## **FOADMAP FOR THE BIRTH** WHAT IS IMPORTANT IN THE PERIOD AROUND THE BIRTH?

### INFORMATION FOR (EXPECTANT) PARENTS IN BERLIN-PANKOW

GEBURT

FAHRPLAN IN ENGLISCHER SPRACHE















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The Family Support Centre is a first point of contact for families and their relatives regarding the following topics:

- Birth
- Parental allowance
- Maintenance advance
- Notarisation
- Day care (Nursery/After school care)

You will also receive information on further offers in the social space and help from the Pankow Youth Welfare Office.

We look forward to seeing you!

www.berlin.de/jugendamt-pankow/dienste-und-leistungen/familienbuero/

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ndamt Pankow

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Monday - Friday 9.00 - 12.00 Tuesday and Thursday 15:00 - 18:00

Berliner Allee 252-260 - 13088 Berlin

Mail: familienbuero@ba-pankow.berlin.de

Outside office hours, you can always contact us by post,

Here you can find the app for the roadmap: What is important in the period around the birth?

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#### As of: November 2022

The roadmap "What is important in the period around the birth?" does not claim that the information listed is complete, up-to-date or correct. The office hours mentioned as well as the legal and state benefits and their basis of entitlement may change.

### Roadmap: What is important in the period around the birth?

#### Information for (expectant) parents in Berlin Pankow

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

Then you probably have to take care of a few things right now and have a lot to prepare: Find a midwife, attend the check-ups, go to the antenatal classes, possibly have the paternity acknowledgment notarised, visit the citizens' registration office, inform the health insurance company, apply for parental leave, arrange child benefit and parental allowance, organise a nursery place and much more. The many applications and administrative procedures that now have to be dealt with are particularly time-consuming. Because before and also in the time directly after the birth of your child, there is a lot of "paperwork" to do, numerous forms have to be filled out and many administrative procedures have to be completed.

The roadmap"What is important in the period around the birth?" compiles for you what you need to consider during pregnancy and after the birth of your child and what things you need to take care of. You will also find out what financial and material assistance you can apply for, when and where, and what documents you need.

### Checklist before the birth

What?	When?	Where?	
Health			
Search for a gynaecologist	from the beginning of the pregnancy	Internet	0
Search for a midwife	from the beginning of the pregnancy	Internet	0
Search for birth facilities / register for the birth	during pregnancy	Birth facility	0
Find a paediatrician's practice for the paediatric health screenings	during pregnancy	Internet	0
Work			
Announce pregnancy at the workplace	no deadline	Employer	$\bigcirc$
Request parental leave	at the latest 7 weeks before the start of parental leave	Employer	$\bigcirc$
Authorities			
Have acknowledgement of paternity notarised	before or after the birth	Youth or Registry Office	0
Submitting a declaration of custody (for unmarried couples)	before or after the birth	Youth Welfare Office	0
Finance			
Apply for maternity benefit	Submit certificate of pregnancy 7 weeks before the birth at the latest	Health insurance	0
Benefits from the Job Centre: Additional needs for pregnant women / Pregnancy clothing / Apply for layette aid	Additional needs for pregnant women, pregnancy clothing: from the 13th week of pregnancy Layette: 2-3 months before the expected due date	Job Centre	0
Foundation payment Apply for "Help for the family - pregnant women in need"	in the first months of pregnancy	Pregnancy Counselling Centre	0

### Checklist after birth



WHAT?	WHEN?	WHERE?	
Health			
Attend the paediatric health screenings	from birth	Paediatric practice	0
Take out health insurance for the child	immediately after the birth	Health insurance	$\bigcirc$
Make use of the offers from the Child and Youth Health Service	after the birth	Child and Youth Health Service	$\bigcirc$
Authorities			
Registration at the Registry Office	within one week after the birth	Registry Office	$\bigcirc$
Registering a child at the Residents' Registration Office	is done automatically by the Registry Office		$\bigcirc$
Search for a nursery place	as early as possible	Internet	$\bigcirc$
Request a childcare voucher	9-2 months before the start of care	Youth Welfare Office	$\bigcirc$
Finance			
Claim child benefit	up to 6 months after birth at the latest	Family Benefits Office	0
Apply for child supplement	from birth up until the child turns 25, at a maximum.	Family Benefits Office	0
Apply for parental allowance	within the first 3 months after birth	Youth Welfare Office	$\bigcirc$
Apply for housing benefit	if required	Citizens' Registration Office	$\bigcirc$
Apply for unemployment benefit II	if required	Job Centre	0
Apply for maintenance advance	if required	Youth Welfare Office	0

