



INFORMATION ON THE ADMISSION PROCEDURE

I inform you that the nursery care for children is provided by the Józsefváros Unified Nurseries (JEB) from the age of 20 weeks to the age of 3, in seven member institutions. In all cases, **the submission of applications for admission and the provision of places** take place at the Central Organizational Unit of the JEB, at **1083 Budapest, Szigetvári utca 1.**

Opening hours:

Monday: 13.00 - 16.00

Wednesday: 9.00 - 15.00

Friday: 9.00 - 12.00

The application for admission can only be submitted in person, **electronic administration is not possible**. You can apply for admission in person or through an authorized representative of the parent / legal representative.

The application can be submitted all year round, but not earlier than 3 months before the requested date. An exception to this is the *Application Week*, when the application can be filed for September of the given year at a separately announced date.

The requesting parent can mark the institution he likes with the application for admission. It is recommended to mark two nurseries in the order preferred by the parent. **We can consider the parent's designated nursery if there is a vacant space in the given institution according to the child's age and special care needs.**

A child who has special educational needs certified by an expert opinion of the expert committee **can only be placed at the Tücsök-lak Nursery.**

CONDITIONS OF ADMISSION

When submitting the application for admission, the reasons for requesting the placement of the child in the nursery are set out in Act XXXI of 1997 on the Protection of Children and Guardianship. on the basis of Section 41 of the Act (Gyvt.).

Nursery placement can be requested in the following cases:

- 1) due to the work of both parents / legal representatives,
including working parallelly with GYED, GYES,
- 2) participation in the labor market participation program by parent / legal representative,
participation in training,
- 3) attendance of a parent / legal representative at a full-time training,
- 4) due to the illness of a parent / legal representative,
- 5) for other reasons:
 - a) the child needs a constant day care for his or her development,
 - b) the child is raised by a single or an elderly person;
 - c) due to the social situation of the child's parent, his / her legal representative cannot provide care.

I inform you that the reasons stated in the application must be certified!



PREFERENCES

In line with Article 43 (3). in admission to a nursery, we provide preference to those children whose both parents /legal representatives certify within 30 days of the submission of the application that they are employed or have other legal relationship to work **and:**

- children eligible to regular child protection benefit, or
- the living in a family with three or more children, or
- children raised by a single parent,

In addition, preference should be given to the child being protected.

Preferential conditions must exist at the time of application.

CERTIFICATES REQUIRED FOR THE APPLICATION

In addition to the certificates justifying the reasons for admission to the nursery, please bring also the following documents with you when submitting your application:

- the address card of the parent / legal representative,
- the child's address card and TAJ card.

In the case of a non-Hungarian citizenship of a parent and / or child, please bring the following documents with you when you submit your application:

- a document certifying the legal residence of the parent / legal representative and the child,
- the child's birth certificate in Hungarian,
- passport / identity card of the parent / legal representative and child.

If the documents certifying eligibility or priority for the application for admission are missing, it is possible to submit them within a deadline of 30 days. The necessary documents can be sent electronically to jeb@bolcsode-bp08.hu, but the original documents must also be submitted.

If the parent or legal representative does not attach the necessary documents within the deadline, the application for admission will be cancelled.

If the parent or legal representative requests **the placement of the child within 30 days from the date of submission of the application** - and submits the necessary certificates - a decision is made within 10 working days on provision of the place.

If the parent, the legal representative, requests **the child's placement beyond 30 days from the date of submission of the application**, and submits the necessary certificates, the child will be **calendared**. In this case, **the decision on provision a place will be made no earlier than one month before the requested date, irrespective of the date of submission of the application.**

ASSESSMENT OF APPLICATIONS

In line with of the Municipal Decree §34/A 10/2015 (III. 01.) on the local rules of social and child welfare benefits in cash and in kind and personal care the head of the JEB shall assess the applications



**Józsefvárosi Egyesített Bölcsődék
Központi Szervezeti Egység**



for admission to nursery within its own competence on 1st and 15th of each month. If these days fall on a public holiday, on the next working day

Aspects of evaluation are as follows:

- a) number of empty places,
- b) the existence of eligibility conditions;
- c) the child has a place of residence or a dwelling place in the 8th district
- d) urgency or crisis character of the placement
- e) special supply needs;
- f) whether the child is preferred.

Date of application.

The head of the JEB institution issues a letter of notification (letter of notification) on the admission.

Our colleague informs the applicant about the fact of the decision and the issue of the notification letter. For privacy reasons, we do not provide information about the content of the decision over the phone! **The letter of notification must be received at the Central Organization Unit (1083 Budapest, Szigetvári utca 1.) personally, during the opening hours.** If the applicant does not take over the notification on admission within 15 working days from the date of notification, the application will be cancelled.

Receiving a notification letter does not mean establishing a nursery relationship. Enrollment takes place at the nurseries, where the head of the institution concludes an agreement with the parent / legal representative of the child. **Submission of the necessary supporting documents to the head of the nursery is a precondition of conclusion of the agreement. Settling into the nursery can only be started with a signed agreement.**

If the JEB is unable to provide the child with the conditions specified in the application for admission, the JEB administrator will inform the applicant orally about other options (other nurseries, periodic childcare).


FEES

Please be informed that a nursery fee must be paid for the childcare (meals and nursing). All of the income of the family must be certified at the signing of the agreement.

In accordance with the financial situation of the family and the benefits provided by the legal regulations the parents/legal guardians may be exempt from paying the nursery fees. Further relevant information is available on JEB's website in the document with the title "*Information on the payment of the nursery fees*" (www.bolcsode-bp08.hu), or at the central reception (1083 Budapest, Szigetvári utca 1.).

Budapest, 28. February 2020.




Koscsóné Kolkopf Judit
head of institution