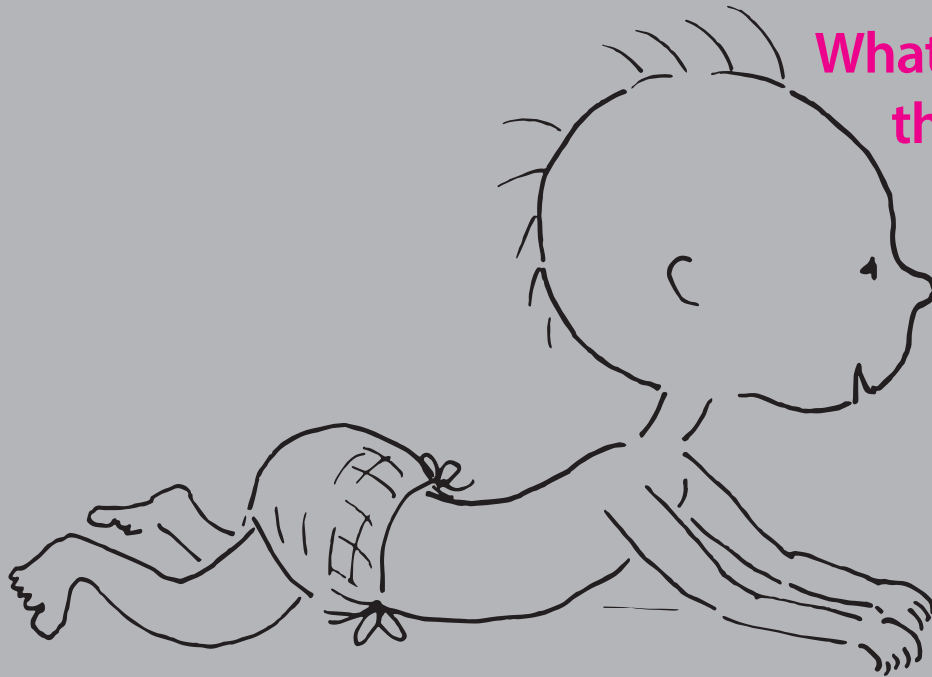


Information for  
(expectant) parents in  
Treptow- Köpenick

# Guide

What is important around  
the time of birth?



— Fahrplan: Englisch

# Contact

## Bezirksamt Treptow-Köpenick von Berlin

Gesundheitsamt – Kinder- und Jugendgesundheitsdienst

Hans-Schmidt-Str. 16 | 12489 Berlin

Ortolfstr. 182/184 | 12524 Berlin

Salvador-Allende-Str. 80a | 12559 Berlin

Tel. 030 - 902 97 - 47 77

Tel. 030 - 902 97 - 67 03

Tel. 030 - 902 97 - 37 81

## Bezirksamt Treptow-Köpenick von Berlin

Jugendamt – Netzwerkkoordination Frühe Hilfen

Hans-Schmidt-Str. 10 | 12489 Berlin

Tel. 030 - 902 97 - 49 57

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# Guide

## What is important around the time of birth? Information for (expectant) parents in Treptow- Köpenick

The (imminent) birth of your child brings a lot of exciting changes in your everyday life. If you are going to be a mother or father soon, then you probably have to prepare a few things: find a midwife, take a prenatal course, have paternity certified and apply for parental leave.

**Attention:** The availability of the authorities and institutions changes frequently during the Corona Pandemic. Please inform yourself on the respective websites!

With the guide „What is important around the time around the birth?“ we have put together what you have to think about during pregnancy and after the birth of your child and what things you have to take care of. You will also find out what financial and material help you can apply for when and where and what documents you need for this.

We wish you and your child all the best for this exciting time.

## CHECKLIST BEFORE BIRTH

What?	When?	Where?	√
Pregnancy Counseling	if necessary during pregnancy	Pregnancy Counseling Center	<input type="radio"/>
<b>Health</b>			
Look for a gynaecologist	from the beginning of pregnancy	Internet	<input type="radio"/>
Free gynecological prenatal care (with issue of the maternity card) and social counseling for women WITHOUT health insurance	from the beginning of pregnancy	Centers for Sexual Health and Family Planning	<input type="radio"/>
Look for a midwife	from the beginning of pregnancy	Internet / Berliner Hebammenliste	<input type="radio"/>
Find birth facilities / register for birth	during pregnancy	birth facility	<input type="radio"/>
Find a pediatric practice for child check-up	during pregnancy	Internet	<input type="radio"/>
Take advantage of child and youth health services	during pregnancy	Kinder- und jugendgesundheitsdienst	<input type="radio"/>
<b>Work</b>			
Notify the employer of the pregnancy	no deadline	employer	<input type="radio"/>
Apply for parental leave	no later than 7 weeks before the start of parental leave	employer	<input type="radio"/>
<b>Authorities</b>			
Vaterschaftsanerkennung beurkunden lassen	before or after birth	Jugendamt or Standesamt	<input type="radio"/>
Sorgeerklärung abgeben (bei unverheirateten Paaren)	before or after birth	Jugendamt	<input type="radio"/>
<b>Finances</b>			
Apply for maternity benefit	Certificate of pregnancy at least 7 weeks before the birth	health insurance and employers	<input type="radio"/>
Services from the JobCenter or Sozialamt: apply for additional needs for pregnant women, maternity clothing, initial equipment allowance	Additional requirements and maternity clothing: from the 13th week of pregnancy Baby equipment: 2-3 months before the expected date of birth	JobCenter or Sozialamt	<input type="radio"/>
Apply for payment from „Hilfe für die Familie – Schwangere in Not“	preferably in the first few months of pregnancy	Schwangerschaftsberatungsstelle	<input type="radio"/>

