NEW IN GERMANY?

Information and helpful advice on schools in Berlin
We’re delighted to welcome you and your child to Berlin and to a school in Berlin. Berlin is a cosmopolitan city, and is home to people from many different nations. In order for you to feel at home here, it’s very important that you and your child learn the German language. There are lots of German courses on offer for adults, some of which also offer childcare. School-age children will learn German in school. Here, they will be put into small groups where they not only learn German, but also learn how the school system works in Germany.

Welcome Classes take part in normal school life just the same as “regular” classes. You and your child will be invited to school fêtes, trips and parents’ evenings. If your child attends an all-day school, they will have even more opportunities to mix with German-speaking children. So make the most of this option! As soon as your child has learned enough German, they will be moved to a “regular” class.

The education system in Berlin leads to a number of different school leaving qualifications, depending on which path you take. After six years of primary school, your child can move up to an integrated comprehensive school (“Integrierte Sekundarschule”) or a grammar school (“Gymnasium”). Both of these types of secondary school offer all school leaving qualifications up to and including “Abitur” (advanced level). Your child can also complete all school leaving examination levels at a vocational school or a sixth-form college.

All children should be able to join in with social life and activities. To ensure this can happen, this brochure contains a guide for low-income families, explaining how you can apply for benefits for school dinners, excursions, class trips and extracurricular activities. We wish your child every success at school and hope they not only have fun learning new things, but also make lots of new friends!

Warm regards

Dear parents,

Sandra Scheeres
Senator for Education, Youth and Family Affairs

Katarina Niewiedzial
Commissioner for Integration and Migration

Sandra Scheeres
Katarina Niewiedzial
THIS IS YOUR CHILD’S SCHOOL

Name of school

Address

Phone

Email, website

Principal

Secretary’s office

Head of “Hort” (after-school care)

Hort, telephone no.

Notes
# CONTENTS

- Compulsory attendance – so everyone can learn 4
- How you can support your child 6
- All-day schools – a place to live and learn 8
- Everyone should be included – education-related state benefits 10
- The most important steps in the year before enrolment 12
- Before the start of school: learning by playing in the kindergarten 14
- Language support – for a good start in school 16
- Learning German in a Welcome Class 18
- Berlin holiday school for new arrivals 20
- Language and everyday life – courses for parents 21
- Rights and duties of school children 22
- You can get involved – Your rights as a parent 24
- The Berlin school system 26
- Moving to a different district and moving schools 28
- Who to contact in your district 32
COMPULSORY ATTENDANCE – SO EVERYONE CAN LEARN
Is your child ill and unable to go to school? If your child is ill, please call the secretary’s office on the same morning to inform the school. You are also required to send a written note excusing your child within three days.

Compulsory attendance means your child has to attend school every day. Your child may not stay home simply because they don’t feel like going to school, or because you “need” them to interpret for you at a meeting, or to look after younger brothers or sisters.

If your child does not come to school and has not been excused, the school will contact you and ask to talk to you about it. Unexcused absences are recorded on your child’s end-of-year report or in their academic assessment. If your child is frequently absent without being excused, you may have to pay a fine.

In Germany, children are legally required to attend school. If your child is six years or older, they must go to school. Children have to attend school for at least ten years. Compulsory attendance ends when your child is 18 years old. However, your child may continue to attend school even after they reach this age.
German schools will always welcome your support! Nobody knows your child so well as you do. If you’re worried about something or you have questions, please talk to your child’s teacher. This is a good way to help your child. Because the more the teacher knows about your child, the better they can help them.
PE LESSONS
Pack appropriate clothing for PE lessons. PE and swimming lessons are compulsory for all children – girls and boys.

GETTING TO SCHOOL
Please practice the journey to school with your child and make sure they are aware of any dangerous parts of the route. Perhaps your child can walk to school with a group of children.

SLEEP
Your child needs to get enough sleep so that they can focus properly at school. At first, your child will find the lessons particularly demanding and tiring because they are in a different language.

SCHOOL SATCHEL
Has your child packed their school satchel? Have they remembered everything they need for the whole day (pens and pencils, exercise books, textbooks, PE bag, food and drink)?

CLOTHES
Please make sure your child is dressed appropriately for the time of year. Some schools may ask you to pack slippers for your child to wear in the classroom.