### What you should do before the birth

There is already a lot to do before the birth of your child. Try to get as much done early as possible. Then you have more time for yourself and your family when the child is here.

#### PREGNANCY COUNSELLING

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

- 1. Family Counselling Pankow / Counselling and Living GmbH Borkumstr. 22, 13189 Berlin Phone. 030 47 33 920 familienberatung.pankow@immanuel.de
- 2. Counselling Centre for Pregnancy Conflict during Pregnancy and Family Planning "Donum Vitae e.V."

Kuglerstr. 24, 10439 Berlin - Phone. 030 - 470 33 184 - berlin-pankow@donumvitae.org

(Counselling also in plain language for people with mental disabilities; meeting for pregnant women who will be single parents, every 2nd Wednesday of the month 10 - 11:30 am; open refugee consultation hour with Arabic translator every Monday 9:30 - 11:30 am.)

3. Pregnancy Conflict Counselling "Humanistischer Verband Deutschlands" (Humanist Association of Germany) - Paul-Robeson-Str. 30, 10439 Berlin - Phone. 030-44 17 992

- info@schwangerschaftskonflikt-berlin.de

What?	Information	When?	Where?	Required documents
Health				
Search for a gynaecologist	Check-ups are scheduled at regular intervals during pregnancy. They are included in the range of services provided by the health insurance and do not have to be paid for separately. The check-ups can be carried out in the gynaecological practice or by a midwife. The pregnancy records are also issued at this time.	from the beginning of the pregnancy	Internet  kvberlin.de (> Search for a doctor > Gynaecology and obstetrics) wegweiser-aktuell.de/berlin (> pankow > gynaecology- obstetrics-gynecologist)	Health insurance card
<ul> <li>Search for a midwife</li> <li>Pregnancy counselling/ preventive care</li> <li>Birth preparation</li> <li>Postpartum care</li> <li>Information on offers,</li> <li>Postnatal classes</li> </ul>	Every woman is entitled to the support of a midwife during pregnancy and in the period after birth. The midwife can do all the check-ups during pregnancy except for the ultrasound examinations. They also issue the pregnancy record. The costs are covered by the health insurance.	from the beginning of the pregnancy	Internet berliner-hebammenliste.de hebammensuche.de hebammenruf-berlin.de kidsgo.de babyclub.de hebammenhauspankow.de Zentraler Hebammenruf (central midwife contact): mail@berliner- hebammenvermittlung.de	Health insurance card

What?	Information	When?	Where?	<b>Required documents</b>
Health				
Search for a birth centre / register for birth	Information evening with guided tour of the delivery room every 1st, 2nd and 3rd Tuesday of the month at 17:30 Delivery room information evening Mon. and Thurs. 18:00 (without registration) You will find up-to-date information on the organisation of information evenings on the respective websites of the maternity clinics	during the pregnancy	Birth facility Helios Hospital Berlin Buch Phone: 030-94 01 53 345 Senior midwife: Yvonne Schildai schwangerenberatung-berlin@ helios-kliniken.de (please leave your name and telephone number) Maria Heimsuchung Caritas Clinic Pankow Phone: 030-47 51 74 443 (Birth registrations are accepted by telephone from the 28th completed week of pregnancy) Senior midwife: Cordula Beckmann cordula.beckmann@caritas- klinik-pankow.de	<ul> <li>Pregnancy records</li> <li>Health insurance card</li> <li>preliminary findings, if applicable</li> </ul>
Find a paediatrician's practice for the paediatric health screenings	The first and usually also the second paediatric health screenings are carried out at the birth centre. The following paediatric health screenings are carried out in a paediatrician's practice.	The paediatric health screenings are very important, therefore you should <b>look for</b> <b>a paediatrician's</b> <b>practice during your</b> <b>pregnancy</b> and find out if there are any free appointments.	Internet Internet Search for a doctor > Paediatrics and adolescent medicine) Internet in the search of the s	
What?	Information	When?	Where?	Required documents
Work				
Announce pregnancy at the workplace		no deadline, but as early as possible to en- sure compliance with maternity regulations	Employer	<ul> <li>pregnancy records, if applicable</li> <li>Certificate from the gynaecologist or midwife</li> </ul>