## CHECKLIST AFTER BIRTH

What?	When?	Where?	√
<b>Health</b>			
Perceive child check-up	from birth	Pediatric practice	<input type="radio"/>
Take out health insurance for the child	immediately after birth	health insurance	<input type="radio"/>
Take advantage of child and youth health services	after birth	Kinder- und Jugendgesundheitsdienst	<input type="radio"/>
Take advantage of early help offers	after birth	Family centers	<input type="radio"/>
attend a retraining course	after birth	Midwife practice	<input type="radio"/>
Get preventive dental check-ups	6th – 18th month of life	Dental practice	<input type="radio"/>
<b>Authorities</b>			
Registration at the registry office	within a week after birth	registry office	<input type="radio"/>
Register child at „Landesamt für Bürger- und Ordnungsangelegenheiten“	is done automatically by the registry office		<input type="radio"/>
Look for a daycare place	as early as possible	Internet / youth welfare office	<input type="radio"/>
Apply for a daycare voucher	9-2 months before the start of the care	youth welfare office	<input type="radio"/>
Beratung zu Unterhalt und Sorgerecht	if necessary	youth welfare office	<input type="radio"/>
<b>Finances</b>			
Apply for child benefit	after birth	family fund	<input type="radio"/>
Apply for child allowance	if necessary from birth	family fund	<input type="radio"/>
Apply for parental allowance and allowance plus (ElterngeldPlus)	in the first 3 months after birth	youth welfare office	<input type="radio"/>
Apply for housing benefit	if necessary	citizen office	<input type="radio"/>
Apply for unemployment benefit II (Arbeitslosengeld II)	if necessary	JobCenter	<input type="radio"/>
Apply for alimony	if necessary	youth welfare office	<input type="radio"/>
Apply for home help	if necessary (also during pregnancy)	health insurance or youth welfare office	<input type="radio"/>

## BEFORE BIRTH

### Before birth

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

### Pregnancy counselling

If you have questions about pregnancy, family planning or partnership, 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**, Janusz-Korzak-Straße 32, 12627 Berlin-Hellersdorf, Tel. 030 - 902 93 36 55

**ZENTRUM für sexuelle Gesundheit und Familienplanung**, Urbanstraße 24, 10967 Berlin-Kreuzberg, Tel. 030 - 902 98 83 63

**BALANCE**, Mauritiuskirchstraße 3, 10365 Berlin-Lichtenberg, Tel. 030 - 57 79 58 22

What?	Information	When?	Where?	Documents
<b>Health</b>				
<b>Look for a gynaecologist</b>	Check-ups are scheduled at regular intervals during pregnancy. They are part of the scope of services provided by health insurance companies and do not have to be paid for separately. The check-ups can be carried out in the gynecological practice or by a midwife. The maternity passport is also issued at the same time.	from the beginning of pregnancy	<b>Internet:</b> <b>Kassenärztliche Vereinigung:</b> <a href="http://www.kvberlin.de">www.kvberlin.de</a>	health insurance card
<b>Look for a midwife</b> Pregnancy/ preventive care Birth preparation Postpartum care Information on offers Postnatal courses	Every woman has the right to the support of a midwife during pregnancy and after the birth. The midwife can carry out all check-ups during pregnancy, with the exception of the ultrasound scans. She also issues the maternity pass. The costs are covered by health insurance.	from the beginning of pregnancy	<b>Internet:</b> <a href="http://www.berliner-hebammenliste.de">www.berliner-hebammenliste.de</a> <a href="http://www.hebammensuche.de">www.hebammensuche.de</a> <a href="http://www.hebammenruf-berlin.de">www.hebammenruf-berlin.de</a> <a href="http://www.kidsgo.de">www.kidsgo.de</a> <b>Zentraler Hebammenruf</b> Tel. 214 27 71	health insurance card

