

Quick and easy: Find a nursery place in 5 steps with **mykitavm.trinuts.de**



With mykitaVM, you can conveniently access all the information about childcare options in your city at any time via your computer, tablet or smartphone – with no obligation.



Go to mykitaVM.trinuts.de, select your city and get started!

Once you have decided which facilities you would like to register your child for, you can register in no time at all and submit your childcare preferences online! After entering your details, you must submit them before they become visible to the nurseries. Please note: The process may vary slightly from city to city. After submitting your information, you may still need to arrange a visit to your preferred nursery before your child is placed on the waiting list for a place.



Contact your local youth welfare office to find out the exact procedure in your city!

If you have any problems or questions about using the parent portal, you may also contact your preferred nursery directly.

1. Find out



Select the menu item Facilities or the button **VIEW FACILITIES** at the bottom of the home page to bring up a list of all facilities.



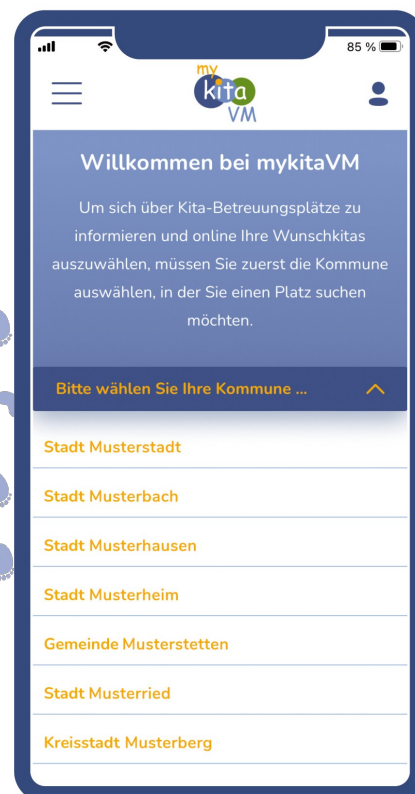
You can see the location of the facilities on the overview map. If you enter your address, it will also appear on the map and you can easily select facilities based on their distance from your home or workplace.

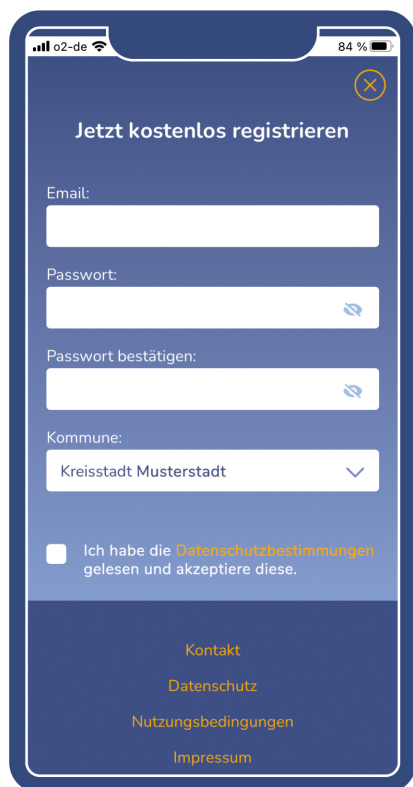


You can search by keywords, e.g. 'Protestant', 'Catholic', '35 hours' or even 'garden'.



Details about each facility can be found by clicking on the **VIEW** button. Here you will find the address, opening hours, contact persons, childcare services and further information, e.g. about the educational concept or the premises.





Jetzt kostenlos registrieren

Email:

Passwort:

Passwort bestätigen:

Kommune:
Kreisstadt Musterstadt

☐ Ich habe die [Datenschutzbestimmungen](#) gelesen und akzeptiere diese.

[Kontakt](#)
[Datenschutz](#)
[Nutzungsbedingungen](#)
[Impressum](#)

2. Register / Log in

- ✓ To reserve a place for your child at a nursery, you will be asked to register with your email address!
- ✓ Click on the menu item/button **REGISTER FOR FREE** at the bottom of the home page.
- ✓ Your password must be at least 6 characters long. We recommend using at least one upper-case letter, one lower-case letter and one special character.
- ✓ Please read the data protection agreement and terms of use and confirm that you accept them.
- ✓ Then submit your registration.
- ✓ You will receive an email with a confirmation link to your email address. Please click on the link to activate your mykitaVM account. You can then log in to mykitaVM at any time with your email address and password.