What?	Information	When?	Where?	Required documents
Work				
Request parental leave	<ul> <li>www.bmfsfj.de</li> <li>(&gt; Family &gt; Parental allowance/parental leave &gt; Everything you need to know about parental leave at a glance)</li> </ul>	at the latest, 7 Weeks before the start of parental leave	Employer	written informal application
What?	Information	When?	Where?	Required documents
Authorities				
Have acknowledgement of paternity notarised	Acknowledging paternity is important for parents who are not married. • vaterschaftsanerkennung.com Acknowledging paternity with a simultaneous declaration of consent is subject to a fee at the registry office, whereas it is free of charge at the youth welfare office. Amendment of the Advance Maintenance Payments Act! For more information, please refer to page 14.	recommended before the birth, but also still possible after the birth	Youth Welfare Office Child Custody Law Berliner Allee 252 - 260 13088 Berlin, 2. Floor Phone: 030 - 90 295 73 31 Office hours Tues. 9:00 - 12:00 am Thurs. 14:00 - 18:00 Registry Office Breite Strasse 24 A - 26 13187 Berlin https://www.berlin.de/ jugendamt-pankow/ dienste-und-leistungen/ kindschaftsrecht/ beurkundungen/	<ul> <li>Identity cards and birth certificates of both parents</li> <li>Pregnancy records</li> <li>If after the birth: Birth certificate of the child</li> </ul>
Make a declaration of custody (for unmarried couples)	Parents who are not married to each other must make a public declaration of custody if they wish to have joint custody of their child.	before or after the birth	Youth Welfare Office Child Custody Law Berliner Allee 252 - 260 13088 Berlin 2nd Floor Office hours Tues. 9:00 - 12:00 am Thurs. 14:00 - 18:00	<ul> <li>Identity cards and birth certificates of both parents</li> <li>Pregnancy records</li> <li>If after the birth: Birth certificate of the child</li> <li>Acknowledgement of paternity</li> </ul>

What?	Information	When?	Where?	Required documents
Finance				
Apply for maternity benefit	Working women who are covered by statutory health insurance receive maternity benefits from their health insurance before and after the birth in accordance with the current legal basis. The employer pays the net wage minus € 13 per working day. These are paid by the health insurance. If you receive ALG I (unemployment benefit), only the health insurance pays.	submit the certificate of pregnancy 7 weeks before the birth	Health insurance Maternity Department of the Federal Insurance Office www.bundesversicherungsamt. de/mutterschaftsgeld	<ul> <li>Request from the health insurance fund</li> <li>Certificate from the gynaecologist or midwife</li> <li>if applicable, certificate from your employer for the calculation of maternity pay</li> <li>in the absence of a certificate for the due date: Birth certificate from the Registry Office</li> <li>for premature births: medical certificate</li> </ul>
Services from Job Centre: Additional needs for pregnant women/ maternity clothing/ Apply for layette aid	Recipients of ALG II (unemployment benefit) have the option to apply for <b>one-off benefits</b> The corresponding applications are examined by competent benefit departments. In addition, it is possible to apply for additional needs for pregnant women amounting to 17% of the standard benefit. Applications can also be submitted online via the Job Centre Pankow website.	Additional needs for pregnant women/ pregnancy clothing: from the 13th week of pregnancy Layette: 2-3 months before the expected due date	Job Centre Pankow Storkower Strasse 133 10407 Berlin Phone: 030-55 55 34 74 53 Office hours Mon, Tues 8:00 - 12:30 am Thurs, Fri 8:00 - 12:30 am and Thursday only for working people and by appointment from 14:00 - 18:00	<ul> <li>written informal application</li> <li>Pregnancy records</li> </ul>
Request payment from the "Help for the Family - Pregnant Women in Need" Foundation	The "Help for the Family - Pregnant Women in Need" Foundation provides supplementary benefits <b>once</b> per pregnancy if a layette cannot be purchased from one's own funds or if the benefit granted by the Job Centre is not sufficient. Every pregnancy counselling centre will help you with the application process. They take the application and forward it to the foundation. It is important that the application is only made to one pregnancy counselling centre and not to several.	in the first months of pregnancy (8 - 10 weeks processing time)	any pregnancy Counselling Centre	<ul> <li>Identity card / passport and confirmation of registration</li> <li>Pregnancy records</li> <li>Documents on existing own assets</li> <li>Bank statements</li> <li>Rental agreement</li> <li>Proof of income</li> <li>Notices from the Job Centre on the granting of special benefits</li> </ul>

