

To be sent/ handed over to the municipality	To be filled in by the municipality	
	Date received	KLE 28.09.40G01 • Case identification
Application for enrolment in daycare/ before-and-after school care		



Information about the child

Name (call name to be underlined)	Civil registration number	Civil registration number/due date of delivery
Address		Telephone number
Application for enrolment due to relocation		As of date
Future address		
Any other address where the child may stay regularly		
If the child's/pupil's native language is not Danish, please state such native language		Language

Information about type of place

<input type="checkbox"/> Full-time place	<input type="checkbox"/> combination offer	Date of maternity/parental leave period
<input type="checkbox"/> Part-time place in connection with		

Information about parents, etc.

Mother	Name	Civil registration number	
	<input type="checkbox"/> Custody	Address	Telephone number
	<input type="checkbox"/> No contact with the child	Place of work	Telephone number Ext.
Father	Name	Civil registration number	
	<input type="checkbox"/> Custody	Address	Telephone number
	<input type="checkbox"/> No contact with the child	Place of work	Telephone number Ext.
Contact person	Name	Relation to the child	
	<input type="checkbox"/> Appointed guardian	Address	Telephone number
		Place of work	Telephone number Ext.
Contact person	Name	Relation to the child	
		Address	Telephone number
		Place of work	Telephone number Ext.

Information about siblings in daycare/before-and-after school care

Name of daycare facility/family daycare provider/before-and-after school care facility	Name of child	Civil registration number

Requests for daycare/before-and-after school care

Date needed	Remarks
Name of the requested daycare facility/before-and-after school care facility	For the next promotion, the following daycare facility/before-and-after
Name of second requested daycare facility/before-and-after school care facility	Name of third requested daycare facility/before-and-after school care facility
To be filled in only if the child is registered for a daycare place: If a place becomes available in a similar daycare offer, I am <input type="checkbox"/> interested <input type="checkbox"/> not interested	

Childcare need for a full-time place

Monday from	Tuesday from	Wednesday from	Thursday from	Friday from	Remarks
to	to	to	to	to	
To be filled in only for children of school age <input type="checkbox"/> The child is picked up <input type="checkbox"/> The child is permitted to walk home alone					

Childcare need in connection with maternity/parental leave

Monday from	Tuesday from	Wednesday from	Thursday from	Friday from	Remarks
to	to	to	to	to	
To be filled in only for children of school age <input type="checkbox"/> The child is picked up <input type="checkbox"/> The child is permitted to walk home alone					

Childcare need for combination offers (flexible childcare)*

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	From	From	From	From	From	From
To	To	To	To	To	To	To
Bemærkninger						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	From	From	From	From	From	From
To	To	To	To	To	To	To
Bemærkninger						

(Continued on page 3)

Childcare need for combination offers (flexible care)* (continued from page 2)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	From	From	From	From	From	From
To	To	To	To	To	To	To
Remarks						
Mandag	Tirsdag	Onsdag	Torsdag	Fredag	Lørdag	Søndag
From	From	From	From	From	From	From
To	To	To	To	To	To	To
Remarks						

* Documentation must be attached, such as an employer's declaration, work schedule, or the like. For cohabiting partners, see instructions on pages 3-4.

* Requested number of hours in daycare (min. 10 hours) Hours

Current childcare arrangement

<input type="checkbox"/> None			Municipality
<input type="checkbox"/> Private childcare			
<input type="checkbox"/> Daycare/before-and-after school care in	Name of daycare facility/family daycare provider	Telephone number	

Other comments

Kind regards

<p>Please fill in the form to enable the municipality to best meet your childcare needs.</p> <p>If there are significant and permanent changes to the information provided, you are obliged to inform the municipality or the daycare facility/before-and-after school care facility of this, cf. section 11(2) of the Danish Due Process Act.</p> <p>For control purposes, the municipality may obtain information about place of residence and family circumstances.</p> <p>The municipality registers the information received and discloses the information to other public authorities, private companies, etc. that have a legal right to the information or cooperate with the municipality.</p> <p>The municipality deletes the data when the retention period expires and any archiving requirement has been met. Once the information is archived or deleted, the municipality no longer has access to it.</p>	<p>You have the right to know what information the municipality holds about you, and you can request that incorrect information is corrected or deleted.</p> <p>The municipality's data protection officer</p> <p>You can contact the data protection officer about your rights under the data protection legislation.</p> <p>You have the right to file a complaint with the Danish Data Protection Agency about the municipality's processing of your personal data.</p> <p>You can read more about the role of the data protection officer on Datatilsynet.dk.</p>
Date and signature - parent/guardian	

Information about combination offers (flexible childcare)

A combination offer consists of a part-time place in daycare and a subsidy for "flexible childcare".