## Topic: Health

What?	Information	When?	Where?
<p>Project „Hallo Baby“ for expectant parents</p>	<p>In the <b>Hello Baby</b> consultation hours, family midwives and pediatric nurses advise expectant parents on many health issues related to pregnancy and childbirth.</p> <p>If you have any questions about preparing for family life, social workers advise and accompany expectant parents on many everyday issues such as applications for baby equipment, acknowledgment of paternity, parental care and much more.</p> <p>The <b>Hello Baby</b> offer is free and voluntary.</p>	<p>from middle of pregnancy</p> <p><i>For families from Treptow:</i></p> <p><b>Office hours of family midwife:</b> Tuesday 11 a.m. - 12 p.m</p> <p><b>Office hours of social worker:</b> Wednesday 9 a.m. - 12 p.m</p> <p><i>For families from Koepenick:</i></p> <p><b>Office hours of childhood educator and the family children's nurse:</b> Wednesday 10 - 11 a.m</p> <p><b>Office hours of childhood educator and the family children's nurse:</b> Thursday 4pm - 5:30pm</p>	<p>Ortolsraße 182, 12524 Berlin Tel.: 0179 - 602 66 44 E-Mail: hallo-baby@offensiv91.de</p> <p>Familienbegegnungszentrum Köpenicker Straße 42, 12524 Berlin Tel.: 0157 - 742 70 757 E-Mail: hallo-baby@offensiv91.de</p> <p>Oberschöneweide, Wilhelminenhofstr. 34, 12459 Berlin Tel.: 030 - 648 977 98 (AB) E-Mail: hallo-baby@msbw-online.de</p> <p>Alt-Köpenick, Rosenstr. 1, 12555 Berlin Tel.: 030 - 69 577 051 E-Mail: hallo-baby@msbw-online.de</p>

## Topic: Health

What?	Information	When?	Where?
<p><b>Counseling center „Familie im Zentrum“</b>  <b>Mobile counseling for pregnant women and pregnancy conflicts in Köpenick</b></p>	<ul style="list-style-type: none"> <li>• Pregnancy conflict counseling according to §218/219 StGB, including the legal, medical, psychological and financial aspects</li> <li>• Sociolegal counseling for pregnant women, including information about financial aid (e.g. maternity, parental and child benefits, maintenance, etc.)</li> <li>• application „Stiftung Hilfe für die Familie“ Berlin</li> <li>• Psychological counseling after abortion</li> <li>• Counseling in crises during pregnancy and after childbirth</li> </ul>	<p>from the beginning of pregnancy</p>	<p>Mondays from 10 a.m. to 5:30 p.m  District center „Campus Kiezspindel“  Rudower Strasse 37, 12557 Berlin  Mobile: 0163/ 19 265 96  Email: fiz-mobil@ejf.de  Tuesdays and Thursdays from 2:00 p.m. to 4:30 p.m  Consultations (Tel.: 0163 19 26 596) are available.</p>
<p><b>If necessary: Family, Health and Pediatric Nurse</b></p>	<p>Support for pregnant women and parents with a child in the first year of life, in the case of premature birth or multiple births, chronic illnesses, disabilities or other special burdens.</p>	<p>from the beginning of pregnancy</p>	<p><b>Kindergesundheitshaus e.V.</b>  <a href="http://www.kghaus.de">www.kghaus.de</a></p>
<p><b>Open meetings for pregnant women</b></p>	<p>The open groups for pregnant women give expectant parents the opportunity to exchange ideas about pregnancy and childbirth, to make contacts, to talk to each other and to learn from each other.</p>	<p>from the beginning of pregnancy</p>	<p><b>Schwangerentreff Altglienicke</b>  Every Tuesday 10.00 - 13.00 p.m.  Ortolfstr. 182/184   12524 Berlin  Frau Zupp (Familienhebamme)  Tel. 0179 - 602 66 44  annika.zupp@offensiv91.de</p> <p><b>Schwangerentreff Oberschöneweide</b>  Every thursday 10.00 - 12.00 p.m.  Wilhelminenhofstraße 34   12459 Berlin  Frau Simone Kühl  Tel. 0160 - 99 86 79 16  familienhebamme@msbw-online.de</p>





# HALLO BABY!

Support for expectant parents and families with babies and toddlers.



We offer support for expectant parents and families with babies and toddlers. You can find help regarding many topics around pregnancy, birth and the first years with children. We support or accompany you **free of charge and anonymously**.

**You can contact us** personally during office hours, by phone or via email. Visit our website [www.fruehehilfen-tk.de](http://www.fruehehilfen-tk.de)

**For Treptow families**  
Tel: 0157 742 707 57 / 0179 602 6644  
Email: [hallo-baby@offensive91.de](mailto:hallo-baby@offensive91.de)

**Für Köpenick families**  
Tel: 030 695 770 51  
Email: [hallo-baby@msbw-online.de](mailto:hallo-baby@msbw-online.de)

**For general information & network coordination**  
Tel: 030 902 974 957  
Email: [info@fruehehilfen-tk.de](mailto:info@fruehehilfen-tk.de)

[www.fruehehilfen-tk.de](http://www.fruehehilfen-tk.de)