### What you should do after the birth

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

What?	Information	When?	Where?	Required documents
Health				
Attend the paediatric health screenings	<b>Important:</b> Dates of the paediatric health screenings at the paediatrician's practice have to be selected <b>before the birth</b> .	from birth	Paediatric practice <ul> <li>kinderaerzte-in-berlin.de</li> </ul>	<ul> <li>Yellow booklet for medical check-ups</li> <li>Vaccination certificate</li> </ul>
Take out health insurance for the child (Family insurance)	After informing you by telephone, the health insurance company 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 for parents with statutory insurance.	immediately after the birth	Health insurance	<ul> <li>Birth certificate of the child</li> <li>completed form from the health insurance company</li> <li>Health insurance card (if already available)</li> </ul>
Take advantage of the services offered by the Child and Youth Health Service	After the birth of your child, you will receive a welcome letter from the KJGD (Child and Youth Health Service) in which a <b>first home</b> <b>visit</b> will be offered to you. During the first home visit, expert social workers will provide you with information on breastfeeding, nutrition, care, as well as legal, economic	First home visit: approx. 4 weeks after birth	Child and Youth Health Service at the Health House Pankow Grunowstr. 8 - 11, 13187 Berlin Phone: 030 - 90 295 28 89 030 - 90 295 28 94	<ul> <li>Yellow booklet for medical check-ups</li> <li>Vaccination certificate</li> </ul>
	<ul> <li>and social issues.</li> <li>Other services offered by the KJGD are:</li> <li>medical examinations of infants and children</li> <li>individual counselling and support in crisis</li> </ul>		Social service Gleimstr. 49, 10437 Berlin Business office telephone: 030-90 295 30 37 Office hours	
	<ul> <li>and overwhelming situations</li> <li>Assistance with administrative procedures</li> <li>Carrying out nursery admission examinations</li> <li>School enrolment examinations</li> <li>Examinations under the Youth Employment Protection Act</li> </ul>		Social worker Tues. 9:00 - 12:00 am Doctors Thurs. 14:00 - 16:00 and and by appointment	

