

# ROADMAP: What do you need to know around the time of birth?

Information for (expectant) parents  
in Berlin – Mitte (Tiergarten – Wedding – Mitte)



EARLY HELP SERVICES

PREGNANCY ADVICE

BEFORE THE BIRTH

AFTER THE BIRTH

SHAKEN BABY SYNDROME

CHECKLISTS

EMERGENCY NUMBERS

## Are you about to become a mother or father or has your child recently been born?

**Congratulations – we wish you all the best and your child a good start in life.**

The (upcoming) birth of your child brings many changes to your everyday life. If you are soon to become a mother or father, then you have to make sure you have put several things in order and are prepared: Find a midwife, go to a childbirth preparation course, have the acknowledgment of paternity certified, inform the health insurance company, apply for parental leave...

If your child has already been born, there are a number of tasks which you must do, such as visiting the citizens' registration office, attending preventive medical check-ups, taking care of child benefit and parental allowance, organising a place in a day care centre and much more.

The roadmap "What do you need to know around the time of birth?" compiles the things you should consider during pregnancy and after the birth of your child, and what things need to be done.

You will also find out when and where you can apply for financial and material assistance and which documents you need for this.

We would like to be at your side during this time and can provide services for families around the birth and with children up to the age of 3. These are called **EARLY ASSISTANCE** programmes.

Our strong and wide-reaching **EARLY ASSISTANCE** network brings together the partners who will find the right thing for you quickly and easily.

You are welcome to use the following pages to find out what services are available in your area on these topics:



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# CONTACT

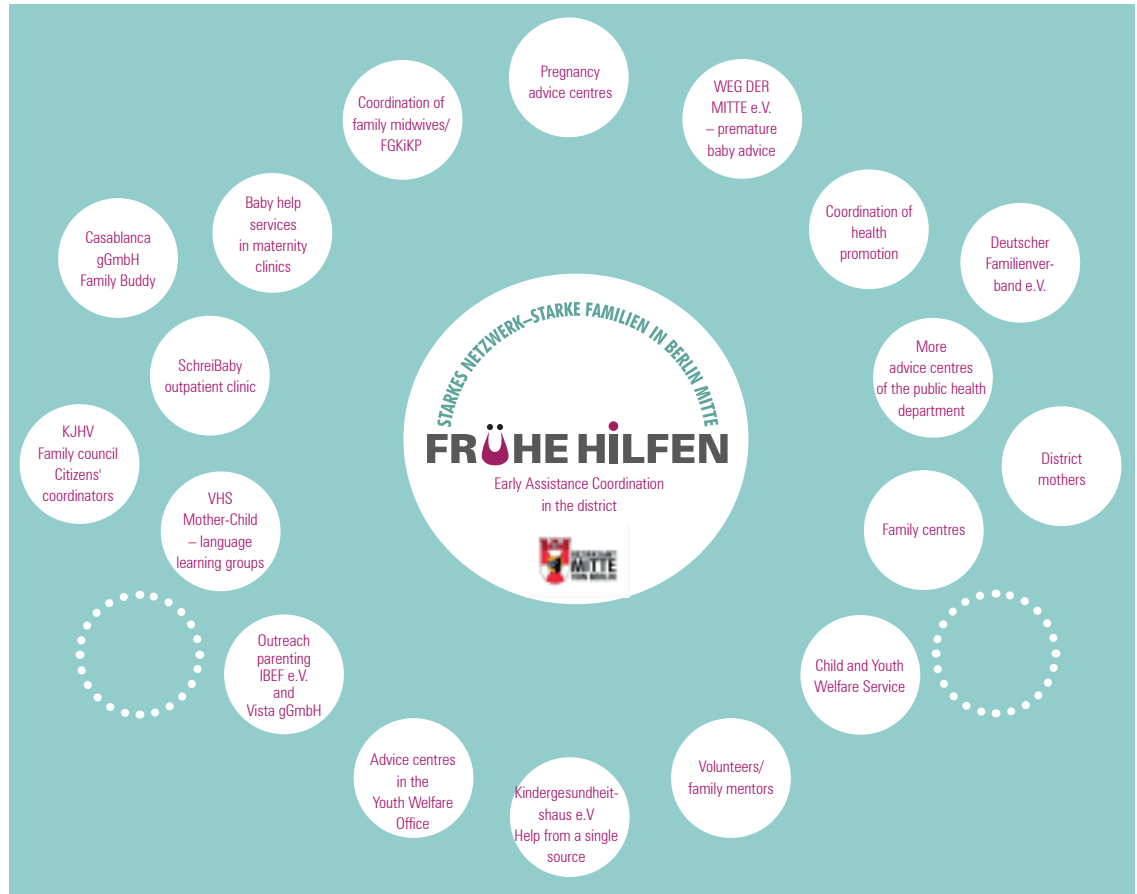
## STRONG NETWORK – STRONG FAMILIES IN BERLIN MITTE

If you have any questions about the **EARLY ASSISTANCE** services in the **Mitte** district, please contact:

**Ms Konstanze Böhnke**  
Early Assistance Coordinator  
Karl-Marx-Allee 31  
10178 Berlin  
Rathaus Mitte

Phone:  
030 / 9018 22 380

E-mail:  
[k.boehnke@ba-mitte.berlin.de](mailto:k.boehnke@ba-mitte.berlin.de)



# Faamily Service Office – The best for your family

## The Family Service Office provides free advice on various topics:

### **nurseries, after-school care and childcare**

- Information and details about the day care voucher and after-school care
- Acceptance of day care centre applications and documents

### **Maintenance advance**

For single parents, the maintenance advance fund steps in if the other parent does not or cannot provide sufficiently for the child. In this case, your child will be paid an advance by the state.

- Initial advice on maintenance advance payments
- Acceptance of maintenance advance applications and documents

### **Parental allowance**

Parental allowance is paid to all parents who look after their child themselves after the birth and take a career break or work a maximum of 32 hours a week.

- Information on parental allowance (detailed advice is given at the parental allowance office)
- Acceptance of parental allowance applications and documents

## **Additionally, the Family Service Office offers social pedagogical advice:**

We arrange contacts and provide information on family-related services and assistance in the Youth Welfare Office and in the district.

Ms Borostowski: Tel.: 030 / 90 18 23 659

E-mail: [jutta.borostowski@ba-mitte.berlin.de](mailto:jutta.borostowski@ba-mitte.berlin.de)

Mr Rosenbaum: Tel.: 030 / 90 18 23 412

E-mail: [t.rosenbaum@ba-mitte.berlin.de](mailto:t.rosenbaum@ba-mitte.berlin.de)

Contact:

### **FamilienServiceBüro**

District Office Berlin-Mitte

Youth Welfare Office

Karl-Marx-Allee 31 – 10178 Berlin, 1st Floor

Getting there:

U-Bahnlinie U5, Schillingstraße

Phone: 030 / 115

E-mail: [Familienbuero@Ba-Mitte.Berlin.de](mailto:Familienbuero@Ba-Mitte.Berlin.de)

Website:

<https://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/jugendamt/artikel.1021645.php>

### **How to reach us?**

For appointments:

<https://service.berlin.de/standort/327090/>

Our office hours:

Mon and Tue 09:00 – 15:00

Thu 09:00 – 12:00 and 13:00 – 18:00

Fri 09:00 – 13:00

# ● EARLY ASSISTANCE SERVICES

## Child and Youth Welfare Service

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A team of doctors, social workers and nutritionists provide information, advice and support to families with infants, children and adolescents.