3. Enter data

- ✓ You will now see an overview of your child or children, each with the following symbols> First, enter your parent data. Fields marked with an asterisk (*) are mandatory. mykitaVM requires your contact details solely for communication between you and the institutions.
- ✓ Then enter your child's data. mykitaVM offers you a family account: You can also add additional children to your account!
- ✓ Save your entries; you can access and change them later at any time!



Meine Daten

Elternteil 1 Anrede:

Elternteil 1 Vorname:

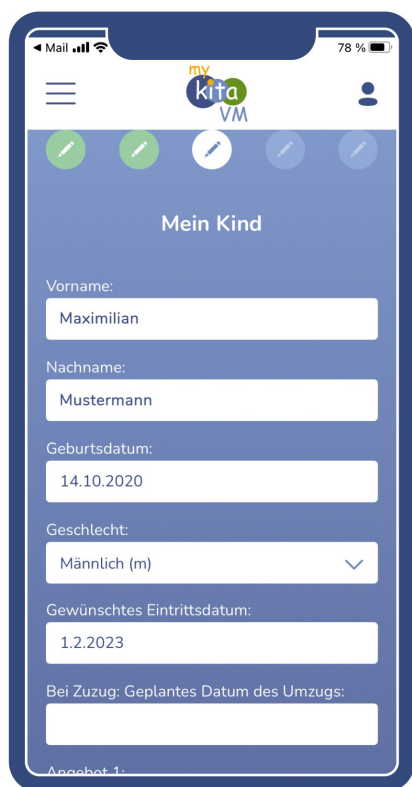
Elternteil 1 Nachname:

Straße:

Bezirk:

PLZ:

Ort:



You will now see an overview of your child or children, each with the following symbols for further processing:

CHANGE CHILD DATA (icon with pencil) allows you to change the child's data.

DELETE CHILD (child icon with cross) here you can delete your child, including all data.

SELECTED FACILITIES (house icon) shows an overview of the facilities that match the selected childcare options for your child.

Good to know!

You also have the option of adding several children to your mykitaVM account. You do not need to open a separate account for each sibling!

4. Select a nursery



The list shows the facilities that offer a service that matches your childcare requirements.



Now select the facilities that meet your requirements. To do this, click on **RESERVE** for the relevant nurseries.



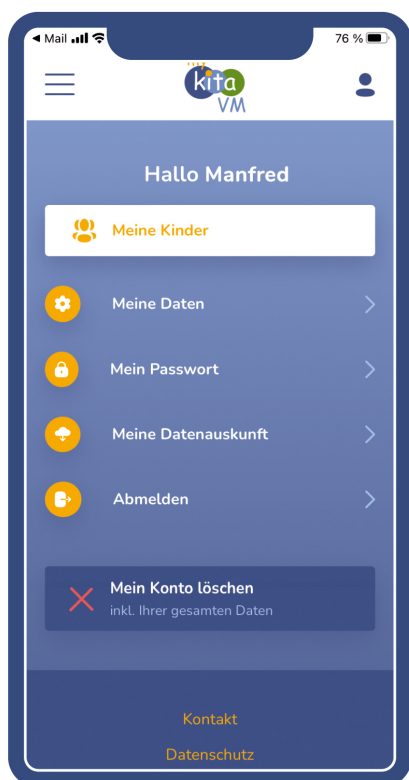
The order in which you select them will determine the priority! However, you can still change the order before submitting!

Good to know!

You can change the order as often as you like as long as you have not yet submitted your data. If you have already submitted your data and your child is already on the waiting list, you can no longer make changes online. Simply contact your preferred facility, where all changes can be made quickly! Incidentally, the maximum number of facilities you can select is determined by the local authority.



- ✓ Click **BACK** to return to the overview of the facilities selected for your child.
- ✓ If you want to change the order of the selected nurseries, you can do so easily using the up/down arrows.
- ✓ Check your selection and prioritisation. If everything is correct: **SAVE PRIORITISATION!**
- ✓ Click **BACK** to return to the child's details.
- ✓ In the final step, you then forward your details to the nurseries. To do this, click **SEND** and confirm the data protection declaration.



5. Make an appointment

- ✓ After submitting, your reservations will be forwarded to the facilities and you will receive all the details as confirmation by email to your email address.
- ✓ **Please check whether you now need to make an appointment to visit your preferred nursery. This varies from city to city.**
Depending on the city, with or without a visit: The nursery will take your details from mykitaVM and put your child on the waiting list for all the facilities you have selected.

That's it, you're done!

**We wish you and your child
a great start at nursery!**