PUNCTUALITY
Please make sure your child wakes up early enough to get to school on time. If you live at a distance from the school, make sure you set off early enough so that your child arrives on time. Please also pick your child up punctually at the end of the school day. Your child’s timetable will tell you what time school starts and finishes on each day.

HOMEWORK
Please make sure your child does their homework regularly. Your child will need a quiet place where they can work without being disturbed. Don’t worry if your child doesn’t understand everything immediately. If your child has difficulties in a subject, you could ask their classmates or teacher for help.

SPECIAL NEEDS/ AFTER-SCHOOL CARE
Alongside regular lessons, primary schools, integrated comprehensive schools (ISS) and communal education schools (“Gemeinschaftsschulen”) all cater for special needs and also offer after-school care (particularly in the afternoons). After-school care is run by qualified staff. Activities include handicrafts, sports, music and excursions. Children can also do their homework during after-school care.

BREAKFAST
Please make sure your child has eaten breakfast before they leave home in the morning. They should also bring a mid-morning snack and a beverage.

SCHOOL DINNERS
Primary schools, integrated comprehensive schools (ISS) and communal education schools all offer school dinners. If your child has a BuT Berlin Pass, they will only need to pay one euro per day for their school dinner (for more information, please see pages 8/9).
In Berlin, all primary schools, special needs schools, integrated comprehensive schools and communal education schools are all-day schools. Some grammar schools also operate as all-day schools. All-day schools are good for parents, too. You can attend language classes or vocational training or go to work, knowing your child is safe at school during your absence.

www.berlin.de/sen/bjf/go/ganztagsschule
PRIMARY SCHOOLS
AND SCHOOLS WITH A
FOCUS ON SPECIAL
EDUCATIONAL NEEDS

In grades 1 to 6, your children are reliably looked after at open all-day schools from 7:30am to 1:30pm, even if classes should end earlier (reliable half-day primary school). At compulsory all-day schools, your children are required to be present from 7:30am to 4:00pm on four days of the week. Lessons and leisure activities alternate during this time. This service is free of charge.

All children can go to the open all-day school from 1:30pm to 4:00pm for additional support and after-school care. This option is also available during holidays. This service is free of charge for grades 1 and 2 as well as for children in the first year who live in temporary or communal shelters.

If you are employed or in training or further education and your child needs to be looked after before 7:30am and/or after 4:00pm, you can also submit an application for supplementary support and care.

Application forms for supplementary support and care are available at the primary school, the Youth Welfare Office or at www.berlin.de/sen/bjf/service/formulare. Please hand in the completed application to the primary school.

SECONDARY SCHOOLS

Secondary schools offer three different structures which apply to all classes, including welcome classes. These are open, compulsory and partially compulsory full-day programmes.

The extra-curricular supplementary support and care at the all-day school offers many opportunities in sports, music, art, games and leisure. In addition, a wide range of support and remedial opportunities can be used, such as language support or homework supervision.

Lunch is free of charge in grades 1 to 6 and compulsory at the compulsory all-day school. In secondary school, your child can also receive a free lunch if he or she shows the BuT Berlin Pass.

Open means that pupils can voluntarily take advantage of additional activities after lessons until 4 pm. Compulsory means that school lasts until 4 pm four days a week and until the end of lessons on the fifth day.

During the course of the day, regular lessons alternate with supplementary learning and leisure activities. Partially compulsory refers to a mixture of both variants, two days compulsory and two days open all-day school.
EVERYONE SHOULD BE INCLUDED!

EDUCATION-RELATED STATE BENEFITS

All children and teenagers should have equal chances when it comes to receiving a good education and joining in social and cultural activities. Children from low-income families are no exception! To ensure this is the case, the government provides state benefits for educational purposes. These benefits cover everything from school dinners to excursions and school trips to after-school activities.

Education-related state benefits and the BuT Berlin Pass

In order to receive state benefits connected to education, children will generally need a BuT Berlin Pass. “BuT” stands for “Bildung und Teilhabe” – “Education and Participation”.

How can I apply for education-related state benefits? Who is entitled to these benefits?

If you already receive other state benefits, you will need to contact the same office to apply for education-related benefits. In other words, you will need to apply to:

· the job centre, if you receive Hartz IV unemployment benefits or income support
· the housing benefits authorities if you receive housing benefits and child supplements
· social services if you receive welfare
· the State Office for Refugees

Further information: www.berlin.de/bildungspaket
IF YOU HAVE A BuT BERLIN PASS AND EDUCATION-RELATED STATE BENEFITS, YOU ARE ENTITLED TO:

**SCHOOL DINNERS**
For grades 1 to 6, school lunch is free of charge. From grade 7 on, your child can also have lunch free of charge if he or she shows the BuT Berlin Pass.

