Application for admission

For a place in a day care institution at the site of the Universities of Mainz

> Only children of students of the Universities of Mainz, and of personnel of the Universities, the Max- Planck-Institutes, and the 'Studierendenwerk Mainz' can be received. **Please include proof that you meet the admission prerequisites by including your 'Immatrikulationsbescheinigung' (student enrolment) or written confirmation of your employer together with your application. We can only process your application once we have received the required verification.** Students beginning their studies have to hand in their enrolment certificate as soon as possible.

Child information

surname, first name, address		
date of birth	sex: ☐ f ☐ m	**From when on do you need day care.** **date:**
nationality	family language	
sibling child, name and date of birth	sibling child, name and date of birth	sibling child, name and date of birth

Child custody

☐ sole custody   ☐ shared custody

surname, first name

Information on legal guardians

1. legal guardian

surname, first name, address		E-Mail
I'm a student at (please include student enrolment)	☐ first degree ☐ second degree ☐ doctoral studies	date of birth
I'm employed at (please include written confirmation of your employer)	Temporary employment contract until	
phone private	phone service	mobile

2. legal guardian

surname, first name, address		E-Mail
I'm a student at (please include student enrolment)	☐ first degree ☐ second degree ☐ doctoral studies	date of birth
I'm employed at (please include written confirmation of your employer)	temporary employment contract until	
phone private	phone service	mobile

Application is valid for day care at: (Campulino, Montessori-Kinderhaus Sprösslinge, Weltentdecker, städt. Kita auf dem Campus)

desired Kita 1 _____

desired Kita 2 _____

desired Kita 3 _____

desired Kita 4 _____

A visit of the institution(s) should be made.

Reasons for urgency:

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With my signature, I confirm that I have acknowledged the fact that I will not retain the right for a day care place if the perquisites are no longer met.

_____   _____
Place, date   Signature of applicant

This application is valid for one year. Please contact us if after a year you have not been notified by us. If you do not contact us after this time, we will assume that you no longer require a place and your data will be removed from the waiting list.

We retain the right to compare data (name and date of birth of the child) with the centralised waiting list of the city of Mainz as well as other child care institutions to allow for timely and efficient handling of applications
Your data will only be collected, used, and stored for handling your application in accordance with the current data protection laws of Rhineland-Palatinate. 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 to

Studierendenwerk Mainz
Sachbereich Kindertagesstätten
Staudingerweg 21
55128 Mainz
Phone +4961313924969, Fax: +4961313924907
E-Mail: kita-verwaltung@studierendenwerk-mainz.de

Bescheinigung des Arbeitgebers (JoGU, HS Mainz, MPI oder SWM) / employer's confirmation

For JoGU: Needs to be filled in by the human resources department or include the first page of your employment contract. A confirmation from the faculty is not sufficient.

Für JoGU: Bitte von der Personalabteilung ausfüllen lassen bzw. Kopie des Arbeitsvertrages beifügen (1. Seite reicht). Eine Bescheinigung nur aus dem Fachbereich reicht NICHT aus.

Name Beschäftigte/r:

Vorname:

Geburtsdatum: _____

Privatadresse: (Ort) _____

(Straße) _____

ist bei uns   ☐ JoGU   ☐ HS Mainz   ☐ MPI   ☐ SWM   ☐ andere_____

beschäftigt seit: _____

☐ unbefristet   ☐ befristet bis _____

mit _____ Wochenstunden

Anschrift der Dienststelle: _____

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Mainz, den _____

     Datum   Stempel, Unterschrift