

# Welcome to Berlin!

## Information for refugees with small children

Dear Parents,

welcome to Berlin! We hope that you will quickly find your way around in your new environment and feel comfortable, soon.

Do you already know? Your child has the opportunity to attend a day care center, where he or she can play with other children, participate in learning activities and find a space to adapt to the new situation and environment. Your son or daughter will make new friends and also start learning German. Pedagogically trained teachers supervise and encourage your children not only in a protected, but also quality approved environment on the basis of official standards. Thus, your child will be prepared and equipped with various social and cognitive skills and competences for attending school later on.

How to find a place at a kindergarten or day care center:

- 1 Apply for a day care voucher (this is mandatory for every child prior to attending day care or kindergarten). Ask the support staff at your residential facility for the application form.
- 2 Complete the application form. Application forms can also be filled in online: <https://fms.verwalt-berlin.de/kita> (only in German). Ask your local support staff for help.
- 3 Send the form to the Youth Office of your local district. You can personally submit your application. The support staff will help you.
- 4 The day care voucher will be sent to you by your local Youth Office by mail. This voucher entitles your child/children to attend a daycare center.
- 5 In order to find a vacant place at a day care center or kindergarten, your local Youth Office or support staff will assist you. Day care centers and kindergartens are listed on this website: [www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/kitas/verzeichnis](http://www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/kitas/verzeichnis).
- 6 Once you have found a day care center offering a free space, you hand your day care voucher to the kindergarten or day care center management and sign a child-care contract. The contract is necessary to cover e. g. insurance issues, determine the exact supervision time, etc. After the contract is signed, your child is formally allowed to go to this specific day care center or kindergarten, the exact entry date and procedure is settled with the day care center management.

The first year of day care or kindergarten attendance is free of charge, except for a small monthly contribution of 23 Euros for warm lunch meals.

If you are not able to provide the contribution of 23 Euros per month, you can direct yourself to the Berlin youth welfare offices for more support (check reverse side of this sheet for specific contacts).

You might also be eligible for benefits/additional payments within the “educational package program” for kindergarten excursions, trips or recreational activities.

### Check the following websites for more information

All about day care and kindergarten:

[www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung](http://www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung) (only in German)

Information on the “educational package program”: [www.berlin.de/bildungspaket](http://www.berlin.de/bildungspaket) (only in German)

Contact: Address: infoPunkt, Bernhard-Weiß-Str. 6, 10178 Berlin, e-mail: [infopunkt@senbjw.berlin.de](mailto:infopunkt@senbjw.berlin.de), phone: +49-30-90227 - 5000

Office hours: Mon+Tue: 10:00 a.m. - 12:00 p.m. and 01:00 p.m. - 04:00 p.m., Thur: 10:00 a.m. - 12:00 p.m.

and 04:00 p.m. - 07:00 p.m., Fri: 10:00 a.m. - 12:00 p.m.