Among other things, they offer:

- Home visits for the birth of a child
- Mediation in parent-child groups
- Comprehensive family advice
- Medical support and advice from birth to 18 years of age

Contact:

### **Tiergarten location**

Mathilde-Jacob-Platz 1 – 10551 Berlin

Phone: 030 / 90 18-33 251  
030 / 90 18-44 214

For office hours, please enquire by phone

## Advice Centre for Child Development Promotion

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A paediatrician and a multi-professional team of therapists diagnose and treat developmentally abnormal, developmentally delayed and disabled children from 0-6 years.

Services offered by the advice centre:

- Advice for educators in day care centres and carers
- Psychomotor groups
- Language support groups
- Parent-child group
- Determination of integration aids
- Advising parents on the support of their children at home, in the choice of school and in leisure activities
- Cooperation with the youth welfare office, addiction prevention facilities and other advice centres

Contact:

### **Rathaus Tiergarten**

Mathilde-Jacob-Platz 1 – 10551 Berlin

Tel.: 030 / 90 18-45 183

E-mail: [gabriela.beckmann@ba-mitte.berlin.de](mailto:gabriela.beckmann@ba-mitte.berlin.de)

## Family midwives/FGKiKP advise and guide:

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- In the care, feeding, development and promotion of the child
- Structuring the daily routine with the child
- Development of a good parent-child relationships
- Accompaniment to paediatricians
- Accompaniment to other early assistance services in the district
- Available from the end of the pregnancy until the child is 1 or 3 years old
- Outreach, 1x a week
- Accident prevention

Contact:

### **Heidi Fischer**

[heidi.fischer@ba-mitte.berlin.de](mailto:heidi.fischer@ba-mitte.berlin.de)

Tel.: 030 / 9018-33 251

or

### **Bettina Gerhardt**

[b.gerhardt@ba-mitte.berlin.de](mailto:b.gerhardt@ba-mitte.berlin.de)

Tel.: 030 / 9018-33 334

## Outreach parenting

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*For pregnant women/ parents-to-be who are expecting their 1st child, from the second half of the pregnancy until the child is 4/ 5 months old.*

- Everyday practical advice and support
- Accompaniment to authorities
- Strengthening the health of child and parents
- Help with becoming a parent
- Mediation of services in the family's residential environment

Contact:

**IBEF e.V.**

Guineastr. 5 – 13351 Berlin

Tel.: 030 / 621 48 45

E-mail: [elternhife@yahoo.de](mailto:elternhife@yahoo.de)

Website: [www.ibefev.com](http://www.ibefev.com)

## Outreach parenting support for pregnant women / parents with an addiction

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*Advice and support during pregnancy*

until the child is 6 months old:

- Becoming a parent
- Alcohol and drug use during pregnancy
- Relationship and family counselling
- Help in crisis situations
- Mediation of services in the residential environment
- Visits in the clinic and at home
- Support throughout pregnancy
- Support in dealing with institutions and authorities

### **Wigwam Zero – Advice, information and prevention for alcohol consumption during pregnancy**

Telephone and in-person advice for pregnant women and their relatives with information and support for an alcohol-free pregnancy – anonymously if desired.

- Clarification of the individual need for help
- Information and referral to help and support services

Contact:

**Vista gGmbH Wigwam Connect**

Stromstr. 47 – 10551 Berlin

Tel.: 030 / 224 451 400/-411

Available: Mon – Fri: 10:00 – 16:00

E-mail: [wigwam-connect@vistaberlin.de](mailto:wigwam-connect@vistaberlin.de)

Website: [www.vistaberlin.de](http://www.vistaberlin.de)

Contact:

**Wigwam Connect** at Charité, Campus Virchow Klinikum

Augustenburger Platz 1, Mittelweg 9

Consultation hours at Charité: Tues. 10:00 – 14:00

Tel.: 030 / 450 564 - 270

Contact:

**Wigwam Zero, Vista gGmbH**

Stromstr. 47 – 10551 Berlin

Tel.: 030 / 224451 414

E-mail: [wigwam-zero@vistaberlin.de](mailto:wigwam-zero@vistaberlin.de)

Website: [www.wigwamzero.de](http://www.wigwamzero.de)

## Volunteer work

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Volunteer family mentors support parents in everyday life. They give them time to relax and switch off from everyday tasks. Depending on the family situation and the special needs of the families, the family mentors provide continuous relief in everyday life and help to integrate the families into neighbourhood services in the residential environment.

- Relief in everyday situations from the care and supervision of the child to support in official matters and
- bridging to services in the neighbourhoods, e.g. family centres or other network partners

Contact:  
**Koepjohann'sche Foundation –  
"Kangaroo – helps and accompanies"**

Albrechtstr. 14 B – 10117 Berlin  
Tel.: 030 / 36 44 84 48  
E-mail: kaenguru@koepjohann.de  
Website: www.koepjohann.de

Contact:  
**DRK Kreisverband Berlin-Zentrum e.V.**

Premature baby sponsorship  
Herbartstraße 25 – 14057 Berlin  
Tel.: 030 / 600 300-5132  
E-mail: fruehchen@drk-berlin-zentrum.de  
Website: www.drk-berlin-zentrum.de

Contact:  
**Sozialdienst Katholischer Frauen e.V.**  
bear-strong into life®  
with volunteer family mentors  
Große Hamburger Str. 18 – 10115 Berlin  
Tel.: 0151 / 29 23 40 07  
E-mail: fruehehilfen@skf-berlin.de  
Website: www.skf-berlin.de

Contact:  
**Trialog Jugendhilfe gGmbH**  
"wellcome – practical help for families after the birth"  
Wilsnacker Str. 14 – 10559 Berlin  
Tel.: 030 / 688 374 62  
E-mail: berlin.mitte@wellcome-online.de  
Website: www.trialog-berlin.de

## Premature babies/multiple births: "Arrived early"

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Practical support and guidance for parents with premature babies; the advice takes place at your home, so your questions about baby and child care, breastfeeding and nutrition advice and early intervention can be answered directly and tailored to you.

Contact: **Weg der Mitte gem. e.V.**  
Ahornstr. 18 – 14163 Berlin • Tel.: 030 / 814 10 68  
E-mail: fruehgeborgen@wegdermitte.de  
Website: www.wegdermitte.de

## Kindergesundheitshaus e.V "Help from a single source"

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- For (young) parents/single mothers/fathers:
- for whom the birth of a child is a critical challenge
  - with insecurities in dealing with their child
  - with premature and at-risk babies
  - with children and adolescents with cardiac, metabolic, cancer, neuropaediatric and respiratory diseases as well as other illnesses and disabilities
  - with their own illnesses and/or disabilities
  - with a migration background and/or low social inclusion

Contact:  
**Kindergesundheitshaus e.V.**  
Augustenburger Platz 1 – 13353 Berlin  
Tel.: 030 / 450 564 888  
Tel.: 030 / 450 566 838  
Fax: 030 / 4507566838  
E-mail: auftrag@kghaus.de  
Website: www.kghaus.de



## SchreiBaby Outpatient Clinic:

- Parents with babies and toddlers who cry a lot, are difficult to calm down, sleep little or suffer from eating and weight disorders.
- First aid in extreme situations when parents are at a loss
- Relief and direct help for parents and child
- Services for expectant parents in a high-risk pregnancy, previous miscarriage or stillbirth;
- Mothers after a traumatic birth

Contact:

**Stadtteil- und Familienzentrum Fabrik Osloer Straße**

Osloer Str. 12 – 13359 Berlin

Dipl. Psych. Claudia Theil mobile: 0157 / 393 27 349

Dipl. Soz. Päd. Paula Diederichs mobile: 0174 / 169 28 41

Tel.: 030 / 493 90 42

E-mail: [sba.theil@nachbarschaftstage.de](mailto:sba.theil@nachbarschaftstage.de)

E-mail: [familienzentrum@fabrik-osloer-strasse.de](mailto:familienzentrum@fabrik-osloer-strasse.de)

Website: [www.nachbarschaftstage.de](http://www.nachbarschaftstage.de)

## Mother – Child – Language Learning Groups

Learn German with your baby or child

Mothers learn German together with their children aged 3 months to 3 years.

