






# THE PARENTS' COMPANION

Information for (expecting) families  
in Berlin-Neukölln

 <p>Bundesstiftung Frühe Hilfen</p>	<p>Gefördert vom:</p>  <p>Bundesministerium für Familie, Senioren, Frauen und Jugend</p>	<p><b>BERLIN</b></p> 	
		<p>Bezirksamt Neukölln</p>	

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Companion as a  
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# WHAT'S **IMPORTANT** IN THE TIME BEFORE AND AFTER GIVING BIRTH?

Information for (expecting) families in Berlin-Neukölln



The (upcoming) birth of your child will change your daily routines a lot. The Parents' Companion will guide you through things you should be aware of during pregnancy and after the birth of your child and things you need to sort out.

It will also tell you how you can apply for financial and material support. We are here for you during this time and have a range of services we can offer you. Read on to find out what's on offer in your neighbourhood.

We wish you and your family all the best and a good start in life for your newborn baby.



# BEFORE BIRTH

## What?

- Pregnancy checkups
- If necessary, change the income tax class (to increase parental allowance entitlements)
- Communicate pregnancy to employer
- Seek pregnancy counselling
- Get financial help
- Search midwife
- Search birth preparation course and other offers
- Visit birthplaces
- Apply for maternity benefit
- Acknowledgement of paternity
- Declare custody
- Other parent takes parental leave

## When?

- As early as possible
- As early as possible
- When you find out you're expecting
- As needed
- From the 13<sup>th</sup> week of pregnancy
- As early as possible
- From the 16<sup>th</sup> week of pregnancy
- From the 20<sup>th</sup> week of pregnancy
- 7 weeks before birth
- During the pregnancy
- During the pregnancy
- 7 weeks before start



# AFTER BIRTH

## What?

- Search paediatrician
- Request birth certificate
- Notify the employer of parental leave
- Request health insurance
- Apply for maternity benefit
- Apply for parental allowance
- Apply for child benefit
- Acknowledgement of paternity
- Custody declaration
- Apply for maintenance advance
- Apply for child allowance
- Apply for housing allowance
- Apply for child supplement
- Search daycare

## When?

- As quickly as possible
- If applicable, already in hospital
- No later than 7 weeks before the end of the maternity protection period
- As quickly as possible
- As quickly as possible
- Retroactive for three months possible
- As quickly as possible
- As quickly as possible
- As quickly as possible
- As quickly as possible
- As needed
- As needed
- As needed
- 1-2 years before childcare starts

# MATERNITY PROTECTION/MATERNITY PAY



The pamphlet “A guide to maternity protection” (Leitfaden zum Mutterschutz) contains detailed information on the most important aspects of maternity protection.

It explains important rules and regulations affecting your rights and obligations, your health at work during the pregnancy and breastfeeding (in particular, rules on your working hours and protections at work), protection against unfair dismissal and any maternity benefits you may be entitled to.

It also contains a checklist of the most important dates, deadlines and information.

## Important contact information:

**Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin (LAGeSi)**

Turmstr. 21  
10559 Berlin  
030 902545-0  
berlin.de/lagesi

**Bundesamt für Soziale Sicherung  
- Mutterschaftsgeldstelle -**

Friedrich-Ebert-Allee 38  
53113 Bonn  
mutterschaftsgeld.de



**Bundesministerium Familie,  
Senioren, Frauen und Jugend  
(BMFSFJ)**

Guidelines:

<https://11p.de/4ehhx>

# FINANCIAL ASSISTANCE

## Additional assistance and one-time support payments

From the 13<sup>th</sup> week of their pregnancy, pregnant who are able to work and need help can apply to the Job Centre or for the basic income scheme run by the Social Welfare Office (Sozialamt).

Depending on your financial situation, you may also be able to apply for one-time (pro rata) allowances for basic equipment for pregnancy and birth from either **the Job Centre or the Social Welfare Office**.