## BEFORE BIRTH

What?	Information	When?	Where?	Documents
<p><b>Search birth facility/register for birth</b></p>	<p>Information evening in the <b>DRK clinics in Berlin-Köpenick</b> Every 2nd Tuesday of the month + additional baby pilot appointments in the DRK clinic</p> <p><b>The “Babylotsinnen” project</b> offers parents individual advice. In particularly stressful situations, parents receive further support options here.</p> <p><b>Müggelsee midwife practice</b> with birth house If you are interested, you can contact the practice directly by telephone.</p> <p>Information evenings in the <b>birthplace at Treptower Park</b> every 2nd and 4th Wednesday of the month 18.00-19.30 p.m.</p>	<p>During pregnancy</p>	<p><b>DRK clinics Berlin-Köpenick</b> Gynecology and Obstetrics clinic Salvador-Allende-Straße 2-8 12559 Berlin Tel. 030-30 35 33 26 Tel. 030-30 35 31 70 (delivery room)</p> <p><b>Midwife practice Müggelsee</b> Aßmannstraße 64 12587 Berlin Tel. 030 566 45 94</p> <p><b>Birthplace Treptower Park</b> Am Treptower Park 54   12435 Berlin Tel. 030-92124330 (Monday - Friday, 10.00 - 12.00 p.m.)</p>	<p>Maternity pass Health insurance card</p>
<p><b>Child and youth health services</b></p>	<p>Information: The child and youth health service also offers the opportunity to get advice from the social workers in the time before the birth. The well-networked, multi-professional team can offer direct support for many of your questions or refer to suitable offers in the district.</p>	<p>During pregnancy</p>	<p><b>Kinder- und Jugendgesundheitsdienst</b>  Location Hans-Schmidt-Straße Location Ortolofstraße Location Salvador-Allende-Straße</p> <p><b>Contact:</b> see page 13</p>	<p>Yellow booklet for check-ups Vaccination card</p>
<p><b>Look for a pediatric practice for the check-ups</b></p>	<p>The U1 and usually also the U2 are carried out in the birth center. The following check-ups (U3-U9) are carried out in a pediatric practice.</p>	<p>The check-ups are very important, so you should look for a pediatric practice during your pregnancy and ask whether there are free appointments.</p>	<p><b>Internet</b> kvberlin.de Preventive medical check-ups</p>	

## Topic: Work / Authorities

What?	Information	When?	Where?	Documents
<b>Work</b>				
Notify the employer of the pregnancy		no deadline but as early as possible to ensure compliance with maternity regulations	Employer	if applicable, maternity pass Certificate from the gynaecologist or the midwife
Apply for parental leave	www.bmfsfj.de (search term: parental leave brochure)	no later than seven weeks before the start of parental leave	Employer	written informal request
<b>Authorities</b>				
Acknowledgment of paternity	Acknowledgment of paternity is important for parents who are not married. It only becomes effective after the mother's consent. A (fee-based) certification is also possible in the registry office. www.vaterschaftsanerkennung.com	before birth recommended, but also possible afterwards	<b>Standesamt</b> Birth register Temporarily: Rathaus Treptow Haus 8, Neue Krugallee 4, 12435 Berlin Mehr Info: Seite 18	Identity cards / passports and birth certificates of both parents Mutterpass If after birth: birth certificate of the child Acknowledgement of paternity
Submit a custody declaration (for unmarried couples)	Parents who are not married to each other must make a public custody declaration if they wish to have joint custody of their child.	before birth	<b>Jugendamt</b> Parental law advice and representation Groß-Berliner Damm 154 12489 Berlin Tel. 030 - 902 97 52 30 Office hours Tuesday 09.00 - 12.00 p.m. Thursday 14.00 - 18.00 p.m. Notarizations only by prior appointment	

## BEFORE BIRTH / Topic: Finances

What?	Information	When?	Where?	Documents
<b>Finances</b>				
<b>Apply for maternity benefit</b>	Working women who are covered by statutory health insurance receive maternity benefit from their health insurance company 6 weeks before and 8 weeks after the birth. The employer pays the net wage minus €13 per working day. These are paid for by health insurance. When receiving ALG I, only the health insurance company pays.	submit the certificate of pregnancy seven weeks before the birth	<b>Health insurance</b>	Application from the health insurance company Certificate from the gynecologist or midwife
<b>Services from the jobCenter</b>  Additional requirements for pregnant women/ maternity clothing/ Apply for an initial grant	Recipients of ALG II have the opportunity to apply for the following one-off benefits: Subsidy for maternity clothing Subsidy for baby equipment  There is also the option of applying for an additional requirement for pregnant women of 17% of the standard benefit.	Additional requirements for pregnant women / maternity clothing: possible from the 13th week of pregnancy  Baby equipment: 2-3 months before the expected delivery date	<b>JobCenter</b> Groß-Berliner-Damm 73 12487 Berlin Telefonservice Monday - Friday 08.00-18.00 Uhr Tel. 030 - 55 55 75 22 22  <b>Office hours</b> Monday/Tuesday/ Friday 08.00-12.30 Uhr Wednesday by appointment Thursday 08.00-18.00 Uhr (from 12:30 p.m. only for working people)	Written informal application for a maternity pass
<b>Apply for payment of the foundation „Hilfe für die Familie – Schwangere in Not“</b>	The foundation „Help for the family - pregnant women in need“ provides additional services once per pregnancy if the initial equipment is not sufficient or own funds can not be purchased or those of the benefit granted by the JobCenter is not sufficient.  Every pregnancy counseling center will support you with the application. This accepts the application and forwards it to the foundation. It is important that the application is only submitted to one pregnancy counseling center and not to several.	in the first months of pregnancy (8-10 weeks processing time)	Every pregnancy counseling center  <b>Further information:</b> <a href="http://www.stiftungshilfe.de">www.stiftungshilfe.de</a>  Zentrum für sexuelle Gesundheit und Familienplanung Hellersdorf Janusz-Korczak-Straße 32 12627 Tel.: 030 902 933 655	Identity card/passport and confirmation of registration Maternity pass Documents about existing personal assets Bank statements Rental contract Proof of income

