the registration. This confirmation is your proof of the registration. If you should not receive a confirmation, please contact *Pladsanvisningen* as soon as possible.

### Guarantee list

If you have an acute care problem, you can enter your child's name on the guarantee list. The guarantee list guarantees your child a place within two months. The available places on the guarantee list are places in either day care or nursery. Your child can be registered on one specific waiting list as well as on the guarantee list. If you have registered your child for two specific day care offers, you must replace one of the day care offers by a registration on the guarantee list. Registration on the guarantee list.

Always get further information at the *Pladsanvisningen* before entering your child's name on the guarantee list.

### The Danish personal data act

The information you have given on this form will be registered in the institution system of the City of Copenhagen. The information is registered in order to keep the waiting list of children up to date. Once registered you are under the Danish personal data act (Act no 429 of the 3<sup>rd</sup> of May, 2000) entitled to

- demand insight into the information treated and its purpose
- object to the treatment of information
- demand verification/annulment/ blocking of information you find incorrect, misleading or in any other way treated on edp contrary to Danish legislation.