**Bezirksamt Neukölln von Berlin**  
Donaustr. 89, 12043 Berlin  
**Postal address:**  
BA Neukölln, Amt für Soziales  
12040 Berlin  
030 90239-0



**Jobcenter Berlin Neukölln**  
Mainzer Str. 27  
12053 Berlin  
030 5555792222

## Helping families – the „Hilfe für die Familie“ foundation

Are you expecting but have a precarious living situation and money is particularly tight? Subject to certain conditions, pregnant women can apply for financial assistance for maternity clothing and baby equipment.

You can submit your application the “Stiftung Hilfe für die Familie” at any pregnancy advice centre.



**Sozialdienst katholischer Frauen e. V. Berlin**  
**Schwangerschaftsberatungsstelle Lydia**  
Selchower Str. 11  
12049 Berlin  
030 2814185



**Diakoniewerk Simeon gGmbH**  
**Fachbereich Soziales und Integration,**  
**Schwangerschaftsberatung & Familienplanung**  
Lipschitzallee 20–22  
12351 Berlin  
030 6023158

# FINANCIAL ASSISTANCE

## FamilienServiceBüro

At the Family Services Office, you can get information, advice and support on the following issues:

- Recognition of paternity/parental care
- Guardianship
- Parental allowances and child benefit
- Advance payments for single parents
- Day care vouchers/applying for proof of day care space
- After-school care and additional childcare
- Single parents
- Advice before and after birth
- Trips for children and adolescents

### **FamilienServiceBüro Jugendamt Neukölln**

Herrmannstr. 214-216  
(Kindl-Boulevard, 7<sup>th</sup> floor/B)  
12049 Berlin  
030 90239-3355  
fsb@bezirksamt-neukoelln.de

More detailed  
information



## Guardianship/recognition of paternity/parental care

Are you a single parent? Having to take care of maintenance and getting your child's paternity recognised?

The Youth Welfare Office (Jugendamt) can offer you advice and support. At the Youth Welfare Office, you can apply for a free guardianship arrangement.

Unwed parents can register recognition of paternity and custody declarations with the Guardianship Department (Amtsvormundschaft) even before their child is born.

You can also get advice on disputes concerning custody/access rights.



### **Fachdienst Beistandschaften Jugendamt Neukölln**

Herrmannstr. 214-216  
(Kindl-Boulevard, 7<sup>th</sup> + 8<sup>th</sup> floor/C)  
12049 Berlin  
030 90239-3321  
beistandschaft@bezirksamt-neukoelln.de





## (MALE) MIDWIVES

Every pregnant woman has a right to care from the very start of their pregnancy right up until they stop breastfeeding, in the form of both preventive care and post-partum care. Please look for a male or female midwife in **plenty of time** before you give birth.

## BIRTHING COURSES

There are classes you can attend to prepare yourself for birth and the first few months with your baby, getting useful information and chatting to other parents. Health insurers covers the costs for antenatal classes for pregnant women, but partners have to pay the course fees themselves. You can find a comprehensive range of classes here: [kidsgo.de](https://www.kidsgo.de)

## AFTER BIRTH

The male or female midwife will look after mother and baby every day for the first ten days after the birth. After that, new parents can get a further 16 house calls or advice sessions over the phone on things like looking after and feeding your baby, help and advice with breastfeeding, monitoring uterine involution and taking care of your newborn's umbilical cord.

## BREASTFEEDING

You are entitled to eight consultations (over the phone or at home) on breastfeeding, nutrition and introducing other food for at least the first year after birth, or as long as you are breastfeeding. The costs for these sessions are covered by your health insurance.

# MATERNITY CLINIC

Take advantage of the information evenings at the maternity clinics to help you make a more informed decision about where you would like to give birth. As well as learning lots of useful stuff, you may also get the chance to view the delivery room. Once you have chosen a clinic, you can register to give birth there. Make sure you book your appointment as early as possible, especially if your pregnancy is high risk.