## AFTER BIRTH / Topic: Health

### After birth

When the child is born, you probably want to devote yourself completely to your new family member. However, a few visits to the authorities and a visit to a pediatrician are essential. The social workers of the child and youth health service in the health department will be happy to inform you about the wide range of offers for families from Treptow-Köpenick.

Kinder- und Jugendgesundheitsdienst		
<b>Location Hans-Schmidt-Straße</b> Districts Alt-Treptow, Plänterwald, Baumschulenweg, Niederschöneweide, Johannisthal and Kietzer Feld  Hans-Schmidt-Str. 16   12489 Berlin Tel. 030 - 902 97 - 47 77	<b>Location Ortofststraße</b> Districts Altglienicke, Adlershof, Bohnsdorf, Grünau und Schmöckwitz  Ortofststr. 182/184   12524 Berlin Tel. 030 - 902 97 - 67 03	<b>Location Salvador-Allende-Straße</b> Districts Müggelheim, Köpenick-Nord, Friedrichshagen, Rahnsdorf, Oberschöneweide, Dammvorstadt, Altstadt and Allende I und II  Salvador-Allende-Str. 80a   12559 Berlin Tel. 030 - 902 97 - 37 81

**Office hours for all locations:** after prior telephone agreement

What?	Information	When?	Where?	Documents
<b>Health</b>				
Perceive check-ups in pediatric practice	Important: Keep appointments for U1 to U9 at the pediatric practice selected before the birth.	from birth on	Pediatric practice	Yellow booklet for check-ups Vaccination pass
Take out health insurance for the child (family insurance)	After telephone information, the health insurance company will send you a form. Two weeks after registering, the child will have their own insurance card. Medical treatment beforehand is also possible. There are no additional costs for insuring the child.	immediately after birth	health insurance	Child's birth certificate Completed health insurance card form (if already available)

## AFTER BIRTH

What?	Information	When?	Where?	Documents
Children's and Youth Health Service	<p>After the birth of your child, you will receive a welcome letter from the KJGD in which you are offered an initial home visit. At the first visit, expert social workers will provide you with information on breastfeeding, nutrition, care and legal, economic and social issues.</p> <p><b>Further offers of the KJGD are:</b>            Medical examinations of infants and children individual advice and support in crisis and overwork situations            Assistance with administrative procedures            Carrying out of day-care center admission examinations</p>	An initial home visit will be offered about for to six weeks after birth	<p><b>Kinder- und Jugendgesundheitsdienst</b></p> <p>Location Hans- Schmidt-Straße</p> <p>Location Ortofstraße</p> <p>Location Salvador- Allende-Straße</p> <p><b>Contact: see page 13</b></p>	<p>Yellow booklet for check-ups</p> <p>Vaccination pass</p>



## Thema: Gesundheit

What?	Information	When?	Where?	Documents
<p><b>Perceive the offer the family centers</b></p>	<p>The state-financed family centers in the district offer families before and after pregnancy a wide range of services. This includes parent-child groups, family get-togethers, father groups, advice for pregnant women, social counseling and much more.</p>	<p>from the beginning of pregnancy</p>	<p><b>Familienzentrum im Kosmosviertel</b> Ortolfstr. 164   12524 Berlin Tel. 030-65 496 195 kosmosviertel@jao-berlin.de</p> <p><b>Familienzentrum Rudower Straße</b> Rudower Str. 37/39   12557 Berlin Tel. 030-67 489 493 familienzentrum@tjfbg.de</p> <p><b>Familienzentrum Altstadt-Kietz</b> Rosenstraße 1   12555 Berlin Tel. 01590-416 80 73 familienzentrum@msbw-online.de</p> <p><b>Familienzentrum in der RumBa</b> Baumschulenstraße 28   12437 Berlin Tel. 030-95 612 194 familienzentrum@gefa-berlin.de</p>	
<p><b>Visit postnatal courses</b></p>	<p>After pregnancy, it is important to strengthen your abdomen and pelvic floor. A postnatal course should therefore be started about six weeks after the birth. The health insurance company pays the agreed contract rate for 10 hours. Additional costs must be borne by yourself.</p>	<p>The course must be finished nine months after birth.</p>	<p>Please enquire before the start of the course so that your health insurance company will cover the costs. Information about courses in the district: <a href="http://www.kidsgo.de">www.kidsgo.de</a></p>	<p>Health insurance card</p>
<p><b>Get preventive dental check-ups</b></p>	<p>The early appointments (UZ1 - UZ6) and the associated individual advice are intended to help improve oral health in children and, ideally, to prevent tooth decay.</p>	<p><b>UZ 1:</b> 6. – 18. life month</p>	<p><b>Dental Practice Internet:</b> <a href="http://www.kzv-berlin.de">www.kzv-berlin.de</a></p>	<p>Children's tooth pass</p>