Two course leaders are always present in the mother-child language learning groups:

A teacher for German as a second language and a pedagogical specialist.

- Mothers are free to choose where to learn at [www.berlin.de/deutsch-lernen-mit-kind-vhs-mitte](http://www.berlin.de/deutsch-lernen-mit-kind-vhs-mitte)
- You can join us at any time.
- The courses are free of charge.
- Courses do not take place during the Berlin school holidays.
- Registration: directly at the courses or at the German language advisory service of the VHS-Mitte
- Lerne Deutsch mit deinem Baby oder Kind!
- بگيريد ياد المانى خود كودك يا و نوزاد با!
- Learn German with your baby or your child!
- طفلك أو رضيعك مع الألمانية اللغة تعلم!
- Apprends l'allemand avec ton bébé ou ton enfant !
- Bebeğiniz yada çocuğunuz ile birlikte Almanca öğrenin!
- Учи немецкий вместе со своим малышом!
- Impara il tedesco con il tuo bambino!
- ילדיכם עם או תינוקכם עם גרמנית למדו!
- ¡Aprende alemán con tu bebé o tu niño!
- Ucz się niemieckiego razem z twoim dzieckiem!

Contact:

**Adult Education Centre Berlin Mitte**

Antonstr. 37 – 13347 Berlin

E-mail: [elternakademie@vhsmitte.de](mailto:elternakademie@vhsmitte.de)

Website: [www.berlin.de/deutsch-lernen-mit-kind-vhs-mitte](http://www.berlin.de/deutsch-lernen-mit-kind-vhs-mitte)

## Casablanca gGmbH "FamilyBuddy" Project

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- Advice for parents in special stress situations with children up to 3 years of age
- Advice regarding education
- Support in matters with the authorities
- Relief for the parents
- Getting to know what services there are for families in the neighbourhood

Contact:

**Casablanca gGmbH  
Panke-Haus**

Soldiner Str. 76 – 13359 Berlin  
Tel.: 030 / 22 19 436-0  
E-mail: [info@panke-haus.de](mailto:info@panke-haus.de)  
Website: [www.g-casablanca.de](http://www.g-casablanca.de)

## Deutscher Familienverband, Landesverband Berlin e.V. (German Family Association)

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Services for parents such as:

- FuN-Baby
- Mother-father-child convalescence advice
- Family holiday
- Parents' afternoons on parenting topics

Contact:

**Deutscher Familienverband,  
Landesverband Berlin e.V**

Wallenroder Str. 1 – 13435 Berlin  
Tel.: 030 / 45 30 01-0  
E-mail: [DFV.Berlin@web.de](mailto:DFV.Berlin@web.de)  
Website: [www.deutscher-familienverband-berlin.de](http://www.deutscher-familienverband-berlin.de)

## Baby help services at Charité

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The Charité's "Babylotsinnen" project, baby help services, offers all parents support tailored to their individual needs. Parents in particularly stressful situations receive direct help here when they need support.

The baby help services are there to help when you are admitted for the birth or before the birth in antenatal care, but also during your stay in hospital.

Contact:

**Babylotsin CVK**

Charité Campus Virchow-Klinikum (CVK) – Clinic for Obstetrics  
Mittelallee 9 – 13353 Berlin  
Tel.: 030 / 450 66-43 87 / -44 07  
E-mail: [info-babylotse@charite.de](mailto:info-babylotse@charite.de)

**Babylotsin CCM**

Campus Charité Mitte (CCM) – Clinic for Obstetrics  
Charitéplatz 1 – 10117 Berlin  
Tel.: 030 / 450 66 46 60  
E-mail: [info-babylotse@charite.de](mailto:info-babylotse@charite.de)

### Diagnosics, advice and psychotherapy...

- for parents during pregnancy
- for parents at the transition to becoming parents
- in support of the parental partnership
- for questions about child development
- especially for young mothers and young fathers
- in case of parenting uncertainties and questions about KiTa day care
- for problems in dealing with the infant/toddler
- in case of regulation disorders of the infant/toddler (sleeping, feeding and weight disorders, defiance, clinging, fear, unwillingness to play, chronic restlessness)
- problems in the family (sibling conflicts, patchwork family, separation, divorce, etc.)
- for parents with their own trauma experience
- for parents with addiction disorders
- for parents with mental illness
- as well as intensive pedagogical-therapeutic work with families in cases of abuse allegations
- for parents who feel burdened
- for curious parents

Contact:

#### **EFB Gesundbrunnen**

Grüntaler Str. 21 – 13357 Berlin

Tel.: 030 / 9018 45 350

E-mail: [efb.gesundbrunnen@ba-mitte.berlin.de](mailto:efb.gesundbrunnen@ba-mitte.berlin.de)

Contact:

#### **EFB Tiergarten**

Turmstr. 75 – 10551 Berlin

Tel.: 030 / 9018 34 614

E-mail: [efb.moabit@ba-mitte.berlin.de](mailto:efb.moabit@ba-mitte.berlin.de)

Contact:

#### **EFB Zentrum/ Wedding**

Schulstr. 101 – 13347 Berlin

Tel.: 030 / 9018 45 400

E-mail: [efb.zentrum-wedding@ba-mitte.berlin.de](mailto:efb.zentrum-wedding@ba-mitte.berlin.de)

Consultation hours:

In all 3 locations

every Tue 09:00 – 11:00

and every Thu 16:00 – 18:00

### Services for (expectant) parents such as:

- Pregnancy meeting – opportunities for exchange and advice
- Services for psychologically stressed parents
- Parent training – joy and security with my child
- Early intervention for babies
- Toddler groups, parent meetings, baby massage, etc.
- Mother-child language learning groups
- FuN Parenting Courses/ FuN Baby
- Strong parents from the beginning – strengthening parenting skills
- Twin and multiple births meeting in Gesundbrunnen/Wedding
- Midwife consultations
- Parent-child gymnastics etc.
- "Movement picnic"
- Baby hand signs
- Services for fathers



### REGION ZENTRUM

#### **FiPP e.V.**

#### **Familienzentrum im Kreativhaus**

Fischerinsel 3 – 10179 Berlin

Tel.: 030 / 23 80 91 - 3

E-mail: [kontakt@kreativhaus-tpz.de](mailto:kontakt@kreativhaus-tpz.de)

Website: [www.kreativhaus-berlin.de/bereiche/familienzentrum-fischerinsel](http://www.kreativhaus-berlin.de/bereiche/familienzentrum-fischerinsel)

#### **KIDZ e.V. Familienzentrum Villa Lützow**

Lützowstr. 28 – 10785 Berlin

Tel.: 030 / 23 00 31 16

Tel.: 0157 / 80 53 57 65

E-mail: [kidz@familienzentrum-villaluetzow.de](mailto:kidz@familienzentrum-villaluetzow.de)

Website: [www.familienzentrum-villaluetzow.de](http://www.familienzentrum-villaluetzow.de)