The closest clinics are:

## **Vivantes Klinikum Neukölln**

### **Mutter-Kind-Zentrum**

Kormoranweg 45  
12351 Berlin  
030 13014-8339

## **Urban-Krankenhaus**

### **Klinik für Geburtsmedizin**

Dieffenbachstr. 1  
10967 Berlin-Kreuzberg  
030 13022-5601

## **St. Joseph-Krankenhaus**

Wüsthoffstr. 15  
12101 Berlin  
030 7882-2546

Find midwife practices,  
birth centres and  
maternity clinic in Berlin



## New parent advocates at maternity clinic

New parent advocates (Babylotsen) offer families support in difficult living situations. They can help with things like filling in applications, dealing with bureaucracy, information for single parents, classes, searching for midwives etc. If you would like their help, ask at your maternity clinic about new parent advocates.

## **Babylotsen**

### **Vivantes Klinikum Neukölln**

030 13014-8680  
babylotse.knk@vivantes.de

## **Babylotsen**

### **Urban-Krankenhaus**

030 13022-7628  
babylotse.kau@vivantes.de

## **Babylotsen**

### **St. Joseph-Krankenhaus**

030 7882-2941  
babylotse@sjk.de

Program Babylotse



# FAMILY MIDWIVES & FAMILY AND CHILD HEALTHCARE PROFESSIONALS

Families who find themselves in difficult or overwhelming circumstances during or after pregnancy can get help and support.

These professionals are here to help you with things like:

- Daily life with your baby
- Your baby's development
- Breastfeeding and healthy nutrition
- Practical support for everyday life
- On premature and multiple births
- For chronically ill children
- Worries and concerns
- Services in your neighbourhood

The offer is free of charge for Neukölln families.



**Gesundheitsamt Neukölln**

030 90239-1290

[anfragefamilienhebamme@bezirksamt-neukoelln.de](mailto:anfragefamilienhebamme@bezirksamt-neukoelln.de)



# BIRTH CERTIFICATE



If your child is born in Neukölln, you will receive a birth certificate from the Neukölln Civil Registry (Standesamt Neukölln). If you live in Neukölln but give birth in a different district, you must contact the civil registry for that district.

As soon as your child's birth has been registered, you will receive three free copies of their birth certificate so that you can apply for child benefit and maternity assistance from your health insurer. These documents must be presented to the relevant body or agency as originals.

Additional copies of the birth certificate are available for a fee. Therefore, please indicate on your naming certificate how many additional copies you require. Once they receive the birth certificate, the Civil Registry will submit the information concerning the child and their parents to the registration office.

Your child will then be automatically registered with the police authorities.

## Important contact information:

### Standesamt Neukölln

Blaschkoallee 32  
12359 Berlin

### Anmeldung Neugeburten

030 90239-2129  
030 90239-3004  
030 90239-3636  
030 90239-3697  
[geburten@bezirksamt-neukoelln.de](mailto:geburten@bezirksamt-neukoelln.de)

### Civil Registry Neukölln



# HEALTH INSURANCE

If you have health insurance, contact your insurer to find out if your child can be included in your family policy. Children of parents who are insured with a state insurer can usually be insured via their parents at no additional cost.

Parents who **do not have** health insurance for their child can contact the Children and Youth Healthcare Service (Kinder- und Jugendgesundheitsdienst) for certain healthcare services.

## Early screening

Early screening involves special appointments with your paediatrician which are available to children aged between 1 week and 17 years old:

- U1-U9 for children aged 6 and under
- J1 for children aged 12-14

## Centre for Sexual Health and Family

Free consultations with doctors, social workers and psychologists:

- All about pregnancy
- Family planning and desire to have children
- Contraception (incl. covering costs for contraception where applicable)
- Medical services for pregnant women who are not insured
- For pregnant women experiencing financial distress: the “Hilfe für die Familie” foundation

**Important contact information:**



**Zentrum für sexuelle Gesundheit  
und Familienplanung**

Urbanstr. 24  
10967 Berlin  
030 90298-8363  
zentrum@ba-fk.berlin.de

# CHILDREN AND YOUTH HEALTHCARE SERVICE

## Health Services Neukölln

The Children and Youth Healthcare Service (Kinder- und Jugendgesundheitsdienst/KJGD) is there for you, especially in the period before your child is born. You can receive information on all sorts of things to do with your baby, either at home or in one of the KJGD information sessions.