### **Frühe Hilfen Treptow-Köpenick – *the network for father, mother and child***

is an amalgamation of several offers for parents-to-be and families with children up to three years of age. With early help, parents can receive advice during pregnancy or afterwards on the development of their children between the ages of zero and two. Various voluntary offers and suggestions as well as outreach support for parents are also conveyed.

Further information on topics such as pregnancy, you can find useful information for young families and finances at <https://fruehehilfen-tk.de>

Netzwerkkoordination Frühe Hilfen  
Tel.: 030 - 902 974 957  
E-Mail: [Hartfiel.Jug@ba-tk.berlin.de](mailto:Hartfiel.Jug@ba-tk.berlin.de)



## Hallo BABY

What?	Information	When?	Where?
<p><b>Project „Hallo Baby“ for families with babies and children up to 3rd year of life</b></p>	<p>Family midwives provide advice during the <b>Hallo Baby</b> consultation hours and pediatric nurses offer help to families regarding many health issues related to the baby.</p> <p>Social workers offer advice and support regarding questions about family life, such as applications for a place in a day care center, child benefit, parental benefit and much more. They help families to choose from the diverse offers for parents with children up to 3 years of age.</p> <p>The <b>Hello Baby</b> offer is free and voluntary.</p>	<p><i>For families from Treptow:</i></p> <p><b>Office hours of family midwife:</b> Tuesday 11 a.m. - 12 p.m</p> <p><b>Office hours of social worker:</b> Wednesday 9 a.m. - 12 p.m</p> <p><i>For families from Köpenick:</i></p> <p><b>Office hours of childhood educator and the family children’s nurse:</b> Wednesday 10 - 11 a.m</p> <p><b>Office hours of childhood educator and the family children’s nurse:</b> Thursday 4pm - 5:30pm</p>	<p>Ortolsraße 182, 12524 Berlin Tel.: 0179 - 602 66 44 E-Mail: hallo-baby@offensiv91.de</p> <p>Familienbegegnungszentrum Köpenicker Straße 42, 12524 Berlin Tel.: 0157 - 742 70 757 E-Mail: hallo-baby@offensiv91.de</p> <p>Oberschöneweide, Wilhelminenhofstr. 34, 12459 Berlin Tel.: 030 - 648 977 98 (AB) E-Mail: hallo-baby@msbw-online.de</p> <p>Alt-Köpenick, Rosenstr. 1, 12555 Berlin Tel.: 030 - 69 577 051 E-Mail: hallo-baby@msbw-online.de</p>

## AFTER BIRTH



What?	Information	When?	Where?	Documents
<b>Authorities</b>				
<b>Registration at the registry office</b>	<p>If your child is born in a hospital, the birth notification will automatically be sent to the registry office in whose district it is located.</p> <p>The birth certificate must be signed by the parent(s) who have custody. If you give birth in a birth center or at home, the registration must be reported within a week by a parent with custody or a person who was present at the birth.</p> <p>If you have already submitted the documents to the birth center and signed the determination of the name, you do not have to go to the registry office. The certificates will be sent to you by post against invoice.</p> <p>If at least one parent is a foreign national, the foreign law must also be observed. The office hours on Monday can be used for a joint consultation. If necessary, an interpreter should be brought along.</p> <p>You will receive three birth certificates free of charge to apply for government benefits.</p> <p>Additional certificates must be purchased. The first certificate costs €12, each additional €6.</p>	within a week after birth	<p><b>Registry office</b> Birth register</p> <p>Temporarily: Rathaus Treptow Haus 8, Neue Krugallee 4, 12435 Berlin</p> <p>Attention - currently no open ones office hours</p> <p>The personal appointment is currently only possible by prior appointment. Telephone: 030 90297 - 2473 / 2467 Email: standesamt@ba-tk.berlin.de</p>	<p>Birth certificate from the birth facility</p> <p>Parents' birth certificates Identity cards/ Passports of parents</p> <p>Parents' marriage certificate Additionally: if not married, acknowledgment of paternity (if available) and, if applicable, declaration of custody</p> <p>If the child's mother is divorced, marriage certificate and divorce decree, if the children have common ancestors, the children's birth certificates</p>
<b>Register the child at the registration office</b>	Registration at the residents' registration office is carried out automatically by the registry office.			