The flexibility in the combination offer means that you can, for example, choose to allocate all hours to the daycare facility and flexible childcare, respectively, for a 2-week period and subsequently look after your own child for the following two weeks etc. For the same reason, the childcare need is calculated based on a minimum of 4 weeks.

Flexible childcare is subject to the following requirements:

- The main language in the flexible childcare arrangement must be Danish. In very special cases, the municipality may decide that the main language is not Danish, provided it does not impact integration.
- The flexible childcarer must be able to document that he/she have adequate Danish language proficiency to be able to develop the child's Danish language skills.
- The flexible childcare arrangement must be organised so that co-determination, shared responsibility, and an understanding of democracy are ensured for the child. As a part of this, the flexible childcare arrangement must contribute to developing the child's independence, ability to engage in binding communities, and a sense of belonging and integration into Danish society.

The municipality must approve the childcare agreement made between you and the flexible childcarer. The municipality must also approve the financial aspects of the childcare agreement.

Who can use the combination offer?

Only persons with a documented work-related need for childcare outside the regular opening hours of the daycare facilities are entitled to a combination offer in the form of a part-time place in a daycare facility and a subsidy for flexible childcare.

If you are a single parent, you are entitled to a combination offer if you can document such a need.

If you are cohabiting, you must both document that you have a work-related need for childcare outside the regular opening hours of the daycare facilities

Your documentation related to the childcare need could, for example, consist of an employer's declaration, a work schedule, or the like, which must be submitted with the application.

If you have children enrolled in a language stimulation offer in the form of a daycare facility for 30 hours per week, cf. section 11(8) of the Danish Act on Daycare Facilities, you are not entitled to a combination offer.

The relationship between daycare facility and flexible childcare

The municipality determines the average number of hours to be allocated to the part-time place in the daycare facility

and flexible childcare arrangement. This determination is based on your application and documented childcare need, but also on the child's prospects of becoming part of the community of children in the daycare facility and the extent to which the daycare facility is able to offer a good setting for the child.

Flexible childcare must constitute at least 10 hours per week on average, and the time spent in the part-time place in the daycare facility and the flexible childcare arrangement must be calculated over a period of at least four weeks. The combined offer cannot exceed what corresponds in time to a full-time place in an age-appropriate daycare facility in the municipality.

Part-time place for children of parents on maternity or parental leave

From 1 January 2019, a new offer is introduced for parents on maternity or parental leave.

When one or both parents take leave under the Danish Maternity/Paternity Act, the parents may now apply for a part-time place of 30 hours per week in a daycare facility for children in the household in the age group from 26 weeks until start of school with a reduced parental payment.

Parents who take leave under the Danish Maternity/Paternity Act may have a part-time place of 30 hours per week during one continuous time period per child.

If the child's parents take leave in direct continuation of each other, this is considered one continuous time period. If the parents' leave is interrupted by a period of more than five weeks or otherwise terminated, cf. section 27b(3), or if the parents themselves wish to convert the part-time place into a full-time place during the leave, the right to a part-time place with reduced payment ceases.

In connection with the application, the parents must document that they are taking leave under the Danish Maternity/Paternity Leave Act or will take leave at the time they wish to be offered the part-time place. The parents' documentation may, for example, consist of a copy of the maternity record showing the expected delivery date, an agreement with the employer on postponed maternity leave, or the like.

Read more about part-time places for children of parents on maternity/paternity leave in section 27b of the Danish Act on Daycare Facilities

Obligation to provide information in case of changed childcare need

If your childcare need changes, and you require, for example, fewer hours for flexible childcare, you are obliged to inform the municipality of this.

Complaint procedure

The municipality's decision on enrolment in a combination offer cannot be brought before another authority.