**SCHOOL MATERIALS**
You are entitled to an allowance of 150 euros per year to cover personal school supplies (exercise books, pens and pencils, school satchel etc.)

**EXTRA TUITION**
The school will decide whether extra tuition could help your child achieve an important goal (e.g., gain a school leaving qualification, qualify for sixth form, improve language skills). If this is the case, the school will organise extra tuition with a partner organisation. Parents do not enter into a direct contract with the service provider.

**SINGLE DAY EXCURSIONS**
Your child can take part in single day school events (class trips, school walks, excursions and project days) free of charge. Please make sure you show the school your BuT Berlin Pass well in advance. If your child needs pocket money or food for the event, you will need to provide this out of your own pocket.

**CLASS TRIPS**
The costs for participation in class trips lasting several days are fully covered. You must submit proof of this to your service centre, confirmed by the school. You can obtain the form online at: www.berlin.de/bildungspaket

**CULTURE, SPORT, RECREATIONAL ACTIVITIES**
You can apply for benefits so that your child can participate in sports, cultural programmes and other recreational activities. For example, this could include a sports club, music lessons or activities offered by leisure centres or youth associations. Your child must be under 18 to qualify for these benefits.

**PUBLIC TRANSPORT**
The student ticket for the AB zone of the Berlin public transport system is free for your child. School children who are also entitled to it and who are not able to use this offer of the BVG will be reimbursed by your service centre for the cost of the trip to the school.

The service centre will pay 15 euros per month towards such costs. You can also save up the money over several months to use it for a special event such as a holiday camp. In addition, you can apply for up to 90 euros per year towards the purchase or hire of equipment (e.g., sports equipment or a musical instrument). Expenses for travel to the respective activities may also qualify for support.

You can apply for the student ticket online at: www.bvg.de/schuelerticket. To do so, you have to upload a passport photo and the student ID card I of your child.
THE MOST IMPORTANT STEPS IN THE YEAR BEFORE ENROLMENT

SEPTEMBER – OCTOBER

OPEN HOUSE DAY AT THE SCHOOLS
Parents and children can look around the school, ask questions and meet teachers and other school children.

SCHOOL REGISTRATION AND ADDITIONAL SUPPORT AND AFTER-SCHOOL CARE (“HORT”)
When your child reaches school age, you will receive a letter from your local school. You will bring this letter to the school and register your child personally for the school and the additional support and care.

NOVEMBER – MAY

EXAMINATION BY THE SCHOOL DOCTOR
Your child must have a medical examination before starting school. The school doctor will assess how well your child hears, sees, speaks, moves and as well as his or her mental and physical development.
MAY

INFORMATION ABOUT THE SCHOOL PLACE
You will receive a letter from the future school of your child.

MAY – JULY

INFORMATION EVENT FOR PARENTS
Your child’s school will invite you to a parents’ evening. Here you will receive important information about the start of school. You will get to know the teachers and other parents.

JULY – AUGUST

ENROLMENT CEREMONY
On the Saturday before the first day of school, the children and parents celebrate the enrolment at the new school. In Germany, parents usually give their children a special school bag with little surprises.

START OF THE SCHOOL YEAR
Children and teachers get to know each other in the first weeks of school. There is a parents’ evening for the parents.
BEFORE THE START OF SCHOOL: LEARNING BY PLAYING IN THE KINDERGARTEN
As many families need a place in a kindergarten, you should start looking early. You can search the Internet for available daycare places: www.kita-navigator.berlin.de
Or you can ask the Youth Welfare Office for advice and help.

All children in Germany who are not yet of school age can attend a kindergarten (Kita). In Germany, every child has this right as soon as he or she is one year old.

ATTENDING A KINDERGARTEN IS GOOD FOR YOUR CHILD AND GOOD FOR YOU:

· Your child can play with other children, move around, learn German and much more.

· Your child makes new friends, gets to know Berlin and prepares for school.

· While your child is being looked after in the kindergarten, you also have time to learn German, pursue vocational training or work.

· At the kindergarten you can get to know other families and socialise.

Kindergarten attendance is free of charge. You only have to pay for lunch if your child does not have a BuT Berlin Pass (more about this on pages 10/11).

