

# Guideline on enrolling your child in a school-based leisure-time facility (*skolefritidsordning, SFO*) (grades 0 to 3, ages 6-9)

- Log in to Digital Placement using your NemID – select Aarhus Kommune.
- In the top tab bar, you will see your own name and the names of any children you have. Click on the child you want to enrol.
- Next, click on "opskriv" in the tab bar beneath the child's name.

## 1. Search for the facility

At the bottom of the page on the left, under "Simpel søgning", enter the date when you want your child to start at a school-based leisure-time facility. You enrol your child to start on either the 1st or the 16th of a month. Then enter the district. You can see which district your child's school belongs to in this list: <https://www.aarhus.dk/borger/pasning-skole-og-uddannelse/skole-sfo-og-klub/sfo-pasning-foer-og-efter-skole/saadan-faar-du-plads-i-sfo/#1>

If your child is attending a reception class, you can choose to enrol your child either in the school-based leisure-time facility that is linked to the school where your child attends the reception class or in the child's district school. The district school is located close to where you live. See your child's district school on the map here:

<https://international.aarhus.dk/live/childcare-and-school/school-school-based-leisure-time-facilities-youth-centres-and-youth-clubs/before-your-child-starts-school/municipal-primary-and-lower-secondary-schools-folkeskole-in-aarhus/>

Under "Pasning", choose "SFO 0.-3. klasse" and click on "vis muligheder" in the bottom right corner.

## 2. Search result

On this page, you need to click on "vælg" alongside the school-based leisure-time facility your child will attend. Once you have chosen the school-based leisure-time facility at which your child is to be enrolled, click on "næste" in the bottom right corner.

## 3. Prioritisation

Here you will be given an overview of the chosen school-based leisure-time facility. Click on "næste" in the bottom right corner.

## 4. Personal information

Here you can select your native language and enter the desired attendance times at the institution. These are only guideline times.

If you have any comments relating to the enrolment, enter them in the comments box. Click on "næste" in the bottom right corner.

## **5. Contact information**

Enter your marital status (civilstand) and contact details. It is important that you confirm that the email address is correct. Click on "næste" in the bottom right corner.

## **6. Summary**

On this page, you get a final overview of the school-based leisure-time facility at which you want to enrol your child. If you wish to correct any information, click on "ret oplysninger" at the bottom of the page. Then click on "send opskrivning" in the bottom right corner.

## **7. Confirmation**

Once the application has been sent, a confirmation of the enrolment will be shown. **Note!** A confirmation will also be posted under "Post" in your Digital Placement.