#### **KIDZ e.V. Familienzentrum Schwedter Straße**

Schwedter Straße 234 – 10435 Berlin

Phone: 030 / 50 95 50 30

E-mail: [kidz@familienzentrum-schwedterstrasse.de](mailto:kidz@familienzentrum-schwedterstrasse.de)

Website: [www.familienzentrum-schwedterstrasse.de](http://www.familienzentrum-schwedterstrasse.de)

## Family centres / multi-generation houses / neighbourhood centres

### REGION GESUNDBRUNNEN

#### **Pfefferwerk Stadtkultur gGmbH Family Centre Wattstraße**

Wattstr. 16 – 13355 Berlin  
Tel.: 030 / 443 83 - 0  
E-mail: fz-wattstrasse@pfefferwerk.de  
Website: www.fz-wattstrasse.pfefferwerk.de  
www.pfefferwerk.de

#### **Panke-Haus Familienförderzentrum**

Soldiner Straße 76 – 13359 Berlin  
Tel.: 030 / 221 94 36-0  
Fax: 030 / 221 94 36-111  
E-mail: info@panke-haus.de  
Website: www.g-casablanca.de

#### **DRK-Kiezzentrum Humboldthain**

Neue Hochstr. 21 – 13347 Berlin  
Tel.: 030 / 600 300-5530  
E-mail: kiezzentrum-humboldthain@drk-wedpre.de  
Website: www.kiezzentrum-humboldthain.de

#### **"Stadtteil- und Familienzentrum Fabrik Osloer Straße"**

Osloer Str. 12 – 13359 Berlin  
Tel.: 030 / 49 90 23 35  
E-mail: familienzentrum@fabrik-osloer-strasse.de  
Website: familienzentrum.fabrik-osloer-strasse.de

### REGION MOABIT

#### **Frecher Spatz e.V.**

Family Activity Centre  
Agricolastr. 28 – 10555 Berlin  
Tel.: 030 / 76 21 37 50  
E-mail: faz@frecherspatz.de  
Website: www.frecherspatz.de

#### **SOS-Kinderdorf Berlin**

Family Centre/ Multigenerational House  
Waldstr. 23/24 – 10551 Berlin  
Tel.: 030 / 330 99 30  
E-mail: kd-berlin@sos-kinderdorf.de  
Website: www.sos-berlin.de

#### **Familienzentrum Moabit-Ost**

Stephanstr. 43 - 10559 Berlin  
(from 2023, returning to Rathenower Str. 17)  
Tel.: 030 / 922 57 499  
Mobile: 0163 / 63 111 24  
Tel. district mother: 0176 / 471 44 102  
Website: www.familienzentrum-moabit.de

### REGION WEDDING

#### **Zukunftshaus Wedding/ Familienzentrum**

Müllerstraße 56-58 – 13349 Berlin  
Tel.: 030 / 450 05-131  
E-mail: stadtteilzentrum.pgsoziales@jsd.de  
Website: www.jsd.de/pgsoziales

#### **Familienzentrum am Nauener Platz**

Schulstr. 101 – 13347 Berlin  
Tel.: 030 / 459 77 442  
E-mail: familienzentrum-mitte@stiftung-spi.de  
Website: www.familienzentrum-nauener-platz.de



## DISTRICT MOTHERS IN MITTE

Practical support and guidance for mothers and parents regarding:

- Family, education, language support, education and integration, health and leisure activities in the neighbourhood
- Advice on parenting and health issues, midwife consultations on pregnancy, birth and babies
- Home visits and accompaniment and support at nursery or school appointments as language and cultural mediators

We are networked and cooperate with many daycare centres, schools, child and youth welfare facilities and family support. We speak many languages.

## FAMILY COUNCIL

Worried about your child? Stress in your relationship?  
Don't know where your head is any more and are looking for relief?

We can support you in solving a problem or conflict in your family. This is why, we organise a meeting of all the people who are important to you. Together, you will then discuss a solution to the problem/conflict.

Through the Family Council...

- families find solutions that suit them.
- families strengthen their relationships.
- affected people learn that they are not alone!

### **Contact Moabit:**

#### **Jugendhaus B8**

Berlichingenstr. 8-11 – 10553 Berlin

Tel.: 030 / 39 74 09 07

Project leader: Shiva Saber Fattahy

Mobile: 0151 / 18 00 17 92

E-mail: [s.saber-fattahy@bethania.de](mailto:s.saber-fattahy@bethania.de)

### **Contact Wedding:**

#### **c/o Familienzentrum am Nauener Platz**

Schulstr. 101 – 13347 Berlin

Project leader: Hatice Kanal

Mobile: 0151 / 18 00 17 96

E-mail: [h.kanal@bethania.de](mailto:h.kanal@bethania.de)

A project of the Diakoniegemeinschaft Bethania gGmbH

Contact:

#### **Familienratsbüro Berlin Mitte**

every 3rd Tuesday of the month from 15:00 – 16:00  
in the café of the Osloer Straße Family Centre  
(staircase B, 1st Floor)

Tel: 0162 / 211 34 79

E-mail: [familienrat@kjhv.de](mailto:familienrat@kjhv.de)

Website: [www.kjhv.de/familienrat](http://www.kjhv.de/familienrat)

## Father help services in Mitte – Services, help and information

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Being a dad is great. But it's not always easy. Again and again, there may be questions like: What does my child need? How do I educate them well? What do we all need to be happy – child, mother and father? Where and from whom can I get advice and help?

Topics and questions can be:

- You're going to be a dad soon and still have questions about the birth?
- You want more fun together with your child?
- Are you looking for services for you and your child?
- Would you like to exchange ideas with other dads?
- Do you have difficulties?

Contact:

Fathers' help service: Selcuk Saydam

E-mail: [selcuk.saydam@vaeterzentrum-berlin.de](mailto:selcuk.saydam@vaeterzentrum-berlin.de)

Tel.: 0152 / 27 60 83 25

Website: [www.vaeterlotse-mitte.de](http://www.vaeterlotse-mitte.de)



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## Coordination office for single parents in Berlin-Mitte

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### Single parent:

Being a single parent is a very normal form of family. However, it is also one that can be much more stressful for mothers and fathers than can be the case with other family forms. This is because single parents are often faced with many challenges at once.

At the coordination office for single parents, you can subscribe to an e-mail newsletter with many services in the district and receive information about the advice, leisure and meeting places in our district.

Contact:

**AWO Kreisverband Berlin-Mitte e.V.**

"Coordination Office for Single Parents  
in Berlin-Mitte"

Badstraße 33 – 13357 Berlin

Tel: 030 / 49 30 14 28

Mobile: 0151 / 46 73 59 74

E-mail: [alleinerziehend@awo-mitte.de](mailto:alleinerziehend@awo-mitte.de)

Website: [www.awo-mitte.de/alleinerziehende/](http://www.awo-mitte.de/alleinerziehende/)

# ● PREGNANCY ADVICE

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If you have questions about pregnancy, family planning or relationships, you can get information and advice at a pregnancy counselling centre. You can find contact persons in the following institutions:

## **Centre for Sexual Health and Family Planning - Advice Centre for Family Planning and Pregnancy:**

Ruheplatzstr. 13c – 13347 Berlin

Tel.: 030 / 9018 442 35

E-mail: [Zentrum-Familienplanung@ba-mitte.berlin.de](mailto:Zentrum-Familienplanung@ba-mitte.berlin.de)

Website: [www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/gesundheitsamt.de](http://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/gesundheitsamt.de)

## **Family in the centre**

Maxstr. 3a – 13347 Berlin

Tel.: 030 / 43 77 55 00

E-mail: [familieimzentrum-m@ejf.de](mailto:familieimzentrum-m@ejf.de)