FIND A KINDERGARTEN AND APPLY FOR A VOUCHER

Before your child can attend a kindergarten, you have to apply for a kindergarten voucher at the Youth Welfare Office of the district in which you live. The form is available at the Youth Welfare Office, at Social Services, in communal shelters or online. The kindergarten voucher indicates from when on and for how long your child may visit the kindergarten daily. If you have found a kindergarten with a free place for your child, you can redeem the voucher there.
LANGUAGE SUPPORT – FOR A GOOD START IN SCHOOL

About 18 months before your child starts school, the kindergarten determines how well your child already speaks and understands German. If this language level assessment reveals that your child still needs support, he or she will receive specific language support at the kindergarten. This will prepare him or her well for school.
All Berlin children must participate in the pre-school language assessment. This also applies to children who do not attend kindergarten. You will receive a written invitation from the education authority of your district of residence. Participation in the language assessment is compulsory.

**LEARNING GERMAN FOR CHILDREN WHO DO NOT ATTEND A KINDERGARTEN**

If it turns out that your child does not yet speak German very well and should be given further language support, he or she will have to take part in a language support programme. You will receive a language support voucher from your school authority. This will allow your child to receive language support at a kindergarten near you.

The support is provided for five hours each day of the week for a period of 18 months (1 February to 31 July of the following year).

**“EARLY EDUCATION ON SITE” – SUPPORT IN COMMUNAL SHELTERS**

Some communal shelters or local places offer children of families without their own home and daycare facilities an opportunity to participate in the half-day “Early Education on Site” (FBO) programme.

In preparation for kindergarten or school, your child learns German here in small groups, can play and make friends. Language mediators (translators) are also on site. They can also assist you in the search for a kindergarten place.

You can check at the kindergarten voucher offices at the Youth Welfare Office to find an FBO. Here you can also apply for the kindergarten voucher required for the FBO.

**NOTE:** The language support voucher is different from the kindergarten voucher. Generally, the kindergarten voucher allows your child to attend any kindergarten for seven hours. You can only redeem the language support voucher at certain kindergartens or institutions that offer pre-school language support. Here your child is looked after and supported for five hours a day.

You can obtain a list of the language support groups from your local Youth Welfare Office.
LEARNING GERMAN IN A WELCOME CLASS
Welcome classes are study groups for children and teenagers who can’t speak German. They are designed to help your child learn German as quickly as possible. They will also help your child to become familiar with the German school system. If your child has never been to school before, or has never learned to read or write, or is unable to do so using the Latin alphabet, they will learn these things in the welcome class.

As soon as your child has learned enough German, they will be moved to a regular class that is suitable for their age and ability. In welcome classes, children do not get reports. Instead, they receive a written assessment (“Lernstandsbericht”). The teacher writes an individual assessment for each child in the class at the end of each semester. This documents the child’s progress in German and in other subjects. It also assesses their attitude to work and their general behaviour. The assessment also includes the number of days your child has missed school or arrived late (excused and unexcused). Last but not least, the assessment will include a recommendation from the teacher as to whether the child should remain in the welcome class or move to a regular class.

Where possible, children who have just reached school age should join a regular reception class.

Older children will normally attend a welcome class for up to one year.

From the start, children and teenagers in welcome classes should join regular classes for subjects such as music, art and PE.

www.berlin.de/sen/bjf/fluechtlinge
BERLIN HOLIDAY SCHOOL FOR NEW ARRIVALS
Newly arrived children and teenagers can improve their German at the Berlin holiday school, discover Berlin, try out new things and spend time with their peers.

www.dkjs.de/ferienschulen

The holiday schools operate during the Easter, summer and autumn holidays. There are many creative activities for different age groups throughout Berlin. Children or teenagers make films, perform plays, play music or sports, for example football, cycling, skateboarding, dancing, climbing, and much more.

In addition, there are also class trips. Teachers provide support in learning German and give information about educational paths and future career opportunities.

PARTICIPATE – BUT HOW?

Information on enrolment for the holiday school can be requested from your child’s school. Participation is voluntary and free of charge, but compulsory after registration.

Mothers and fathers from newly settled families can learn the German language and a lot about the German and Berlin educational system in parents’ courses at adult education centres (“Volkshochschulen”) in Berlin. This includes topics such as everyday family and school life, raising children, health and leisure activities. You will be able to use this knowledge to provide strong support for your children in their education.

