

# Day Care Application



## Child Information

First name  
Surname  
date of birth  
Sex  
Nationality  
Family Language

Address  
Street  
Code  
City  
Siblings  
date of birth  
date of birth

Child custody  
shared custody with  
sole custody (certificate of registration required)

## Kita Informations

desired Kita 1  
desired Kita 2  
Desired Entrance Date

## Information on legal guardians

First name  
Surname  
Civil Status  
Private Number  
Business Number

Address  
Street  
Code  
City  
Email Address

I'm a Student at  
JGU / HS Mainz / TH Bingen (please enclose supporting documents)

I'm employed by  
MPI / HS Mainz / TH Bingen / IMB / Unimedizin Mainz (please enclose supporting documents)  
external (without university reference)

temporary until

Honorary activity in a committee regulated by the HochSchG (proof required)

**Notice** In our facilities, we primarily accept children whose parents are studying or are employed by our cooperation partners. We can only accept children who are registered in Mainz

## Other Legal Guardian

First name  
Surname  
Occupation  
Private Number  
Business Number

Address  
Street  
Code  
City  
Email Address

### Reasons for urgency

  
  
  
  
  
  

Are there any special features of your child that we should know about?

  
  
  
  

City, Date

Signature

### Notice

This application is valid for six months. Please contact us after this period if you have not been notified by us yet. Otherwise, we will assume that you no longer require a place and your informations will be removed from the waiting list.

Your data will only be collected, used, and stored for handling your application in accordance with the current european data protection laws (DSGVO). Handling of your application and acceptance of your child into day care can only proceed on receipt of a fully completed application. You can retract this application at any time.

### Please send the form with all supporting documents to

Post Studierendenwerk Mainz  
Sachbereich Kindertagesstätten  
Staudingerweg 21  
55128 Mainz  
Deutschland

Email [kita-verwaltung@studierendenwerk-mainz.de](mailto:kita-verwaltung@studierendenwerk-mainz.de)

Fax +49 6131 39 24 907

# Bescheinigung des Arbeitgebers

## employer certificate

- For JGU employees the form needs to be filled in by the human resources department of JGU, not the Faculty  
(Alternatively include the first page of your employment contract)

Hochschule Mainz

Max-Planck-Institut

Name, Vorname	Privatanschrift		Nr.
Geburtsdatum	Straße		
	PLZ	Ort	
beschäftigt seit	Anschrift der Dienststelle		Nr.
befristet bis	Straße		
Wochenstunden	Zusatz		
	PLZ	Ort	

Hiermit bestätigen wir, dass der|die oben genannte Arbeitnehmer\*in bei uns beschäftigt ist.

Ort, Datum

  
Unterschrift | Stempel