Website: [www.ejf.de](http://www.ejf.de) oder [www.familieimzentrum.de](http://www.familieimzentrum.de)

## **Immanuel Advice Fischerinsel**

Fischerinsel 2 – 10179 Berlin

Tel.: 030 / 455 30 29

E-mail: [beratung.fischerinsel@immanuel.de](mailto:beratung.fischerinsel@immanuel.de)

Website: [www.beratung.immanuel.de](http://www.beratung.immanuel.de)

## **Advice Centre BACIM**

German Red Cross

Oldenburger Str. 22 – 10551 Berlin

Tel.: 030 / 395 30 37

E-mail: [bacim@berlin-city.drk.de](mailto:bacim@berlin-city.drk.de)

Website: [www.drk-berlin-zentrum.de](http://www.drk-berlin-zentrum.de)

## **DRK-Kreisverband Wedding / Prenzlauer Berg e. V.**

General Social Services

Neue Hochstr. 21 – 13347 Berlin

Tel.: 030 / 600 300-5520

E-mail: [asd@drk-wedpre.de](mailto:asd@drk-wedpre.de)

Website: [www.drk-wedpre.de](http://www.drk-wedpre.de)



## ● BEFORE THE BIRTH

Even before the birth of your child, there is a lot to do. Try to get as much done as possible before the birth. Then, when the child is born, you will have more time for yourself and your family.

What?	Information	When?	Where?	Documents required
<b>Health</b>				
<b>Find a gynaecologist</b>	Screening examinations are scheduled at regular intervals during pregnancy. They are included in the range of services provided by the health insurance funds and do not have to be paid for separately. The screening examinations can be carried out in the gynaecological practice or by a midwife. The pregnancy record book is also issued at this time.	from the beginning of the pregnancy	<b>Website</b> kvberlin.de  (> Doctor search > Gynaecology and obstetrics)	<ul style="list-style-type: none"> <li>• Health insurance card</li> </ul>
<b>Find a midwife</b> <ul style="list-style-type: none"> <li>• Advice during pregnancy/preventive care</li> <li>• Preparation for the birth</li> <li>• Post-partum care</li> <li>• Information on services</li> <li>• Postnatal classes</li> </ul>	<p>Every woman is entitled to the support of a midwife during pregnancy and in the period after birth.</p> <p>The midwife can do all the screening examinations during pregnancy except for the ultrasound. They also issue the pregnancy record book.</p> <p>The costs are covered by the health insurance.</p>	from the beginning of pregnancy	<b>Website</b> berliner-hebammenliste.de hebammensuche.de hebammenruf-berlin.de kidsgo.de ammely.de berliner-hebammenvermittlung.de  <b>Central midwife call</b> Tel.: 030/214 27 71	<ul style="list-style-type: none"> <li>• Health insurance card</li> </ul>
<b>Find a birth centre/ register the birth</b>		during pregnancy	<b>Maternity clinics Berlin Mitte</b> Charité Campus Virchow-Klinikum Augustenburger Platz 1 – 13353 Berlin Tel.: 030 / 450-50 Campus Charité Mitte Charitéplatz 1 – 10117 Berlin Tel.: 030 / 450-50	<ul style="list-style-type: none"> <li>• Health insurance card</li> <li>• Pregnancy record book</li> </ul>

What?	Information	When?	Where?	Documents required
<b>Find a paediatric practice for the ultrasound examinations</b>	U1 and usually U2 are carried out at the maternity hospital. The following U examinations (U3–U9) are carried out in a paediatrician's practice.	The U examinations are very important, so you should start looking for a paediatrician's practice <b>during pregnancy</b> and ask if there are any free appointments.	Website kvberlin.de (> Search for a doctor > Paediatrics and Adolescent medicine)	
<b>Work</b>				
<b>Inform your workplace about your pregnancy</b>		no deadline, but as early as possible to ensure compliance with the maternity provisions	Employer	<ul style="list-style-type: none"> <li>• pregnancy record book, if applicable</li> <li>• Certificate from the gynaecologist or midwife</li> </ul>
<b>Request parental leave</b>	bmfsfj.de (>Family > Parental allowance/ parental leave Overview of everything you need to know about parental leave)	7 weeks before the start of parental leave at the latest	Employer	
<b>Authorities</b>				
<b>Have paternity acknowledgement notarised</b> by appointment	Acknowledging paternity is important for parents who are not married.	recommended before the birth, but also possible after the birth	<p><b><u>Youth Welfare Office – free of charge</u></b> Karl-Marx-Allee 31 – 10178 Berlin <u>Office hours:</u> Tues: 09:00 – 12:00 Thu: 14:00 – 18:00 E-mail: beistandschaft@ba-mitte.berlin.de</p> <p>or</p> <p><b><u>Registry office – fee required</u></b> Parochialstr. 3 – 10179 Berlin Tel: 030 / 9018 243 42 standesamt@ba-mitte.berlin.de</p>	<p><b>Submit in advance by e-mail, post or in person during office hours</b></p> <ul style="list-style-type: none"> <li>• Identity card/passport, birth certificates of both parents</li> <li>• Pregnancy record book (if after birth: Birth certificate of the child)</li> <li>• Documents can be sent by e-mail/please call for queries</li> <li>• Identity card/passport, birth certificates of both parents</li> </ul>

What?	Information	When?	Where?	Documents required
<b>Authorities</b>				
<p><b>Submit declaration of custody</b></p> <p>(for unmarried couples)</p>	<p>Parents who are not married to each other must make a public declaration of parental custody if they want to have joint custody of their child.</p>	<p>before or after the birth</p>	<p><b>Youth Welfare Office – free of charge</b>            Karl-Marx-Allee 31 – 10178 Berlin  <u>Office hours:</u>            Tues: 09:00 – 12:00            Thu: 14:00 – 18:00            E-mail:            beistandschaft@ba-mitte.berlin.de</p>	<p><b>Submit in advance by e-mail, post or in person during office hours</b></p> <ul style="list-style-type: none"> <li>• Identity card/passport, birth certificates of both parents</li> <li>• Pregnancy record book (if after birth: Birth certificate of the child)</li> <li>• Acknowledgement of paternity</li> </ul>
<b>Finance</b>				
<p><b>Apply for maternity allowance</b></p>	<p>Working women who are covered by statutory health insurance receive maternity allowance from their health insurance fund 6 weeks before to 8 weeks after the birth. The employer pays the net wage minus € 13 per working day. These are paid by the health insurance fund. If you receive ALG I, only the health insurance pays.</p>	<p>Submit certificate of pregnancy at least 7 weeks before birth</p>	<p><b>Health insurance</b></p>	<ul style="list-style-type: none"> <li>• Request from the health insurance fund</li> <li>• Certificate from the gynaecologist or midwife</li> </ul>
<p><b>Benefits from the JobCenter</b></p> <p>Additional demand for pregnant woman/pregnancy clothing/ apply for initial equipment allowance</p>	<p>Recipients of ALG II have the possibility to apply for the following one-off benefits for:</p> <ul style="list-style-type: none"> <li>• Pregnancy clothing</li> <li>• Initial baby equipment</li> <li>• High chair</li> <li>• Pram</li> <li>• Cot</li> </ul> <p>In addition, it is also possible to apply for additional demand for pregnant women amounting to 17% of the standard benefit..</p>	<p>Additional demands for pregnant women/pregnancy clothing: from the 13th week of pregnancy</p> <p>Baby's first equipment: 2–3 months before the expected date of delivery</p>	<p><b>JobCenter</b>  <u>Head office:</u>            Seydelstr. 2-5 – 10117 Berlin  <u>Other locations:</u>            Müllerstr. 147 – 13353 Berlin            Müllerstr. 16 – 13353 Berlin            Sickingenstr. /Entrance            Berlichingenstr. 25 – 13353 Berlin  <u>Availability by phone:</u>            Mon – Fri: 08:00 – 18:00            Tel.: 030 / 55 55 45 22 22</p>	<ul style="list-style-type: none"> <li>• written informal application</li> <li>• Pregnancy record book</li> </ul>