The KJGD works closely with physiotherapists from the Therapy Services Team. They offer advice and therapy for infants, children in day care and children of school age.

The KJGD provides a special service where they visit all families with newborns at their home and give them a welcome package. Families with small children who are new to Berlin-Neukölln will also receive a visit.

**All of these services are completely free!**

### **Kindl-Boulevard**

Hermannstr. 214-216  
12049 Berlin  
030 90239-3088  
kjgd-kb@bezirksamt-neukoelln.de  
Opening hours: Thursday 13-16 p.m.

### **Campus Rütli**

Rütlistr. 7  
12045 Berlin  
030 90239-3418  
kjgd-cr@bezirksamt-neukoelln.de  
Opening hours: Monday 13-16 p.m.

### **Buckow**

Buckower Damm 180  
(Block C, 2<sup>nd</sup> floor)  
12349 Berlin  
030 9023935-62  
030 9023935-63  
030 9023935-64  
030 9023935-65  
kjgdbuckow@bezirksamt-neukoelln.de  
Opening hours: Thursday 13-16 p.m.

### **Britz**

Blaschkoallee 32  
12359 Berlin  
030 90239-3422  
kjgdbritz@bezirksamt-neukoelln.de  
Opening hours: Tuesday 13-16 p.m.

### **Rudow**

Neuköllner Str. 333  
12355 Berlin  
030 6662-1110  
kjgdrudow@bezirksamt-neukoelln.de  
Opening hours: Monday 13-16 p.m.

### **Therapeutischer Dienst**

Gutschmidtstr. 31  
12359 Berlin  
030 90239-1293  
td@bezirksamt-neukoelln.de  
Opening hours: By appointment

# PARENTAL LEAVE

Parental leave is limited to a maximum of three years for each child and can be taken in three intervals. 24 unclaimed months can be taken as leave up until the child's 8<sup>th</sup> birthday. You do not usually need to obtain the consent of your employer (but please make sure there are no exceptions that apply to you beforehand!).

## BENEFITS FOR PARENTS

All mothers and fathers who take care of their child personally after the birth and who take a break from work or work a maximum of 32 hours a week receive benefits (Elterngeld).

### Parental Benefits Office

#### Jugendamt Neukölln

Hermannstr. 214  
(8<sup>th</sup> floor/A)  
12049 Berlin  
030 90239-0  
elterngeld@bezirksamt-neukoelln.de

More information on "ElterngeldDigital":

[elterngeld-digital.de](https://www.elterngeld-digital.de)

More detailed  
information



# CHILD BENEFIT

Legal guardians are entitled to child benefit as long as their child lives with them. Parents who are not from Germany (or another EU country) must provide evidence of a residence permit (passport) and register with the registration office (Meldebehörde). Parents who are receiving support under the Asylum Seekers Benefits Act (Asylbewerberleistungsgesetz) will not receive child benefit. Child benefit is paid out either by your employer or by the Families Fund at the Federal Employment Agency. You must apply for the relevant agency within the first 6 months of your child's birth.

## CHILD SUBSIDY

Low-income families are entitled to a so-called child subsidy, subject to fulfilling certain conditions. This is an additional payment and is intended to supplement the child benefit.

More detailed  
information



### Familienkasse Berlin Süd

#### Visitor address:

Sonnenallee 282  
12057 Berlin

#### Postal address:

Familienkasse Berlin-Brandenburg  
14465 Potsdam  
0800 455-5530  
familienkasse-berlin-brandenburg@arbeitsagentur.de

# HOUSING ALLOWANCE

## WOHNGELD

Persons in a low income can apply for a housing allowance - a subsidy for renters or home-owners. The amount of housing allowance a family is entitled to depends on their income, the number of dependants and how much their eligible rent is (excl. utilities). Persons receiving other benefits, such as a BAföG student loan or unemployment benefits (Bürgergeld), cannot claim housing allowance.