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What?	Information	When?	Where?	<b>Required documents</b>
Authorities				
Registration with the Registry Office	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 relevant documents and fees at your birth centre and have already signed the determination of the name for your child there, you do not have to go to the Registry Office in person. The Registry Office will then send you the documents and certificates by post. You will receive 3 free birth certificates as well as the official documents (costs for additional birth certificates are subject to the current scale of fees)	within one week after the birth	Registry Office Pankow Phone: 030-90 295 23 93 for collection of the birth certificates Registration before birth: geburt@ba-pankow.berlin.de Office hours Mon,Tue. 8:30-13:00 am Thurs. 13:00 - 18:00	<ul> <li>Birth certificate from the birth facility</li> <li>Birth certificates of the parent</li> <li>Parents' identity cards</li> <li>Marriage certificate of parents</li> <li>Additional:         <ul> <li>if not married</li> <li>Acknowledgement of paternity (if any) and, if applicable, declaration of custody</li> <li>If the child's mother is divorced</li> <li>Marriage certificate and divord decree</li> </ul> </li> <li>For common previous children</li> <li>the birth certificates of the children</li> </ul>
Register your child at the Residents' Registration Office	Registration with the Residents' Registration Office is done automatically by the Registry Office.			
Search for a nursery place		It is recommended that you search for a nursery <b>as early as possible</b>	Internet E <u>KITANETZ.de</u> Senate Department for Education, Youth and Family (nursery directory)	
Apply for child supplement	Before your child can be looked after in a nursery, a childcare voucher must be applied for. The voucher includes the amount of care. With the childcare voucher, you contact a nursery of your choice and enter into a contract with the provider. Child carevoucher online application at: https://fms.verwalt-berlin.de/kita/	It is possible to apply for the childcare voucher 9 months at the earliest, and 2 months at the latest before the desired start of care (in special cases it is also possible at shorter notice if a space is available)	Youth Welfare Office - Central Pre-Registration Department / Childcare Voucher Department House 4, Fröbelstraße 17 10405 Berlin Office hours Mon, Tue, Fri 9:00 - 12:00 am Thurs. 13:00 - 18:00 Appointments can be made online.	<ul> <li>completed application form an attachments</li> </ul>

What?	Information	When?	Where?	<b>Required documents</b>
Finance				
Claim child benefit	All children are entitled to child benefit from birth until they reach the age of 18. Child benefit application form (available from the family benefits office): • arbeitsagentur.de (> Citizens > Family and children > Child benefit, child benefit supplement) Online application is also possible here. • http://www.familienportal.de Payments shall be made in accordance with the currently valid provisions.	by 6 months after the birth at the latest	Federal Employment Agency Family Benefits Office Storkower Strasse 120 10407 Berlin Phone: Mon - Fri 09.00 - 18.00 (free of charge) 0800 - 4 5555 30 (child benefit and child supplement) 0800 - 4 5555 33 (payment dates)	<ul> <li>completed application form</li> <li>Birth certificate from the Registry Office for the application for child benefit</li> <li>Birth certificate of the child</li> <li>Tax identification number</li> <li>child benefit number, if applicable</li> <li>Bank details (BIC / IBAN)</li> </ul>
Apply for child supplement	The child supplement is a supplement to child benefit. It is aimed at low-earning 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 (unemployment benefit), social benefits or social assistance and have no other income can receive child benefit but not child supplement.	from birth until the child turns 25, at a maximum.	Federal Employment Agency Family Benefits Office (see above)	<ul> <li>completed application form</li> <li>Certificate of earnings from the employer</li> <li>Declaration of assets</li> </ul>



What?	Information	When?	Where?	<b>Required documents</b>
Finance				
Apply for parental allowance	The parental allowance usually amounts to 65% of the average net earnings of the last 12 months. Parental allowance calculator: <u>bmfsfi.de</u> (> Service > Online calculator) https://www.berlin.de/jugendamt-pankow/ dienste-und-leistungen/kindschaftsrecht/ bundeselterngeld/#ansprechpartner Jugendamt von A bis Z	within the first 3 months after birth (the parental allowance is only paid 3 months in arrears)	Youth Welfare Office Parental Allowance Department Berliner Allee 252-260 13088 Berlin Telephone consultation hours: Mon, Wed 10:00 - 12:00 am	<ul> <li>completed application form</li> <li>Birth certificate from the Registry Office for the application for parental allowance</li> <li>Parents' identity cards</li> <li>Proof of income and maternity benefit</li> <li>Proof of the employer's allowance for maternity pay after the birth</li> <li>Agreement on parental leave and if applicable, confirmation from the employer on weekly working hours and net income</li> </ul>
Apply for housing benefit	<image/>	if required (not granted if receiving ALG II (unemployment benefit), BAföG, vocational training allowance)	Citizens' Registration Office Pankow Breite Str. 24a - 26 13187 Berlin Prenzlauer Berg Fröbelstraße 17, Haus 6 10405 Berlin Weissensee Berliner Allee 252 - 260 13088 Berlin Karow / Buch Franz - Schmidt - Straße. 8 - 10 13125 Berlin Office hours Mon. 8:00 - 15:00 Tues. 11:00 - 18:00 Wed. 8:00 - 13:00 Thurs. 11:00 - 18:00 Fri. 8:00 - 13:00 Fri. 8:00 - 13:00 or via Citizens' Helpline: Appointment booking Phone: 030 - 115	<ul> <li>completed application form</li> <li>Proof of income</li> <li>Proof of rent</li> </ul>