What?	Information	When?	Where?	Documents required
<b>Finance</b>				
<p><b>Apply for the payment from the foundation "Help for the Family – Pregnant Women in Need"</b></p>	<p>The foundation "Hilfe für die Familie – Schwangere in Not" (Help for the Family – Pregnant Women in Need) provides supplementary benefits once per pregnancy if the initial equipment cannot be purchased from one's own funds or the benefit granted by the JobCenter is not sufficient.</p> <p>Every pregnancy advice centre will help you with the application process. The latter takes the application and forwards it to the foundation. It is important that the application is only submitted to <b>one</b> pregnancy advice centre only. The there are multiple applications, the application will be rejected.</p>	<p>From the 13th week of pregnancy until before the birth – the application should be made as early as possible.</p>	<p><b>Every pregnancy advice centre</b></p> <p>stiftunghilfe.de</p>	<ul style="list-style-type: none"> <li>• Identity card/passport and confirmation of registration</li> <li>• Pregnancy record book</li> <li>• Documents on your own existing assets</li> <li>• Bank statements</li> <li>• Rental agreement</li> <li>• Proof of income</li> <li>• Notices from the JobCenter regarding the granting of special benefits</li> <li>• Proof of debts and instalment payments</li> </ul>

## ● AFTER THE BIRTH

When the child is born, you will probably want to devote yourself solely to your new family member. However, some administrative procedures still have to be completed after the birth.

What?	Information	When?	Where?	Documents required
<b>Health</b>				
<b>Attending U examinations</b>	Important: Attend the U examination appointments at the chosen paediatrician's practice before the birth.	From the birth	<b>Paediatric practice</b>	<ul style="list-style-type: none"> <li>• Yellow booklet for screening examinations</li> <li>• Vaccination record</li> </ul>
<b>Take out health insurance for the child</b> (family insurance)	After informing you by telephone, the health insurance fund will send you a form. The child will receive their own insurance card 2 weeks after registration. Medical treatment is also possible even before this. There are no additional costs for the child's insurance.	Immediately after the birth	<b>Health insurance</b>	<ul style="list-style-type: none"> <li>• The child's birth certificate</li> <li>• Completed health insurance form</li> <li>• Health insurance card (if already available)</li> </ul>
<b>Take advantage of the services offered by the Child and Youth Welfare Service (KJGD)</b>	<p>After the birth of your child, you will receive a welcome letter from the KJGD offering you a first home visit. During the first home visit, expert social workers will provide you with information on breastfeeding, nutrition, care and legal, economic and social issues.</p> <p>Other services offered by the KJGD are:</p> <ul style="list-style-type: none"> <li>• Medical examinations of infants and children</li> <li>• Individual advice and support in crisis and stress situations</li> <li>• Assistance with administrative procedures</li> <li>• Carrying out day care centre intake examinations</li> </ul>	First home visit: approx. 4 to 6 weeks after birth	<b>Child and Youth Welfare Service</b>  <u>Tiergarten location</u> Mathilde-Jacob-Platz 1 10551 Berlin Tel.: 030 / 9018 33 251 030 / 9018 44 214  <u>Office hours:</u> Please enquire by telephone	<ul style="list-style-type: none"> <li>• Yellow booklet for screening examinations</li> <li>• Vaccination record</li> </ul>

What?	Information	When?	Where?	Documents required
<b>Authorities</b>				
<b>Register at the Registry office</b>	<p>The child's birth data is recorded at the birth centre and transmitted to the registry office (of the district where the child is born). If you hand in the appropriate documents and fees at your birth centre and have already signed the name determination for your child there, you do not have to go to the registry office in person. The registry office will send you the certificates and attestations by post.</p> <p>You will receive 3 birth certificates free of charge as well as documents (further birth certificates can be purchased for a fee).</p>	<p>Within one week after birth for home births. If the birth takes place in a clinic, registration takes place from there.</p>	<p><b>Registry office</b></p> <p>Parochialstr. 3 – 10179 Berlin Tel: 030 / 9018 243-21, -34, -41, -45</p> <p>E-mail: neugeburten@ba-mitte.berlin.de</p>	<ul style="list-style-type: none"> <li>• Birth certificate from the birth centre</li> <li>• Birth certificates of the parents</li> <li>• Parents' identity cards</li> <li>• Marriage certificate of parents Additionally: if not married</li> <li>• Acknowledgement of paternity (if available) and, if applicable, declaration of parental custody if the child's mother is divorced</li> <li>• Marriage certificate and divorce decree</li> <li>• In the case of common previous children, the birth certificates of the children</li> </ul>
<b>Search for a day care place</b>		<p>The search for a day care centre is recommended <b>as early as possible</b>.</p>	<p><b>Website</b> <a href="https://kita-navigator.berlin.de">https://kita-navigator.berlin.de</a></p>	
<b>Request a childcare voucher</b>	<p>Before your child can be looked after in Kita, a day care centre, you must apply for a Kitagutschein, a day care centre voucher. The voucher indicates the amount of care. With the day care voucher, you contact a Kita of your choice and conclude a contract with the provider.</p> <p>Day care voucher online application at: <a href="https://fms.verwalt-berlin.de/kita/">https://fms.verwalt-berlin.de/kita/</a> Childcare is free of charge for all children. A meal allowance of EUR 23 is payable.</p>	<p>The application for the day care voucher is possible at the earliest 9 months, at the latest 2 months before the desired start of care. (in special cases also possible at short notice when moving to Berlin, short-term employment)</p>	<p><b>Youth Welfare Office FamilienServiceBüro</b></p> <p>Karl-Marx-Allee 31 – 10178 Berlin</p> <p><u>Office hours:</u> Tues: 09:00 – 12:00 Thu: 14:00 – 18:00</p> <p><u>Telephone consultation:</u> Mon, Wed, Fri: 09:00 – 10:00</p>	<ul style="list-style-type: none"> <li>• completed application form and proof of work;</li> <li>• all forms on the website: <a href="http://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/jugendamt/kindertagesbetreuung">http://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/jugendamt/kindertagesbetreuung</a></li> </ul>

What?	Information	When?	Where?	Documents required
<p><b>Authorities</b></p> <p>Apply for <b>assistance</b> if necessary</p>	<p>You can apply in writing at any time for your child's paternity to be established and/or for maintenance claims to be enforced free of charge.</p> <p>The prerequisite is that you have custody (sole or joint) and the child is in your care. We represent your child in paternity proceedings;</p> <p>we check the personal and financial circumstances of the person liable for maintenance;</p> <p>we calculate and certify the maintenance claim;</p> <p>we assert your child's maintenance claims in court – if necessary – and represent your child in court; we monitor the receipt of maintenance payments and initiate enforcement measures if necessary.</p>	<p>from the birth</p>	<p><b>Youth Welfare Office/Beistandschaft</b></p> <p>Karl-Marx-Allee 31 – 10178 Berlin</p> <p><u>Office hours:</u>  Tues: 09:00 – 12:00  Thu: 14:00 – 18:00</p> <p>Tel.: 030 / 9018 32 099  030 / 9018 23 097  030 / 9018 23 254</p> <p>E-mail:  beistandschaft@ba-mitte.berlin.de</p>	<ul style="list-style-type: none"> <li>• Identity card</li> <li>• The child's birth certificate</li> <li>• Any existing debt instruments</li> </ul>