The courses are offered three times a week – usually while your child is in school or kindergarten. Sometimes the courses are at the same school or kindergarten, sometimes very close by. Some courses also offer childcare. You can find out more about parents’ courses at every adult education centre.

www.berlin.de/vhs/kurse/deutsch-integration/elternkurse
Children have the right to be actively involved in school life. In each class or study group, children choose spokespersons to represent the interests of the class in school and towards the authorities.
In Germany, children have a right to be protected against violence, abuse and discrimination. This means, for example, that it is against the law to hit or strike a child. Children have a right to attend school. Children from low-income families are entitled to education-related state benefits (via the BuT Berlin Pass).

Children are expected to do the following: attend school regularly; arrive punctually; do their homework; bring all the materials they need; participate in PE lessons, swimming lessons, school trips and excursions. Children are expected to act in a respectful and courteous manner towards their classmates, teachers and all other staff. Children may not use violence against any person or property.
YOU CAN GET INVOLVED – YOUR RIGHTS AS A PARENT

You have the right to be actively involved. Every class organises three or four parents’ evenings during the course of the school year. At the first of these evenings at the beginning of the school year, two parents are chosen to represent the class. These spokespersons represent the interests of the parents and guardians on the school board and towards the authorities.

Parents’ evenings and parent-teacher conferences are organised regularly so that you can keep up to date. It’s very important that you attend parents’ evenings/parent-teacher conferences. If your German is limited, you could ask other parents to explain things, or organise an interpreter, or talk to your class teacher to find a solution.
Contact your child’s class teacher and/or other teachers if you have any questions, if you don’t understand something or if you’re worried about your child for any reason. Most teachers will give you their contact details at the beginning of the school year.

Do you need help overcoming a language barrier? If your German is still limited, please ask friends or acquaintances for support. If you live in a home or shelter, you could ask for help there. Alternatively, you could ask the school to help you find an interpreter. Schools also employ social workers who can help you access the support you need.

If you live in an emergency shelter or shared accommodation, the social worker assigned to your accommodation can help you with any questions you may have concerning your child’s schooling. Homes and shelters provide separate rooms where children can do their homework.

IN GERMANY, YOU HAVE THE RIGHT TO BE INVOLVED IN SCHOOL LIFE. SCHOOLS AND TEACHERS WELCOME YOUR SUPPORT AND INVOLVEMENT IN YOUR CHILD’S EDUCATION!

www.berlin.de/sen/bjf/go/mitwirkung
In Berlin, children start primary school at the age of six. In general, children will attend primary school for six years. They will then move up to a secondary school. Based on the child’s grades and behaviour, the class teacher will recommend either an “Integrierte Sekundarschule” (integrated comprehensive school) or a “Gymnasium” (grammar school.)

www.berlin.de/sen/bjf/go/bildungswege
After they finish school, many young people move on to occupational orientation or vocational training. Sixth-form colleges (“Oberstufenzentrum” or OSZ) offer a wide range of educational programs:

- Occupational orientation (“Berufsvorbereitung”)
- Vocational school (“Berufsschule”)
- Vocational college (“Berufliches Gymnasium”)
- Technical college (“Berufsfachschule”)
- Higher technical college (“Fachoberschule”)
- Higher vocational school (“Berufsoberschule”)
- College (“Fachschule”)

In an OSZ sixth-form college, students can acquire the following qualifications:

- Berufsbildungsreife (BBR), basic school leaving qualification
- erweiterte Berufsbildungsreife (eBBR), expanded basic school leaving qualification
- Mittleren Schulabschluss (MSA), intermediate school leaving qualification
- Abitur, advanced school leaving qualification

Young people who are completing an integrated apprenticeship (“Duale Ausbildung”) will attend the vocational college connected to their respective workplace. OSZ sixth-form colleges also offer full-time school-based vocational training.

www.berlin.de/sen/bijf/go/berufliche-bildung
MOVING TO A DIFFERENT DISTRICT AND MOVING SCHOOLS – WHAT TO DO

THE FOLLOWING RULE APPLIES TO ALL CHILDREN:

Until your child has been offered a place in a new school, they must continue to attend their “old” school! Moving house does not automatically mean that your child has to move school.
Ideally, your child should attend a primary school close to your home. It should be within easy walking distance. If you move to an apartment/home further away, you will need to decide whether you and your child are willing to accept the longer journey, or whether it would be better to find a place in a school nearer to your new home. However, you will need to check whether the new school has free places.

