

# The new Kita Portal

**Online registration now possible!**



## **What does the new Kita Portal (Portal for Children Day Care Centers) offer?**

- ... An overview over the various types of day care categories at the children day care centers of Trier
- ... Search for the suitable children day care center (based on customized criteria such as, for example, city district, child care times, type of sponsor etc.)
- ... Registration for several children day care centers
- ... Current information about the range of offers and availability of vacancies in the centers

## **Where to find the Kita Portal?**

- ... under <https://kitaportal.trier.de> and under [www.trier.de](http://www.trier.de)

## **What steps are required to register for a day care center (Kita)?**

- ... With the help of the search criteria, select your preferred day care centers on the Kita Portal's starting page
- ... You can trace the selected day care centers in the register "earmarked centers"
- ... under "My section" you can now register in the waiting list for the earmarked children day care centers
- ... for registration, please indicate your name and e-mail address
- ... you will briefly afterwards receive an e-mail with the access data and the standard password
- ... at your first registration, set your personal password and your account will be immediately available to you for online reservation

## **What will happen after the online registration?**

- ... the heads of the children day care centers you have selected will see the order of your selection and check the allocation of the vacancies
- ... under the condition that the center can offer you a vacancy, you will, as a rule, receive a confirmation with an invitation for conclusion of contract within 6 months.

*Applications for registrations for a children day care center can also be filed at the centers and the Youth Welfare Office (Jugendamt) of the municipality of Trier. The data are run on the servers of the municipality of Trier and are thus not accessible to unauthorized third parties.*

### **Data and contacts:**

Stadt Trier  
Jugendamt – Abteilung Kindertagesbetreuung  
Verwaltungsgebäude II  
Am Augustinerhof

54290 Trier  
E-Mail: [kita@trier.de](mailto:kita@trier.de)  
Phone: 0651/ 115