What?	Information	When?	Where?	Documents required
<b>Finance</b>				
<b>Apply for child benefit</b>	All children are entitled to child benefit from birth until the age of 18. Application form for child benefit (available from the family benefits office): <b>arbeitsagentur.de</b> (> Citizens > Family and children > Child benefit, child benefit supplement) Online application is also possible.	Within 6 weeks after the birth	<b>Federal Employment Agency Family Welfare Office</b> Charlottenstr. 90 – 10969 Berlin Tel.: 0800 / 455 55 30 <u>Availability by phone:</u> Mon – Fri: 08:00 – 18:00  <u>Office hours:</u> Mon, Tue, Fri: 08:00 – 12:00 Thu: 08:00 – 18:00 from 14:00 only for employed persons	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Birth certificate from the registry office for the application for child benefit in the original from the registry office</li> <li>• Parents' identity card/passport</li> </ul>
<b>Apply for child supplement</b>	The child supplement is a supplement to child benefit. It is aimed at low-income parents who can finance their own maintenance with their income, but not that of their children. As a rule of thumb: Parents who receive ALG II, social benefits or social assistance and have no other income can receive child benefit but not child supplement.	From birth up to a maximum of the child's 25th birthday.	<b>Federal Employment Agency Family Welfare Office</b> (see above)	<ul style="list-style-type: none"> <li>• Completed application form</li> </ul>
<b>Apply for Parental allowance</b>	The parental allowance is usually 65% of the average net income of the last 12 months.  Parental allowance calculator: <b>bmfsfj.de</b> (> Service > Online calculator)	Within the first 3 months after the birth  (The parental allowance is only paid retroactively for 3 months)	<b>Youth Welfare Office Parental Allowance Office</b> Karl-Marx-Allee 31 – 10178 Berlin  <u>Office hours:</u> Tues: 09:00 – 12:00 Thu: 14:00 – 18:00 <u>Telephone consultation:</u> Mon, Wed, Fri: 09:00 – 10:00	<ul style="list-style-type: none"> <li>• completed application form signed by both parents with attachments</li> <li>• <b>IMPORTANT:</b> Original birth certificate for the application for parental allowance from the registry office</li> <li>• Identity cards / passports of parents with residence permit</li> <li>• Proof of income and maternity benefit</li> </ul>



What?	Information	When?	Where?	Documents required
<b>Finance</b>				
<b>Apply for housing benefit</b>	Housing benefit serves to economically secure adequate and family-friendly housing. It depends on the family income, the rent and the number of household members.	If required (not granted if receiving ALG II, BAföG, vocational training allowance)	<b>Citizens' Advice Bureau</b> www.berlin.de/ba-mitte/politik-undverwaltung/aemter/amt-fuer-buergerdienste/buergeraemter/bereich-wohnen/wohngeld-miet-und-lastenzuschuss/artikel.244046.php or https://service.berlin.de/dienstleistung/120656/ or Citizens' hotline: Appointment booking Tel.: 115	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Proof of income</li> <li>• Proof of rent</li> </ul>
<b>Apply for unemployment benefit II</b>	Unemployment benefit II (Alg II, also known as Hartz 4) is a basic benefit for people between the ages of 15 and 65 or 67 who are capable of working, in accordance with Book II of the Social Code (SGB II).	If required	<b>JobCenter</b> <u>Head office:</u> Seydelstr. 2-5 – 10117 Berlin <u>Other locations:</u> 13353 Berlin Müllerstr. 16 and Müllerstr. 147 Berlichingenstr. 20-25 – 13353 Berlin <u>Availability by phone:</u> Mon – Fri: 08:00 – 18:00 Tel: 030 / 55 55 45 22 22	<ul style="list-style-type: none"> <li>• Completed application form and attachments, identity card</li> <li>• Proof of income/assets, bank statements</li> <li>• Rental agreement</li> <li>• Copy of bank card, health insurance card</li> </ul>
<b>Apply for maintenance advance</b>	Children who live with a single parent who is single, widowed, divorced or living separately from his or her spouse <b>and</b> who receive no or no regular maintenance from the other parent are entitled to advance maintenance payments. It applies: <ul style="list-style-type: none"> <li>• up to the age of 12, children can receive advance maintenance payments without any time limit.</li> </ul>	From the month of application	<b>Youth Welfare Office</b> <b>Child Support Advance Office</b> Karl-Marx-Allee 31 – 10178 Berlin  <u>Office hours at the Family Service Office:</u> Tues: 09:00 – 12:00 Thu: 14:00 – 18:00 <u>Telephone consultation:</u> Mon, Wed, Fri: 09:00 – 10:00	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Identity card</li> <li>• The child's birth certificate</li> <li>• Acknowledgement of paternity</li> <li>• Proof of SGB II -receipt</li> <li>• Submission of proof of income (from the age of 12)</li> <li>• With foreign children: Copy of passport with residence permit</li> <li>• In the case of divorced parents: Decision of the family court on divorce or proof from the tax office on living separately</li> <li>• If applicable, proof of maintenance payments by the other parent or half-orphan's pension</li> </ul>

What?	Information	When?	Where?	Documents required
<b>Finance</b>				
<b>Apply for maintenance advance</b>	<ul style="list-style-type: none"> <li>Children between the ages of 12 and 18 must meet certain requirements in order to continue to receive advance maintenance payments.</li> </ul> <p>The prerequisite is that they are not dependent on benefits under Book II of the Social Code (SGB II) <b>or</b> that the single parent in receipt of SGB II benefits earns at least 600 euros gross.</p>	From the month of application	<p><b>Youth Welfare Office</b>  <b>Child Support Advance Office</b>  Karl-Marx-Allee 31 – 10178 Berlin</p> <p><u>Office hours</u>  <u>FamilienServiceBüro:</u>  Tues: 09:00 – 12:00  Thu: 14:00 – 18:00</p> <p><u>Telephone consultation:</u>  Mon, Wed, Fri: 09:00 – 10:00</p>	
<b>Apply for budgetary aid</b>	<p>If a continuation of the household is not possible (e.g. in the case of health problems) and no other person living in the household can continue to run the household either, it is possible to apply for budgetary aid from the health insurance fund. You must apply for it yourself and it cannot be prescribed by the doctor or the midwife.</p> <p>However, a doctor or midwife can certify the need for household help and support the application process.</p>	If required (also already during pregnancy)	<b>Your health insurance</b>	<ul style="list-style-type: none"> <li>Pregnancy record book</li> <li>Certificate from the doctor or certificate from the midwife on the need for household help</li> </ul>
<p><b>Help in the Youth Office:</b></p> <p>Help for care and provision of the child in emergency situations (§ 20 SGB VIII)</p>	<p>If the care and support of a child in emergency situations (e.g. for health or other compelling reasons) is not guaranteed, assistance can be applied for at the Youth Welfare Office if it is necessary for the child's well-being.</p>	If required for parents of children living in the household	<b>Your competent Youth Welfare Office</b>	ask at the Youth Welfare Office (depending on the respective emergency situation)

# ● ARE YOUR NERVES ON EDGE? – NEVER SHAKE YOUR BABY!

## Why shaking is so dangerous...

If parents lose control of themselves for a few seconds and shake their baby, they can harm them for life. Babies cannot yet hold their head on their own. When being shaken, the head is thrown back and forth. This can cause serious injuries to the brain. This is called a shaken baby syndrome. Blood vessels and nerve pathways tear which can lead to seizures as well as mental and physical disabilities. Between 10 and 30 percent of the children may even die.

