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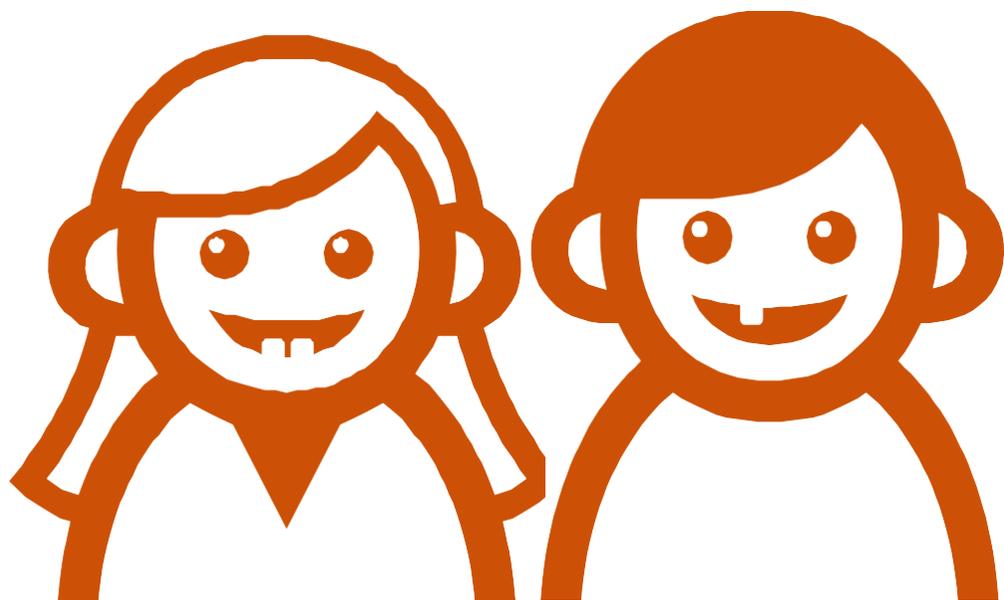
### Questions to the system

If you have any questions or need help using the system, please contact Pladsanvisningen on tlf. 5588 3060 or Borgerservice (find the nearest Borgerservice on [www.naestved.dk](http://www.naestved.dk))



### NemBørn

You can easily book a place for your child in a day care facility yourself. It is called NemPlads – a part of NemBørn Næstved





### What is NemBørn?

In NemBørn you can book and withdraw your child to/from a day care facility, and apply for partial or full exemption from payment. NemPlads ensures compliance with care availability and sibling advantage.

Waiting list for a place in municipal day care is obsolete in NemBørn. You know right away, where and when your child has a place in day care.



### How to book

You find 'NemBørn Næstved' at your PC, tablet or smartphone. Go to [www.naestved.dk/nemboern](http://www.naestved.dk/nemboern) or download the app 'NemBørn Næstved'.

Scan the QR-kode from the last page of this leaflet or search 'NemBørn Næstved' in Google Play or App Store. When you are logged in with your 'NemId', you choose the name or 'cpr.nr' of your child. In 'NemPlads' you find 'Betjen dig selv'. Here you can find day care which suits your criteria for start date, distance from home etc. When you have found the preferred day care place, you book it by clicking on 'Book', otherwise you cannot be sure to get the place.

When you have booked the place, you will receive confirmation of the booking in your inbox in 'NemBørn Næstved'.

One month before your child starts, the day care facility will contact you with further information.



### When can I book?

You can book a vacant place, when your child gets a 'cpr.nr'. You can plan and book day care for your child until he/she starts school.



### Deadlines for withdrawal and cancellation

You withdraw and cancel your booking in 'NemPlads' in 'NemBørn Næstved'.

Withdrawal/cancellation has to be with a month's notice the 1<sup>st</sup> or 15<sup>th</sup> of the month.



### Receive a message about a vacant place

If you want another place for your child than the one you could book, you can choose to receive a message, when the desired place becomes vacant.



### Changing to a different place

If you want to change to another day care facility, you can book a vacant day care place. Be aware of the one month's notice.



### Payment when you change your booking

Be aware of the deadlines for payment. Withdrawal or changing of your booking has to be with one month's notice as you see in the paragraph about deadlines.



### New residents

If you are moving to Næstved Municipality, you can get access to 'NemPlads'. Please contact Pladsanvisningen at Næstved Municipality on telephone +45 5588 3060



### Guaranteed day care availability/sibling advantage

Næstved Municipality has guaranteed day care availability. Furthermore, you automatically achieve sibling advantage which means that siblings have priority to a place in the same day care facility. However it depends on a vacant place at that time. If you have more than one child in day care in Næstved Municipality, the system automatically calculates a sibling subsidy in your payment.



### Partial or full exemption from payment

On 'NemBørn Næstved' you can apply for partial or full exemption from payment.



### Support for NemID

If you need support for NemId, go to [www.nemid.dk](http://www.nemid.dk)