If your child is travelling by bus or train, the journey should not take longer than thirty minutes and your child should not have to change more than once. Practice the new school journey with your child. Younger children should always be accompanied, at least for the first few weeks.

Children and teenagers who attend a secondary school (integrated comprehensive school, grammar school or communal education school) don’t necessarily need to change schools if you move house. A school journey of 45 minutes (with public transport) is perfectly acceptable at this age.
YOU WOULD LIKE YOUR CHILD TO STAY IN THEIR OLD SCHOOL

Welcome classes
- Please tell the school your child currently attends that you would like your child to continue going to the same school. Please also inform the Coordinating Office for Welcome Classes.
- If your child attends a welcome class, this does not necessarily mean they will be able to move to a regular class in the same school. So ask the school (or the coordinating office for welcome classes) whether your child will be able to move later to a regular class in the same school or not. Moving into a regular class may mean moving school. If this is the case, it would make sense for your child to move to a primary school closer to home.
- Inform the school of your new address.

Regular classes
- Inform the Local Education Authority responsible for your child’s school that you wish your child to continue attending the same school.
- Inform the school of your new address.

YOU WOULD LIKE YOUR CHILD TO MOVE TO A NEW SCHOOL

Welcome classes
- Inform the “old” school that you are moving home and would like your child to move schools.
- The school will inform the local coordinating office about your move. They in turn will contact the Coordinating Office for your new district.
- The “new” Coordinating Office or Local Education Authority will then contact you and tell you about the new school. Next, you can register your child at the new school.

Regular classes
- Tell the current school that you are moving house and you want your child to move to a different school. The school will issue you a Changing School Card (“Umschulungskarte”).
- Take this card immediately to a primary school in your new district and ask whether they have any free places. If the school does not have free places, contact the Local Education Authority (“Schulamt”) in the new district. Alternatively, you can contact the Local Education Authority first and ask them which schools have free places.
- As soon as they name a suitable school, you can go there and register your child.
- Your child must continue to attend their old school until they are given a place in a new school closer to home.
MOVING TO A NEW SECONDARY SCHOOL

YOUR CHILD WANTS TO
STAY IN THEIR OLD SCHOOL

Welcome class or regular class
- Inform the school of your change of address.
- Practice the new route to school with your child.
- Attention: if your child attends a welcome class, this does not necessarily mean they will be able to move to a regular class in the same school.

YOUR CHILD WANTS TO
MOVE TO A NEW SCHOOL

Welcome classes
- Please contact the Local Education Authority ("Schulamt") in your new district and apply for a place in a welcome class in a school closer to home.
- Tell your child’s current school that you have moved house and that your child would like to move to a different school.
- As soon as the Local Education Authority assigns your child to a new school, you must register your child there.
- Your child must continue to attend their old school until they are given a place in a new school.

Regular classes
- If you would like your child to attend a different secondary school closer to your new home, please contact the Local Education Authority in the new district and apply for a place.
- You are also free to find a new school of your choice for your child. The school does not have to be in the district in which you live. However, your child will only be able to attend the school of your choice if it has a free place.
- Tell your child’s current school that you have moved house and that your child would like to move to a different school. The school will issue you a Changing School Card ("Ümschulungskarte").
- Your child must continue to attend their old school until they are given a place in a new school.

ALWAYS ACT IN THE BEST INTERESTS OF YOUR CHILD!
In other words, you should talk to your child’s teachers and your Local Education Authority or Coordinating Office for Welcome Classes to find a good solution for your child.
If you have any questions, please contact the relevant offices or authorities in your district. You will find contact details on the next three pages.

**Berlin districts**
1. Mitte
2. Friedrichshain-Kreuzberg
3. Pankow
4. Charlottenburg-Wilmersdorf
5. Spandau
6. Steglitz-Zehlendorf
7. Tempelhof-Schöneberg
8. Neukölln
9. Treptow-Köpenick
10. Marzahn-Hellersdorf
11. Lichtenberg
12. Reinickendorf
Local Education Authorities, Coordinating Offices for Welcome Classes, Departments of Health for Children and Adolescents, Departments of Mental Health for Children and Adolescents, Counselling and Support Centres for Educational Psychology and Inclusion