### Wohnungsamt

Blaschkoallee 32

12359 Berlin

wohnungsamt@bezirksamt-neukoelln.de

## WOHNBERECHTIGUNGSSCHEIN (WBS)

A so-called Wohnberechtigungsschein (**WBS**) allows you to **live social housing which is subsidised with public money.**

### WBS

<https://service.berlin.de/dienstleistung/120671/>

## RLVF-CERTIFICATE

With a so-called RlvF-Certificate, you can move into a property that is subsidised with public funds. Whether or not you need an RlvF-Certificate depends on the property you want to move into. An RlvF-Certificate is generally valid for 1 year and will be collected by the landlord when you move into the property.

### RLvF

<https://service.berlin.de/dienstleistung/326810/>



# ADVANCE PAYMENTS FOR SINGLE PARENTS

A so-called Unterhaltsvorschuss is a benefit provided for children of single parents. It is intended to help ensure that your child's living situation is financially stable in the event that maintenance payments are not made. In such cases, your child can be paid an advance. This advance must then be repaid by the person responsible for paying maintenance.

## Advance Payments Office

### Jugendamt Neukölln

Hermannstr. 214-216

(Kindl-Boulevard, 7<sup>th</sup> floor/A+D)

12049 Berlin

030 90239-2979

unterhaltsvorschuss@bezirksamt-neukoelln.de

## More detailed information



# DAY CARE

You must get a **childcare voucher** before you can claim a place at a day care centre. You can apply for this at the Youth Welfare Office where you live. You can apply for a childcare voucher up to 9 months before you wish your child to start day care. Applications should be submitted no later than 2 months in advance.

## Please start looking for a day care as soon as possible:

[kita-navigator.berlin.de](https://kita-navigator.berlin.de)

## Postal address:

Bezirksamt Neukölln

Jugendamt - Kindertagesbetreuung

12040 Berlin

## More detailed information



## EARLY YEARS SERVICES IN NEUKÖLLN

Early Years Services (Frühe Hilfen) supports families during pregnancy and offers parents advice before and after the birth of their child. Early Years Services is free for (expecting) families with children aged between 0 and 3!

Current offers and flyers



## NEUKÖLLN FAMILY VOUCHER

The Neukölln Family Voucher gives all families in Neukölln the opportunity to attend a variety of classes (e.g. first aid for your child) and events for free. Every family in Neukölln with a new child will receive this voucher together with their welcome letter from the Children and Youth Healthcare Service (KJGD).

Voucher locations



## FAMILY CENTRES IN NEUKÖLLN

There are all sorts of different offerings available for families across the 16 Neukölln family centres and family meet-ups, including classes, play and toddler groups, exercise and sports activities.

Current offers and flyers



## SERVICES FOR FAMILIES

Family support offers a wide range of counselling services relating to family, education, development and organisation of everyday family life.

Current offers and flyers



## COORDINATION OFFICE SINGLE PARENT NEUKÖLLN

Information and advice for single parents.

### Sozialdienst katholischer Frauen e. V. Berlin

Briesestr. 15  
12053 Berlin  
030 477 532 657  
0151 4866 449  
alleinerziehend@skf-berlin.de  
skf-berlin.de



## PARENT OUTREACH

Parent Outreach helps pregnant women and expecting parents who are starting a family. They can assist with the organisation of help and support services and adjusting to new family life.

### navitas gGmbH

030 68 05 91 12  
elternhilfe@navitas-ggmbh.de

## YOUNG AND PREGNANT AND YOUNG MOTHERS NETWORK

This service is aimed at young women aged up to 27 to empower them in their new role as mothers. The project includes group meet-ups that allow young mums to connect and learn, as well as group social outings and individual help and advice.

### Kindergesundheitshaus e. V.

Rudower Str. 48  
12351 Berlin  
030 13014-3841  
info@kghaus.de

### Kindergesundheitshaus e. V.

Counseling and support for families with children with disabilities or serious chronic illnesses.