## Topic: Authorities

What?	Information	When?	Where?	Documents
Look for a daycare place	On the homepage of the Senate Department for Education, Youth and Science you can search the kindergarten database for a kindergarten in your area. You will also find information on registration and cost sharing here.	The search for a kindergarten is recommended as early as possible	<b>Internet:</b> <a href="http://www.berlin.de/sen/jugend/familie-und-kinder/">www.berlin.de/sen/jugend/familie-und-kinder/</a>	
Apply for a kindergarten voucher	Before your child can be cared for in a kindergarten, you must apply for a kindergarten voucher. The voucher contains the amount of the scope of care. With the kindergarten voucher, you can go to a kindergarten of your choice and conclude a contract with the provider. kindergarten voucher online application at: <a href="http://www.fms.verwalt-berlin.de/kita/">www.fms.verwalt-berlin.de/kita/</a>	The kindergarten voucher can be applied for at the earliest nine months and at the latest two months before the desired start of care (in special cases also possible at short notice if a place is available)	Youth welfare office Zentrale Vormerkstelle/ Kita- Hort- Gutscheinstelle Am Groß-Berliner Damm 154 12489 Berlin Telephone availability Monday / Tuesday / Thursday 13.00-15.00 p.m. Office hours Monday, Tuesday and Friday 09.00-12.00 p.m. (Monday / Friday ONLY with appointment booking) Thursday 15.00-18.00 p.m.	completed application form and attachments



## AFTER BIRTH

What?	Information	When?	Where?	Documents
<p><b>Apply for child benefit</b></p>  <p>Antrag zum Download</p>	<p>All children are entitled to child benefit from birth at least until they reach the age of 18.</p> <p>Application form for child benefit (available from the Family Benefits Office):  arbeitsagentur.de  (&gt; Citizens &gt; Family and children  &gt; child benefit, child benefit surcharge)</p>	From birth	<p><b>Jugendamt Kindergeldstelle</b>  Groß-Berliner Damm 154  12489 Berlin</p> <p>Office hours:  Tuesday 09.00-12.00 p.m.  Thursday 14.00-18.00 p.m.</p> <p>Telephone availability  Monday / Friday 09.00-11.00 p.m.</p>	<p>Completed application form</p> <p>Birth certificate from the registry office for the application for parental allowance</p> <p>Parents' ID cards</p> <p>Proof of income and maternity benefit</p>
<p><b>Apply for child allowance</b></p>  <p>Antrag zum Download</p>	<p>The child supplement is an addition to the child benefit. It is aimed at low-income parents who can finance their own upkeep with their income, but not that of their children.</p> <p>The rule of thumb is: Parents who receive ALG II, social benefit or social assistance and have no other income can receive child benefit but no child supplement.</p>	from birth up to the child's 25th birthday	<p><b>Federal agency for work</b>  – family fund (see child benefit)</p>	Completed application form
<p><b>Apply for parental allowance and parental allowance plus</b></p>	<p>The parental allowance is usually 65% of the average net earnings of the last 12 months.</p> <p>Parental Allowance Calculator: <a href="http://bmf.sj.de">bmf.sj.de</a>  (&gt; Service &gt; Onlinerechner)</p>	within the first three months after the birth (is only paid retrospectively for 3 months)	<p><b>Jugendamt Kindergeldstelle</b>  Groß-Berliner Damm 154  12489 Berlin Office hours:  Tuesday 09.00-12.00 p.m.  Thursday 14.00-18.00 p.m.</p> <p>Telephone availability  Monday / Friday 09.00-11.00 p.m.</p>	<p>Completed application form</p> <p>Birth certificate from the registry office for the application for parental allowance</p> <p>Parents' ID cards Proof of income and maternity benefit</p>

