

Guide for Sign up your child to Day-care 0 – 6 years

Day nursery, kindergarten, child-minding, and integrated institution

- Log in to Den Digitale Pladsanvisning using your NemID – select "Aarhus Kommune".
- In the upper tab, you will find your name and your child/children's names. Select the child you wish to sign up.
- Then select "opskriv" in the line underneath your child's name to sign them up.

1. Søg institution

At the bottom of the page, in the search field "simpel søgning", you fill in the date from which you need the care. You can only start enrolment on the 1st of the 16th day of the month. Then you fill in "distriktet". Under "pasning" you select "Dagtilbud 0 – 3 år" for nursery and "Dagtilbud 3 – 6 år" for kindergarten → press "vis muligheder" in the bottom right corner and you are shown the different institutions.

2. Søgeresultat

On this page, you select "vælg" (choose) by each institution you would like to request. Then a box will appear at each selection where you can select if you want to sign your child up for full-time or part-time care. When you have selected all the institutions you would like to sign your child up for, → press "næste" (next) in the bottom right corner.

Please note that the blue square on the right side allows you to see which institutions you have selected for your child → press "næste" (next) in the bottom right corner.

3. Prioritering

Here you will see an overview of the selected institutions. On this page, you can prioritise the desired institutions or delete any requests → press "næste" (next) in the bottom right corner.

4. Personlige oplysninger

Here you can select your mother tongue and fill in the desired start times for the institution. This will purely be a guide. **Note!** The start times are only mandatory if you have selected child minding (dagpleje) for your child and you have to fill the start times XX:XX in every box. Fill in the comment field if you have any comments related to the enrolment.
→ press "næste" (next) in the bottom right corner.

5. Kontaktinformationer

Fill in your marital status and your contact information. It is important for you to confirm that the e-mail address is correct → press "næste" (next) in the bottom right corner.

6. Opsamling

On this page, you will have a final overview of the institutions you have signed your child up for. If you would like to change the information, press "ret oplysninger" at the bottom of the page. Then you will return to "prioritering". If you want to add one or more institution then select "ny søgning" and you will now return to "søg institution". Then press "send opskrivning" in the bottom right corner to submit your application.

7. Kvittering

When the application is submitted, you will see a receipt for enrolment. **Note:** A receipt will also be placed under "post" in your Digitale Pladsanvisning.