## WELLCOME - PRACTICAL HELP AFTER BIRTH

In this project volunteers get involved for families with children **aged 1 and under.**

### wellcome - c/o FaNN

Hobrechtstr. 32  
12047 Berlin  
0159 0434180  
berlin.neukoelln@wellcome-online.de

## FIRST STEPS - VOLUNTEERS SUPPORTING FAMILIES WITH CHILDREN

This project offers volunteer support for families with children **aged 1 and up.**

### LebensWelt

Hobrechtstr. 24  
12047 Berlin  
0178 927-5569  
0178 927-5435  
ersteschritte@lebenswelt-berlin.de

## LOCAL MUMS IN NEUKÖLLN (Stadtteilmütter Neukölln)

The Local Mums provides information and advice to families in Neukölln through house visits. Every family will receive up to 10 visits and information and material in multiple languages.

### Stadtteilmütter in Neukölln

030 90239-4185  
stadtteilmuetter@diakoniewerk-simeon.de

## PREGNANCY ADVICE CENTRES

The pregnancy advice centres offer help and advice with pregnancy and birth before, during and after pregnancy.

### Diakoniewerk Simeon gGmbH Schwangerschaftsberatung und Familienplanung

Lipschitzallee 20-22  
12351 Berlin  
030 6023158  
schwanger@diakoniewerk-simeon.de

### Sozialdienst katholischer Frauen e. V. Berlin

**Schwangerschaftsberatung Lydia**  
Selchower Str. 11  
12049 Berlin  
030 2814185  
lydia@skf-berlin.de

## WHERE FAMILIES CAN GO FOR HELP AND ADVICE (Erziehungs- und Familienberatungsstellen/EFB)

The Parenting and Family Advice Centres can help you with any questions you might have about:

- Parenting
- Mental health
- Behavioural issues, anxiety, aggression
- Conflicts around separation and divorce
- Single parents

All advice centres work on an anonymous basis and are free of charge.



**EFB - Beratungsstelle Nord Neukölln**  
Mittelbuschweg 8  
12055 Berlin  
030 90239-4600

**EFB - Beratungsstelle Süd Neukölln**  
Britzer Damm 93  
12347 Berlin  
030 90239-1242

**AWO Jugend- und Familienberatung**  
Werbellinstr. 69  
12053 Berlin  
030 8219945

**Kinderschutz-Zentrum Berlin e. V.**  
Juliusstr. 41  
12051 Berlin  
030 683911-0  
[kinderschutz-zentrum-berlin.de](http://kinderschutz-zentrum-berlin.de)

# CRYING BABY AMBULANCE

The Crying Baby Ambulance (Schrei-Baby-Ambulanz) offers straightforward help and support to families with infants and small children (aged 4 and under) who are suffering from inconsolable crying and/or are affected by other regulatory disorders (sleeping, eating).



**Schrei-Baby-Ambulanz Neukölln  
FABIZ im Nachbarschaftsheim Neukölln**  
Schierker Str. 53  
12051 Berlin  
0174 7756267  
0152 53917977  
nbh-neukoelln.de

**Präventionszentrum Frühe Hilfen**  
Treptower Str. 32 a  
12059 Berlin  
030 68054293  
0151 46169809  
praeventionszentrum@tandembtl.de

**Gesundheitskollektiv Berlin**  
Rollbergstr. 30  
12053 Berlin  
01573 5224407  
quistorff@geko-berlin.de

Further information and addresses  
[schreibabyambulanz.info](https://schreibabyambulanz.info)



## NOTES

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**ElternMail Berlin**  
ElternMail provides parents  
in Berlin with important  
information about the  
development and education  
of their child from the first  
months of life to school age.



## EMERGENCY SERVICES

Fire	112
Police	110
Poison hotline	030 19240

## EMERGENCY AND NON-EMERGENCY SERVICES

On-call doctors	030 116117
Berlin Crisis Service	030 3906390
Child Protection Team	030 9023955555
Children's A&E	030 130148250
Assistance for women and children experiencing domestic abuse	030 6110300

## ANXIETY AND WORRY HOTLINE

Parent Hotline	0800 111 0 550
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