

How to send a child to kindergarten

Introduction

When it is time for parents to send a child to kindergarten, they need reliable information on how to start, where to apply and which actions to perform. To send a child to kindergarten you first need to put him/her into a waiting list to kindergarten, obtain a referral and undergo the procedure of enrollment to kindergarten as well as gather all the required documents. In this material we will describe the actions to be taken to send a child to a national kindergarten.

1. How to put a child into a waiting list to kindergarten?

Instruction

Queue for kindergarten in cities moves slowly and sometimes you can reach your turn in several years just in time when a child is ready to go to kindergarten. That is why it is recommended to put a child into a waiting list to kindergarten after registration of birth. The public service of placing pre-school children on a waiting list for a place in a pre-school organisation is automated and operates on a 24/7 basis and carries out a continuous process of distributing available places to applicants as new places become available. You can put a child into a waiting list to kindergarten using one of the options: via online service on gov.kz Portal; visiting PSC (“Government for Citizens” Public Corporation) with the required documents; via portals, links to which are published on the websites of education departments of akimats of cities and districts (for example, indigo24.kz, snation.kz, balabaqsha.open-almaty.kz, etc.). To submit an application online, you need to open a separate service: In application you need to indicate a child’s IIN, select a desired kindergarten and sign it with digital signature. When your turn will come, you will receive a notification with referral to a selected kindergarten. The same principle is also applied to services delivered by akimats. If you decided to apply via PSC, you need to submit the following documents: childbirth certificate; national ID of one of the parents; one of the documents (if applicable) to obtain a benefit that enable to obtain a priority or unscheduled place in kindergarten: statement of employment issued to a military man or to an employee of a specialized government agency, affixed with the seal and signature of an authorized individual (if available) (valid within 1 month from the date of issuance); a certificate from the teacher's workplace, signed and stamped by the head of the educational organisation (valid for one month from the date of issue), a scanned copy of the diploma; statement drawn up by a psychological/medical and pedagogical committee for children with special educational needs; statement from a phthisiatrician; document certifying a priority right to get to a pre-school organization.

Services

Placing pre-school children (up to 6 years old) on the waiting list for referral to pre-school organizations

Reference Information

Contact details of “Government for Citizens” Public Corporation (CSC)

2. How to track a queue to kindergarten

Instruction

Queue to kindergarten can be tracked online: via online service on gov.kz Portal; via eGov Mobile app; via services, links to which are published on the websites of education departments of akimats of cities and districts. How a queue to pre-school organizations is distributed? There is a general waiting list for enrolment in preschool organizations, which is formed according to the locality (town, village, municipality) in which the children are born and for each year of birth separately. A waiting list for special preschool organizations is formed within the locality to a preschool organization for the year of birth of the child, separately for each year of birth. A waiting list for a special preschool organization is formed within the municipalities in respect of the year of birth of the children separately for each year of birth. Applications are placed in the waiting lists according to the date and time of submission of the application by the applicant. If you raise a child with special educational needs, you may put the child on several waiting lists simultaneously - the general waiting list, the special preschool, the sanatorium preschool. A child younger than 6 years old as at 1st September of the current school year in order to apply and be on the waiting list (except for children with special educational needs who have the corresponding opinion of the psychological, medical and pedagogical commission and children who are younger than 6 years old as at 1st September of the current school year). When your turn comes up, you choose an appropriate kindergarten from among those that have places available. Individuals with a right to get an unscheduled place are children of military men or to an employees of a specialized government agency; Individuals with a priority right are children of teachers, children from large families, children of disabled parents, children without parental custody, orphans and children with special needs. Applications for an extraordinary place come before applications for a priority place. Applications are sorted by the date of application submission. A queue is started with those with a right for an unscheduled place, then come individuals with a priority right, then 3 applications without any benefits and once again those with a right for an unscheduled place, then come individuals with a priority right, then 3 applications without any benefits, etc. A queue might not only progress forward but also backwards, i.e. if those with benefits are added to a queue, it moves backwards. How vacant places are distributed Automated queue management system: Operates 24 hours a day and carries out a continuous process of distributing available places to applicants as new places become available; Registers (or refuses to register) applications for admission to the waiting list; Receives daily information from pre-schools on the availability of places, indicating the age group; Every day at 6:00 p.m., publishes a bulletin of available places on a special website; every morning at 07:00 a.m. (time can be changed by the local authority) opens up access to the first applicants only (all at the same time) for a limited period of 3 working days; after 3 days, if there

are vacant places, opens access to the remaining vacant places for the next 1,000 applicants in the queue.

Services

View number of queue to kindergarden

Reference Information

indigo24.kz portal

balabaqsha.snation.kz portal

balabaqsha.open-almaty.kz portal for Almaty

3. How to obtain a referral to kindergarten

Instruction

To send a child to kindergarten you need a referral. After your turn came, you will be able to select a kindergarten via online service and if there are vacant places in the desired kindergarten, you will receive a referral. Referral validity term is 5 working days. If within 5 days, a referral won't be registered in a kindergarten's electronic system, it is deemed to be expired. In this case, a referral will be canceled and moved to a stop-list for 10 days. Being moved to a stop-list, you won't be able to participate in distribution of vacant places. The procedure of obtaining a referral via indigo24.kz Select "Obtain a referral" command; Indicate a child's IIN and select kindergarten language, press "Search for vacant places" button; The system will show all the kindergartens which has groups relevant to your child's age; Familiarize with vacant places, select kindergarten and group; Press "Obtain a referral" button; In "Selected Place" panel you will see information on a pre-school organization which you selected. Check whether everything is correct; In "Phone number indicated in application" section you need to indicate a phone number, which you filled in when submitted an application; If everything is done correctly, you will receive a notification on the obtainment of electronic referral to your phone number. The procedure of obtaining a referral via balabaqsha.open-almaty.kz Sign in to a Personal Account using digital signature; After signing in, select "Applications Log" section in the main menu. An application will only be displayed in a personal account of an applicant, who submitted an application to put a child into a waiting list to kindergarten; Then, to open an application you need to click on it; To view the list of vacant places to pre-school organizations, click "Select kindergarten" button. "Select kindergarten" button will be displayed in cases, if it is your turn or there are vacant places available to all. Then, a notification window will appear. To view the list of vacant places, press "OK" button. If an applicant won't select a kindergarten and obtain a referral within 3 working days, a vacant place will be available to all those registered in a queue pursuant to the year of birth. However, the applicant who missed a place in queue is left in queue; For your next step you need to select a relevant kindergarten from the drop-down list; After selecting a pre-school organization, click "Sign and submit" button and upload digital

signature certificate; Then, in “Shared documents” tab of Applications Log you will be able to view and download a generated referral to a national pre-school organization.

Reference Information

indigo24.kz portal

balabaqsha.snation.kz portal

balabaqsha.open-almaty.kz portal for Almaty

4. Enrollment of children to pre-school organizations

Instruction

It is possible to enroll to a kindergarten not only during the summer period when groups are formed but also within a year. To be enrolled to a kindergarten, you need to visit it with a following documents: Referral for enrollment (valid within 5 working days from the date of issuance). National ID of one of the parents or legal representatives. Childbirth certificate. A child’s health passport. Abstract on a child’s health condition. Statement drawn up by a psychological/medical and pedagogical committee (for children with special educational needs). The list of documents is complete for all types of pre-school organizations. It means that neither a national nor public kindergarten has a right to require any more documents upon a child’s enrollment.