Also inform grandparents, neighbours and babysitters about the danger of shaking.

Should you lose your control:

**Take your child to the nearest clinic immediately!**

## Here's where to get help...

- ▶ Paediatricians and youth doctors
- ▶ General practitioners
- ▶ (Family) midwives
- ▶ Counselling services for parents of babies with so-called regulation disorders (such as crying outpatient clinics, paediatric clinics, social paediatric centres, family counselling centres)
- ▶ **Parents' helpline: 0800 / 111 0 550** > Nummer gegen Kummer e.V.
- ▶ **Online counselling for parents [www.bke-elternberatung.de](http://www.bke-elternberatung.de)**
- ▶ More at: [www.elternsein.info](http://www.elternsein.info)

Publisher: National Centre for Early Help (NZFH) in the Federal Centre for Health Education (BZgA) in cooperation with the German Youth Institute (DJI)  
[www.bzga.de](http://www.bzga.de), [www.fruehehilfen.de](http://www.fruehehilfen.de)

## ● CHECKLIST BEFORE THE BIRTH

What?	When?	Where?	✓
Advice	during pregnancy	Pregnancy advice centre	
<b>Health</b>			
Find a gynaecologist	from the beginning of pregnancy	Website	<input type="radio"/>
Find a midwife	from the beginning of pregnancy	Website	<input type="radio"/>
Register the birth	during pregnancy	Birth centre	<input type="radio"/>
Find a paediatrician's practice for the U examinations	during pregnancy	Website	<input type="radio"/>
<b>Work</b>			
Inform your workplace about your pregnancy	no deadline	Employer	<input type="radio"/>
Request parental leave	at the latest 7 weeks before the start of parental leave	Employer	<input type="radio"/>
<b>Authorities</b>			
Have acknowledgement of paternity notarised	before or after the birth	Youth or registry office	<input type="radio"/>
Submitting a declaration of custody (for unmarried couples)	before or after the birth	Youth Welfare Office	<input type="radio"/>
<b>Finance</b>			
Apply for maternity allowance	Submit certificate of pregnancy at least 7 weeks before birth	Health insurance	<input type="radio"/>
Benefits from the JobCenter: Additional needs for pregnant women/pregnancy clothing/ apply for initial equipment assistance	Additional demands for pregnant women/pregnancy clothing: from the 13th week of pregnancy Baby's first equipment: 2 - 3 months before the expected date of delivery	JobCenter	<input type="radio"/>
Apply for payment from the foundation "Help for the Family – Pregnant Women in Need"	in the first months of pregnancy	Pregnancy advice centre	<input type="radio"/>

## ● CHECKLIST AFTER THE BIRTH

What?	When?	Where?	✓
<b>Health</b>			
Attending U examinations	from the birth	Paediatric practice	<input type="radio"/>
Take out health insurance for the child	immediately after the birth	Health insurance	<input type="radio"/>
Take advantage of the services offered by the Child and Youth Welfare Service	after the birth	Child and Youth Welfare Service	<input type="radio"/>
<b>Authorities</b>			
Registration at the registry office	within one week after the birth	Registry office	<input type="radio"/>
Find child car as early as possible Online	before or after the birth	Website	<input type="radio"/>
Request a childcare voucher	1 - 2 months before the start of care	Youth Welfare Office	<input type="radio"/>
<b>Finance</b>			
Claim child benefit	within 6 weeks after the birth	Family Welfare Office	<input type="radio"/>
Apply for child supplement	from birth up to a maximum of when the child reaches the age of 25	Family Welfare Office	<input type="radio"/>
Apply for parental allowance	Within the first 3 months after the birth	Youth Welfare Office	<input type="radio"/>
Apply for housing benefit	if required	Citizens' Advice Bureau	<input type="radio"/>
Apply for unemployment benefit II	if required	JobCenter	<input type="radio"/>
Apply for maintenance advance	if required	Youth Welfare Office	<input type="radio"/>
Apply for budgetary aid	if required (also during pregnancy)	Health insurance or Youth Welfare Office	<input type="radio"/>

## ● EMERGENCY NUMBERS

### Number against sorrow

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Parents' helpline:	0800 – 111 0550 (free of charge)
Online advice for parents:	<a href="http://www.bke-elternberatung.de">www.bke-elternberatung.de</a>
Pregnant women in need	
Anonymous and safe – help line:	0800 40 40 020 (24 h)

### Emergency number

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Police	110
Fire brigade	112
Poison control	19 24 0

### Emergency services and on-call services

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Violence against women	0800 – 011 60 16	Website: <a href="http://www.hilfetelefon.de">www.hilfetelefon.de</a>
Central midwife call	214 27 71	
Help hotline for women after traumatic births	0228 – 9295 9970	
Paediatrician and medical on-call service (24 h)	31 00 31 / 11 61 17	
Berlin crisis service	39 063 – 00	
Crisis line (free of charge)	0800 – 111 0 111 / 0800 – 111 0 222	
Women's crisis line/protection for women and children	615 42 43 / 615 75 96	(advice for migrant women)
BIG Hotline – Help with domestic violence against women and children	611 03 00	
Children's emergency service	61 00 61	Webstite: <a href="http://www.kindernotdienst.de">www.kindernotdienst.de</a>
Child Protection Hotline (24 h)	61 00 66	
CHILD PROTECTION – HOTLINE Berlin Mitte	90182 – 555 55	(Mon to Fri 8:00 – 18:00)

You can reach our services on the district office's website under the section: "about the family" or directly on the early assistance page

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- Link to the early assistance page of theMitte District Office: [www.berlin.de/fruehe-hilfen-mitte](http://www.berlin.de/fruehe-hilfen-mitte)
- National Centre for Early Assistance: [www.fruehehilfen.de](http://www.fruehehilfen.de)
- Link to the Homepage of the Mitte District Office by clicking the button "About the family": [www.berlin.de/ba-mitte/service/familienangebote/](http://www.berlin.de/ba-mitte/service/familienangebote/)
- NZFH films: [www.fruehehilfen.de/service/publikationen/filme-fuer-fachkraefte-und-eltern/](http://www.fruehehilfen.de/service/publikationen/filme-fuer-fachkraefte-und-eltern/)
- Link to the parent information "Growing up mentally healthy" and films "Growing up mentally healthy": [www.seelisch-gesund-aufwachsen.de/](http://www.seelisch-gesund-aufwachsen.de/)
- Leaflets and films "Growing up mentally healthy": [www.fruehehilfen.de/service/publikationen/materialien-fuer-eltern-und-familien/merkblaetter-und-filme-seelisch-gesund-aufwachsen/?tx\\_solr\[sort\]=publishedYear+desc](http://www.fruehehilfen.de/service/publikationen/materialien-fuer-eltern-und-familien/merkblaetter-und-filme-seelisch-gesund-aufwachsen/?tx_solr[sort]=publishedYear+desc)

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Are you pregnant or a father-to-be?

Have you recently had a baby?

The (upcoming) birth of your child brings many exciting changes to your everyday life.

Since there are many things to prepare for when you are about to give birth, we would like to help you with this leaflet so that you do not lose track of everything



Find the "Baby-Berlin\_App" here



Find the link to the  
"Kiezatlas Berlin - Mitte (total)" here



Find the link to the  
Early Assistance in Berlin – Mitte" here