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What?	Information	When?	Where?	Required documents
Finance				
Apply for unemployment benefit II	ALG II (unemployment benefit) can be applied for if the livelihood is not secured by one's own income.	if required	Job Centre Pankow Storkower Strasse 133 10407 Berlin Phone: 030-55 55 34 74 53 Office hours Mon, Tues 8:00 - 12:30 am Thurs, Fri 8:00 - 12:30 am or Thurs. 14:00 - 18:00 for working people In addition, it is possible to apply for additional needs for pregnant women amounting to 17% of the standard benefit.	<ul> <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>
Apply for maintenance advance	Amendment of the Advance Maintenance Payments Act! Advance maintenance payments are paid until the child reaches the age of majority. It is guaranteed that the state will step in completely for all children with advance maintenance payments or SGB (Social Security Code) II if you do not receive the maintenance payments to which you are entitled. • https://www.berlin.de/jugendamt-pankow/ dienste-und-leistungen/kindschaftsrecht/ unterhaltsvorschuss/	if required	Youth Welfare Office Maintenance Advance Department Berliner Allee 252 - 260 13088 Berlin Phone: 030 -90 295 0 Office hours Tues. 9:00 - 12:00 Thurs. 15:00 - 18:00	<ul> <li>completed application form</li> <li>Identity card</li> <li>Birth certificate of the child</li> <li>Acknowledgement of paternity</li> <li>in the case of divorced parents:</li> <li>Divorce decree or proof of separation from lawyer</li> </ul>

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What?	Information	When?	Where?	<b>Required documents</b>
Finance				
Apply for household help child supplement	If it is not possible to continue running the household (e.g. due to health problems) and no other person living in the household can continue running the household either, it is possible to apply for household help from the health insurance fund. You must apply for it yourself and it cannot be prescribed by the doctor or midwife. However, a doctor or midwife can certify the need for household help and support the application. Household help is organised on application, either by the health insurance fund or, if the health insurance fund refuses, by the Youth Welfare Office.	if needed (also already during pregnancy)	Health insurance or Youth Welfare OfficeA household allowance is paid to mothers and fathers who are covered by statutory health insurance if they are unable to continue running their household due to hospital treatment or a treatment course. The prerequisite is that a child under twelve years of age lives 	<ul> <li>Pregnancy records</li> <li>Certificate from the doctor or certificate from the midwife on the need for household help</li> </ul>
Y	The second		Office hours Tues. 9:00 - 12:00 am Thurs. 15:00 - 18:00	
			Roadmap online a www.netzwerk-run www.gesundheitlic	<b>it:</b> d-um-die-geburt.de :he-chancengleichheit.de
-			Roadmap onlir	e at: www.netzwerk-rund-um-die-gebur

# ROADMAP FOR THE BIRTH

The roadmap "What is important in the period around the birth?" (4th edition November 2022) was compiled and developed by professionals of the Early Support Network Berlin-Pankow in cooperation with IN TOUCH BERLIN LOKALMARKETING as information material for (expectant) parents in Pankow. Many thanks to all involved!

→ Here you can find the app for the roadmap: Baby-Berlin - What is important in the period around the birth?



The roadmap **"What is important in the period around the birth?"** for the district Berlin-Pankow is available in other languages. These can be viewed and downloaded via the following link / QR code:

www.berlin.de/jugendamt-pankow/gremien/netzwerk-fruehe-hilfen/#Downloads