1 Mitte

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Karl-Marx-Allee 31, 10178 Berlin
Tel. 030 9018-26112, r.yagiz@ba-mitte.berlin.de
Mon 9am–12 noon, Tue 9am–12 noon, Thu 3pm–6pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Turmstr. 75, 10551 Berlin
Tel. 030 9018-33341
schiewe@sprachfoerderzentrum.de

Kindergarten voucher office (“Kita-Gutscheinstelle”)
Karl-Marx-Allee 31, 10178 Berlin
Kindergarten voucher (“Kita-Gutschein”): Tel. 030 9018-23233
kita.info@ba-mitte.berlin.de
Search for childcare places: Tel. 030 9018-23433
kitaplatz@ba-mitte.berlin.de
Tue 9am–12 noon, Thu 2pm–6pm

Department of Health for Children and Adolescents
Reinickendorfer Str. 60b, 13347 Berlin
Tel. 030 90298-4630 or -2813
kjgd@ba-mitte.berlin.de
Thu 3pm–6pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Fraenkelufer 18, 10999 Berlin
Tel. 030 22508 311
02sibuz@senbjf.berlin.de
Thu 3pm–6pm

2 Friedrichshain-Kreuzberg

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Frankfurter Allee 35–37, 10247 Berlin
Tel. 030 90298-4630 and 90298-4640
doris.sternekieker@ba-fk.berlin.de and sebastian.smyk@ba-fk.berlin.de
Tue 9am–12 noon, Thu 2pm–6pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Frankfurter Allee 35–37, 10247 Berlin
Tel. 030 90298-3095
marita.misch@senbjf.berlin.de

3 Pankow

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Fröbelstr. 17, 10405 Berlin, building no. 9, rooms 203 and 209
Tel. 030 90295-5040
sabrina.roehl@ba-pankow.berlin.de
nicole.stutz@ba-pankow.berlin.de

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Tino-Schwierzina-Str. 32, 13089 Berlin
Tel. 030 90249-1002
ramona.basting@senbjf.berlin.de
Youth Welfare Office, Specialist Service
Child Day Care
Fröbelstr. 17, 10405 Berlin
Tel. 030 90295-5863

Kindergarten voucher (“Kita-Gutschein”):
kindertagesbetreuung@ba-pankow.berlin.de

Search for childcare places:
kita-platzvermittlung@ba-pankow.verwalt-berlin.de
Mon, Tue 9am–12 noon and 1pm–2:30pm,
Thu 1pm–6pm, Fri 9am–12 noon

Department of Health for Children and Adolescents
Grunowstr. 8–11, 13187 Berlin
Tel. 030 90295-2830 or -2883
kjgd@ba-pankow.berlin.de
Mon–Wed 1pm–2:30pm

Department of Mental Health for Children and Adolescents
Grunowstr. 8–11, 13187 Berlin
Tel. 030 90295-2830 or -2883
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Tino-Schwierzina-Str. 32, 13089 Berlin
Tel. 030 90249-1100
03sibuz@senbjf.berlin.de
Thu 3pm–6pm

5 Spandau

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Charlottenburg Town Hall, Otto-Suhr-Allee 100, 10585 Berlin, Germany
Tel. 030 90299-64 85 and 90299-5452
sven.starke@ba-sz.berlin.de und nataly.duewal@ba-sz.berlin.de
Mon 9am–12 noon, Tue 9am–12 noon,
Thu 9am–12 noon

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Kirchstr. 1–3, 14163 Berlin
Tel. 030 90299-5192
koordinierungsstelle-sz@ba-sz.berlin.de
Mon 9am–12 noon, Tue 9am–12 noon,
Thu 9am–12 noon

Specialist Service Kindergarten/After-School Care (“Kita/Hort”)
Kirchstr. 1–3, 14163 Berlin
Tel. 030 90299-3520
Mon–Fri 9am–11am (please arrange appointments by telephone.)