## Topic: Finances

What?	Information	When?	Where?	Documents
Apply for housing benefit	You can apply for housing benefit if you cannot cover your living expenses with your own income. It depends on family income.	If necessary (not granted when receiving ALG II, BAföG, vocational training grant)	<p><b>Bürgeramt im Rathaus Köpenick</b> Alt-Köpenick 21   12555 Berlin Tel. 030-115</p> <p><b>Bürgeramt II</b> am S-Bahnhof Schöneweide Michael-Brückner-Str. 1 12439 Berlin, Tel. 030-115</p> <p>Bürgertelefon: appointment booking Tel. 030-115</p>	<p>Completed application form</p> <p>Proof of income</p> <p>Proof of rent</p>
Apply for unemployment benefit II (Arbeitslosengeld II, ALGII)	ALG II can be applied for if the livelihood is not secured by your own income	If necessary	<p><b>JobCenter Groß-Berliner-Damm 73</b> 12487 Berlin</p> <p>Telefonservice Monday-Friday 08.00-18.00 p.m. Tel. 030-55 55 752 222</p> <p>Office hours Monday / Tuesday / Friday 08.00-12.30 p.m. Wednesday by appointment Thursday 08.00-18.00 p.m. (12.30 p.m. only for working people)</p>	<p>Completed application form and attachments, identity card</p> <p>Proof of income / assets, account statements</p> <p>Rental contract</p> <p>Copy of bank card, health insurance card</p>
Bildungs- und Teilhabepaket	There is an education package so that children and young people from low-income families can also take part. The benefits include subsidies for lunch in day-care or school, school supplies and travel expenses for the way to school and leisure time. In addition, costs for sports clubs, music schools or cultural activities as well as school or day-care trips and trips are subsidised.	Children and young people from families who receive ALG II, social benefits, social assistance, child allowance, housing benefits or benefits under the Asylum Seekers Benefits Act.	The application is submitted to the agency that has already granted social benefits.	<p><b>Application and information:</b></p> <p><a href="http://www.berlin.de/sen/bjw/bildungspaket">www.berlin.de/sen/bjw/bildungspaket</a></p>

## AFTER BIRTH / Finances

What?	Information	When?	Where?	Documents
Apply for alimony	A child who has not yet reached the age of 12 and lives with one of his parents, who is unmarried, widowed or divorced or who lives separated from his spouse and does not receive maintenance from the other parent, or does not receive it regularly, is entitled to advance maintenance payments. This also applies to unclear paternity.	if necessary	<b>Jugendamt</b> Unterhaltsvorschussstelle, Groß-Berliner Damm 154, 12489 Berlin <b>Contact:</b> Berlin.de/ba-treptow-koepenick <b>Office hours</b> Tuesday 09.00-12.00 p.m. Thursday 14.00-18.00 p.m.	Completed application form identity card birth certificate of the child acknowledgment of paternity in the case of divorced parents: divorce decision or proof of separation
Contraceptive reimbursement	If you have a low income, you can apply to have the costs of contraceptives covered (proof must be submitted).	if necessary	<b>Zentrum f. sexuelle Gesundheit u. Familienplanung</b> Janusz-Korczak-Str.32   12627 Berlin Tel. 030 / 902 93 36 55 <b>Office hours:</b> Mon and Fri 9.00 a.m. - 12.00 p.m Tue and Thu 2pm - 6pm	Please phone to inquire about the required documents
Apply for home help	If it is not possible to continue the household (e.g. due to health problems) and no other person living in the household can continue the household, it is possible to apply to the health insurance fund for household help. You have to apply for it yourself and cannot be prescribed by a doctor or midwife. However, a doctor or midwife can certify the need for domestic help and thus support the application process. Household help is either organized by the health insurance company or the youth welfare office, or you have to look for it yourself.	if necessary (even during pregnancy)	Krankenkasse or Jugendamt	Maternity pass Certificate from the doctor or midwife stating the need for household help

## EMERGENCY PHONE NUMBERS

<b>Police</b>	110
<b>Fire brigade, emergency doctor</b>	112
<b>Poison center (24 hours a day)</b>	030 / 19 240
<b>Child emergency service (24 hours a day, help for children and parents)</b>	030 / 610 061
<b>Child protection hotline (24h/daily if you are worried about a child)</b>	030 / 610 066
<b>BIG Hotline (24 hours a day, in case of domestic violence - help for women and their children)</b>	030 / 61 10 300
<b>Crisis service youth welfare office (Mo – Fr: 8.00 – 18.00 p.m.)</b>	030 / 90 29 755 555
<b>Child and Youth Health Service (Child Protection Coordinator)</b>	030 / 902 974 702
<b>Rescue center DRK Kliniken Köpenick</b>	030 / 30 353 100
<b>Medical on-call service and appointment service point</b>	116 117
<b>Pharmacy emergency service:</b>	0180 51 235 645
<b>Central midwife call:</b>	030 / 21 42 771
<b>Berlin Crisis Service (für Menschen in Krisen und Angehörige tgl. von 16.00-24.00): Von 0:00 bis 8:00 unter:</b>	030 / 39 06 380 030 / 03 03 906 310
<b>Telephone helpline (tgl. 15:00–19:00):</b>	0800 11 10 333
<b>Police Section 65 (Segelfliegerdamm 42, 12487 Berlin)</b>	030 / 46 64-665 700
<b>Police Section 66 (Karlstr. 8–10, 12557 Berlin)</b>	030 / 46 64-666 700

# Bezirk Treptow-Köpenick



**For all questions around birth:**  
Bezirksamt Treptow-Köpenick von Berlin  
**Gesundheitsamt –**  
Kinder- und Jugendgesundheitsdienst

Hans-Schmidt-Str. 16  
12489 Berlin  
Tel.: 030 / 90 297 47 77

Ortolfstr. 182/184  
12524 Berlin  
Tel.: 030 / 90 297 6703

Salvador-Allende-Str. 80 a  
12559 Berlin  
Tel.: 030 / 90 297 37 81

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