District	Youth Office/Day care voucher administration	Office Hours
Mitte	Kita-Gutscheinstelle Karl-Marx-Allee 31, 10178 Berlin kita.info@ba-mitte.berlin.de Antragstellung: Frau Strehlow, Tel. 9018 - 23233 Platznachweis: Frau Lubrich, Frau Zepke, Tel. 9018 - 23342 / - 22375 www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/jugendamt/ kindertagesbetreuung/artikel.245394.php	Tue: 09:00 a.m. - 12:00 p.m. Thu: 02:00 p.m. - 06:00 p.m. Phone consultation time: Mon, Mi, Fr: 10:00 - 11:00 a.m.
Friedrichshain-Kreuzberg	FamilienserviceBüro Frankfurter Allee 35-37, 10247 Berlin familienservicebuero@ba-fk.berlin.de Tel. 90298-1414 www.berlin.de/ba-friedrichshain-kreuzberg/politik-und-verwaltung/aemter/ jugendamt/familienservicebuero/	Mon - Fri: 09:00 a.m. - 12:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.
Pankow	Jugendamt, Fachdienst Kindertagesbetreuung Fröbelstr. 17, 10405 Berlin Tel. 90295-5128 kindertagesbetreuung@ba-pankow.berlin.de Platznachweis: Frau Steinert, Tel. 90295 - 5863 cornelia.steinert@ba-pankow.verwalt-berlin.de www.berlin.de/ba-pankow/verwaltung/jugend/fachdienst5.html	Mon, Tue, Fri: 09:00 - 12:00 p.m. Thu: 02:00 p.m. - 06:00 p.m. To arrange an appointment: <a href="http://service.berlin.de/standort/324903/">http://service.berlin.de/standort/324903/</a> phone +49-30-90295-5689
Charlottenburg-Wilmersdorf	Kita-Gutscheinstelle Hohenzollerndamm 174-177, 10713 Berlin Gutschein: Frau Christmann, Tel. 9029 - 15240 jug-kita-gutscheine@charlottenburg-wilmersdorf.de www.berlin.de/ba-charlottenburg-wilmersdorf/org/jugend/ kindertagesbetreuung_kitagutscheine.html	Tue: 09:00 a.m. - 12:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.
Spandau	Kita-Gutscheinstelle Carl-Schurz-Str. 2/6, 13597 Berlin Rechtsanspruch: Herr Klaus Sareika, Tel. 90279 - 2801 k.sareika@ba-spandau.berlin.de Kita-Gutschein: Frau Cathrin Kollath, Tel. 90279 - 2432 kindertagesbetreuung@ba-spandau.berlin.de www.berlin.de/ba-spandau/verwaltung/abt/jf/betrkind.html	Tue: 09:00 a.m. - 01:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.
Steglitz-Zehlendorf	Fachdienst Kita/Hort Kirchstr. 1/3, 14163 Berlin Tel. 90299 - 1550 / - 4568 www.berlin.de/ba-steglitz-zehlendorf/politik-und-verwaltung/aemter/jugendamt/ angebote-fuer-kinder-jugendliche-und-familien/kinderbetreuung/artikel.333784.php	Tue: 09:00 a.m. - 01:00 p.m. (Phone consultation time) Thu: 03:00 p.m. - 06:00 p.m. (Phone consultation time) <b>No public consultation hours - Individual appointments must be pre-scheduled.</b>
Tempelhof-Schöneberg	Kita-Gutscheinstelle Strelitzstraße 15, 12105 Berlin kindertagesbetreuung@ba-ts.berlin.de Rechtsanspruch: Frau Mattner, Tel. 90277 - 2236 Allgemeine Auskünfte: Frau Fieck, Tel. 90277 - 2308 www.berlin.de/ba-tempelhof-schoeneberg/organisationseinheit/jugend-familie/ kindertagesbetreuung.html	Tue, Fri: 09:00 - 12:00 Uhr Thu: 16:00 - 18:00 Uhr Appointments online: <a href="http://service.berlin.de/standort/325897">http://service.berlin.de/standort/325897</a>
Neukölln	Kindertagesbetreuung Karl-Marx-Str. 83, 12043 Berlin Tel. 90239 - 2135 Tagesbetreuung@bezirksamt-neukoelln.de www.berlin.de/ba-neukoelln/verwaltung/jugend/kitabetreuung.html	Tue: 09:00 a.m. - 01:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.
Treptow-Köpenick	Jugendamt Zum Großen Windkanal 4, Haus 9, 12489 Berlin Platznachweis: Frau Roßdorf, Tel. 90297 - 5366 tanja.rossdorf@ba-tk.berlin.de Kitagutschein: Tel. 90297 - 5329 JugKitaHort@ba-tk.berlin.de www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/jugendamt/ ueber-uns/artikel.109066.php	Mon, Tue, Fr 09:00 - 12:00 Uhr Thu 15:00 - 18:00 Uhr Phone consultation time: Mon, Tue, Thu: 01:00 - 03:00 p.m.
Marzahn-Hellersdorf	Kita-Gutscheinstelle Riesaer Straße 94, 12627 Berlin kita.hort@ba-mh.verwalt-berlin.de Tel. 90293 - 4552 www.berlin.de/ba-marzahn-hellersdorf/verwaltung/jugend/tagesbetreuung.html	Tue: 09:00 a.m. - 01:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.
Lichtenberg	Abt. Jugend und Gesundheit Große-Leege-Str. 103, 13055 Berlin Juginfo@lichtenberg.berlin.de Tel. 90296 - 6013 www.berlin.de/ba-lichtenberg/verwaltung/behoerdenwegweiser/bww13.html#jug02	Please arrange an appointment by phone
Reinickendorf	Tagesbetreuung Nimrodstr. 4-14, 13469 Berlin tagesbetreuung-kinder@reinickendorf.berlin.de Tel. 90294 - 6676 www.berlin.de/ba-reinickendorf/org/jugendamt/kinderbetreuung/index.html	Tue: 09:00 a.m. - 01:00 p.m. Thu: 03:00 p.m. - 06:00 p.m.