

WELCOME TO BERLIN

INFORMATION FOR FAMILIES WITH SMALL CHILDREN

Dear parents,

Welcome to Berlin! We hope that you will quickly find your way in your new surroundings and be happy here.

Your child has the right to attend a day care from his or her first birthday. Here, they will be able to play and learn with other children. They will make new friends and learn German. At day care, your child will be cared for and supported by specialists in a protected environment.

Day care prepares your child for school. Use this opportunity and send your child to day care!

How to find a day-care place:

- 1 Apply for a day-care voucher. You can get the form from the Youth Welfare Office or online. If you live in a residential facility, you can get the form from social services. You can also fill out the form online:
fms.verwalt-berlin.de/kita
- 2 Fill out the application form. The Youth Welfare Office or social services for your residential facility will be happy to help you with this.
- 3 Send the form by post to your district's Youth Welfare Office. You can also submit the application there in person.
- 4 You will receive the day-care voucher from the Youth Welfare Office by post. The day-care voucher states when and for how long your child may go to day care each day.
- 5 Look for a day-care place for your child. Your Youth Welfare Office or social services can help you do this. Find the day-care navigator online at:
kita-navigator.berlin.de
- 6 Once you have found a free day-care place, you can redeem your voucher there. You will then sign a contract with the day-care provider. After that, your child can attend this day-care facility.

Attending day care is free of charge. You only have to pay for lunch every day. This costs EUR 23 per month.

If you receive social benefits (unemployment benefit II, income support, social assistance, support under the Asylum Seekers Benefits Act, housing benefit or child allowance) or have a low income, you can contact your benefit service centre. You can then receive benefits for your child from the Education and Participation Package and the berlinpass – BuT. You will have to show this to the day-care provider. Then day-care lunch will be free of charge and your child can take part in day-care trips free of charge. Further information can be found online at:
www.berlin.de/sen/bjf/bildungspaket

The addresses for Berlin's Youth Welfare Offices are on the reverse page.

| District | Youth Welfare Office | Opening hours |
|-----------------------------------|---|--|
| Mitte | Kita-Gutscheinstelle (Day-care voucher office) Karl-Marx-Allee 31, 10178 Berlin Day-care vouchers: Tel +49 (30) 9018-23233, kita.info@ba-mitte.berlin.de Find a childcare place: Tel +49 (30) 9018-23433, kitaplatz@ba-mitte.berlin.de | Youth welfare office office hours: Tuesday: 9 am – 12 pm Thursday: 2 pm – 6 pm |
| Friedrichshain-Kreuzberg | Jugendamt / FamilienserviceBüro (Youth welfare office / Family service) office Frankfurter Allee 35–37, 10247 Berlin Tel +49 (30) 90298-1414, familienservicebuero@ba-fk.berlin.de | Monday to Friday: 9 am – 12 pm |
| Pankow | Jugendamt, Fachdienst Kindertagesbetreuung (Youth welfare office, childcare specialist service) Fröbelstraße 17, 10405 Berlin Tel +49 (30) 90295-5863 Day-care voucher: kindertagesbetreuung@ba-pankow.berlin.de Find a childcare place: kitaplatzvermittlung@ba-pankow.verwalt-berlin.de | Monday and Tuesday: 9 am – 12 pm; 1 pm – 2:30 pm Thursday: 1 pm – 6 pm Friday: 9 am – 12 pm Online-appointments: service.berlin.de/standort/324903/ Tel +49 (30) 90295-5689 |
| Charlottenburg-Wilmersdorf | Kita-Gutscheinstelle (Day-care voucher office) Hohenzollerndamm 174–177, 10713 Berlin Day-care vouchers: Tel +49 (30) 9029-15240, jug-kita-gutscheine@charlottenburg-wilmersdorf.de | Thursday: 3 pm – 6 pm |
| Spandau | Jugendamt / Kindertagesbetreuung (Youth welfare office / childcare) Carl-Schurz-Straße 2/6, 13597 Berlin Day-care vouchers: Tel +49 (30) 90279-2432, kindertagesbetreuung@ba-spandau.berlin.de Find a childcare place: Tel +49 (30) 90279-2444, kita-koordination@ba-spandau.berlin.de | Tuesday: 9 am – 12 pm Thursday: 3 pm – 6 pm |
| Steglitz-Zehlendorf | Fachdienst Kita / Hort (Day-care specialist service) Kirchstraße 1/3, 14163 Berlin Tel +49 (30) 90299-3520 | Monday-Friday: 9 am – 11 am (Please make an appointment by telephone.) |
| Tempelhof-Schöneberg | Kita-Gutscheinstelle (Day-care voucher office) Rathausstraße 27, 12105 Berlin Tel +49 (30) 90277-2634 or 90277-2308, kindertagesbetreuung@ba-ts.berlin.de | Office hours with an appointment Tuesday: 9 am – 12 pm Thursday: 3 pm – 6 pm Online-appointments: service.berlin.de/standort/123612/ |
| Neukölln | Kindertagesbetreuung (Childcare) Karl-Marx-Straße 83, 12043 Berlin Tel +49 (30) 90239-2135, kindertagesbetreuung@bezirksamt-neukoelln.de | Tuesday: 9 am – 1 pm Thursday: 3 pm – 6 pm |
| Treptow-Köpenick | Jugendamt (Youth welfare office) Großberliner Damm 154, Haus 9, 12489 Berlin Day-care vouchers: Tel +49 (30) 90279-5329, jugkitahort@ba-tk.berlin.de Find a childcare place: kita-platzsuche@ba-tk.berlin.de | Monday: 9 am – 12 pm (only with an appointment) Tuesday: 9 am – 12 pm Thursday 3 pm – 6 pm Telephone consultations: Monday and Wednesday: 10 am – 12 pm |
| Marzahn Hellersdorf | Kita / eFöB-Gutscheinstelle Riesaer Straße 94, 12627 Berlin kita.hort@ba-mh.berlin.de (Office for day-care centres / supplementary support and supervision at primary schools) | Tuesday: 9 am – 12 pm Thursday: 3 pm – 6 pm (Please note the current closing times on the website.) |
| Lichtenberg | Abt. Jugend und Gesundheit (Department of Youth and Health) Große-Leege-Straße 103, 13055 Berlin Tel +49 (30) 90296-5317, juginfo@lichtenberg.berlin.de | Please make appointments by telephone. |
| Reinickendorf | Tagesbetreuung für Kinder (Child daycare) Nimrodstraße 4–14, 13469 Berlin Tel +49 (30) 90294-6676, tagesbetreuung-kinder@reinickendorf.berlin.de | Tuesday: 9 am – 1 pm Thursday: 3 pm – 6 pm Please call outside of visiting hours, if possible. |

More information:

www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung

Infopunkt, Bernhard-Weiß-Straße 6, 10178 Berlin, infopunkt@senbjf.berlin.de, Tel +49 (30) 90227-5000

Monday, Tuesday and Friday: 10 am – 12 pm; Thursday: 3 pm – 6 pm, additional telephone consultation hours:
Tuesday: 2 pm – 4 pm; Thursday: 10 am – 12 pm