

To parents of primary school children – especially for refugee parents englisch

Information regarding daycare in the Berlin district of Pankow

Dear Parents,

Primary schoolchildren can be supervised before and after class at the daycare center. This is great support for parents, particularly those who are busy with work. The children are well looked after in a safe environment while the parents are at work, and they have a wide range of games, exercise and musical activities to keep them entertained. They get a healthy lunchtime meal. They also receive help in completing their homework independently. The parents pay a contribution for this service based on their income. Supervision at the daycare center is also available during the school vacations for grades 1 to 4. Daycare during the vacation must be requested separately for grades 5 and 6. Children in grades 1 to 6 are eligible to attend the school daycare center.

Children who do not speak German as a first language also have the right to a place at the daycare center, since this enables them to learn German faster, find friends and, as a result, learn more effectively.

If you still receive benefits from the State Authority for Refugee Affairs (LAF) or the Job Center, the daycare center is free for you up until 4pm. It is only necessary to pay a subsidy for the food (€ per day).

Register your child at the daycare center. Make the most of this opportunity.

Your child then gets lunch at school. There are also vegetarian or pork-free options. You choose the meal in advance with your child.

The daycare center is good for your child.

- They learn the German language faster.
- They get help with their homework.
- They have more contact with German children.
- They can try out many different sporting, musical and creative activities.

And the advantage for you? You have more peace and quiet and time for your language course, career preparation or your job.

We advise all parents to register their children at the daycare center. As parents, you can also accelerate your own integration and, above all, that of your children.

We wish your child all the best and lots of fun at school

The Pankow District Daycare Team
a cooperation between



Officers

Pankow District
Integration

Stadtteilzentrum
Pankow



Supported with funds from the program

Demokratie leben!
Aktiv gegen Rechtsextremismus,
Gewalt und Menschenfeindlichkeit

Please contact: bildung-muehlenstrasse@pankow-hilft.de if you have questions

How do I get a place at the daycare center?

You need a daycare voucher in order to arrange a contract with the daycare center.

1. You can download the application for "supplementary supervision and assistance (daycare supervision)" here <http://www.berlin.de/sen/bjf/service/formulare/#hort>, collect it when you first register at the school or at the youth welfare office – daycare department at Fröbelstraße 17 in Building 4.
2. You will also require copies of the notice from the LAF/job center or proof of earnings as evidence of income as well as copies of your child's Berlinpass – BuT.

Where can I get help completing the application?

1. If you live in shared accommodation, your social service will help you to complete the application.
2. You can also request support from the school. The BuT-Pass for your child is also issued at school.
3. If you live in an apartment, the Pankow Welcome Center at the Arbeiterwohlfahrt (AWO) in the Pankow District Office, Fröbelstrasse 17, 10405 Building 6 can help you fill out the application.
Office hours without an appointment Tuesday 10am – 12pm and Thursday 2pm – 4pm
Other appointments by arrangement: Tel. +49 (0) 30 90295-5927 or -5928 Email: mbe.pankow@awoberlin.de
4. Or ask in the 'Pankow hilft' support circle (<http://www.pankow-hilft.de/>).

Where are the applications made?

- a) **Children starting school** submit their application at school along with the school registration.
- b) If your child is already attending a school, then you can apply for a daycare place directly at Pankow Youth Welfare Office – Daycare Service, Fröbelstraße 17 (Building 4), 10405 Berlin.

You can submit your application
via email at kindertagesbetreuung@ba-pankow.berlin.de,

- or by mail to the following address:

Bezirksamt Pankow von Berlin
Jugendamt – Fachdienst Kindertagesbetreuung
Postfach 730113
13062 Berlin,

- post it in the mailbox of the Pankow District Office at the Prenzlauer Allee entrance,
- submit it during a personal consultation meeting on site

Please go online to arrange a personal consultation meeting on site:

[https://service.berlin.de/terminvereinbarung/termin/tag.php?termin=1&dienstleister=324903&anliegen\[\]=324901&herkunft=1](https://service.berlin.de/terminvereinbarung/termin/tag.php?termin=1&dienstleister=324903&anliegen[]=324901&herkunft=1)

or

<http://service.berlin.de/standort/324903/>

or by telephone: 90295-5689 during the opening times:

Monday, Tuesday, from 9am -12pm and 1pm-14.30pm

Thursday: 1pm - 6pm

Friday from 9am to 12pm

Please take the completed application, copies of your proof of income and your child's BuT-Pass with you to the meeting.

Please send any questions to the following email address: kindertagesbetreuung@ba-pankow.berlin.de

You will receive the daycare voucher by mail. This enables you to draw up a contract for supervision (daycare contract). You can ask about this at the school secretariat.