Department of Health for Children and Adolescents
This Department has various offices:
jugendgesundheitsdienst@ba-sz.berlin.de and kjgd-sozialdienst@ba-sz.berlin.de
Tue 3pm-4:30pm

Department of Mental Health for Children and Adolescents
Königstr. 36, 14163 Berlin
Tel. 030 90299-5842
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Dessauerstr. 49–55, 12249 Berlin
Tel. 030 90299-2572
06sibuz@senbjf.berlin.de
Thu 3pm–6pm

6 Steglitz-Zehlendorf

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Kirchstr. 1–3, 14163 Berlin, room A 10
Tel. 030 90299-64 85 and 90299-5452
sven.starke@ba-sz.berlin.de und nataly.duewal@ba-sz.berlin.de

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Kirchstr. 1–3, 14163 Berlin
Tel. 030 90299-5192
koordinierungsstelle-sz@ba-sz.berlin.de
Mon 9am–12 noon, Tue 9am–12 noon,
Thu 9am–12 noon

Department of Health for Children and Adolescents
This Department has various offices:
jugendgesundheitsdienst@ba-sz.berlin.de and kjgd-sozialdienst@ba-sz.berlin.de
Tue 3pm-4:30pm

Department of Mental Health for Children and Adolescents
Königstr. 36, 14163 Berlin
Tel. 030 90299-5842
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Dessauerstr. 49–55, 12249 Berlin
Tel. 030 90299-2572
06sibuz@senbjf.berlin.de
Thu 3pm–6pm

4 Charlottenburg-Wilmersdorf

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Charlottenburg Town Hall, Otto-Suhr-Allee 100, 10585 Berlin, Germany
Tel. 030 90299-649

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Charlottenburg Town Hall, Otto-Suhr-Allee 100,
Tel. 030 90299-649

cw259993@charlottenburg-wilmersdorf.de

Kindergarten voucher office (“Kita-Gutschein”)
Hohenzollerndamm 174–177, 10713 Berlin
Tel. 030 9029-15240

jug-kita-gutscheine@charlottenburg-wilmersdorf.de
Thu 3pm–6pm

Department of Health for Children and Adolescents
Hohenzollerndamm 174–177, 10713 Berlin
Entrance: Mansfelder Str. 16
Tel. 030 9029-16444/-16577/-16250/-16579

kinder-und-jugendgesundheit@charlottenburg-wilmersdorf.de
Tue and Thu 2pm–4pm

Department of Mental Health for Children and Adolescents
Klosterstr. 36, 13581 Berlin
Entrance / Staircase A (Ruhlebener Str.), ground floor
Tel. 030 90279-2254/-2256/-2658

Please ask at reception which office is responsible for you.
7 Tempelhof-Schöneberg

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Alarichstr. 12–17, 12105 Berlin
Tel. 030 90277-4709
ute.rupp@ba-ts.berlin.de
Tue 9am–12 noon, Fri 9am–12 noon

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Alarichstr. 12–17, 12105 Berlin
Tel. 030 90277-6010
kirsten.richter@senbjf.berlin.de
matthias.goeritz@senbjf.berlin.de

Kindergarten voucher office ("Kita-Gutscheinstelle")
Rathausstr. 27, 12105 Berlin
Tel. 030 90277-2308
kindertagesbetreuung@ba-ts.berlin.de
Tue 9am–12 noon, Thu 3pm–6pm
Online appointment:
service.berlin.de/standort/123612/

Department of Health for Children and Adolescents
KJGD Schöneberg I
Welserstr. 23, 10777 Berlin
Tel. 030 90277-6129
Thu 3pm–5pm

KJGD Mariendorf
Kaisersstr. 126, 12105 Berlin
Tel. 030 90277-6501/-6799/-6770
Thu 2pm–4:30pm

KJGD Tempelhof
Kaisersstr. 126, 12105 Berlin
Tel. 030 90277-2697/-2125/-2677
Tue 2pm–4:30pm

Department of Mental Health for Children and Adolescents
District Office (north)
Böhmische Str. 39, 12055 Berlin
Tel. 030 688748-0
Mon–Thu 9am–3pm, Fri 9am–1pm

District Office (south)
Britzer Damm 93, 12347 Berlin
Tel. 030 6809-1242, by prior arrangement

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Boddinstr. 34, 12053 Berlin
Tel. 030 90239-2788
07sibuz@senbjf.berlin.de
Thu 3pm–6pm

8 Neukölln

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Boddinstr. 34, 12053 Berlin
Tel. 030 90239-1218
yvonne.schultze@bezirksamt.neukoelln.de
daily 9am–1pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Boddinstr. 34, 12053 Berlin, rooms 8 0.46 and B 0.38
Tel. 030 90239-2730 and 90239-2509
michael.dahms@senbjf.berlin.de and
corinna.zang@senbjf.berlin.de
Mon 12 noon–3pm, Thu 3pm–6pm, Fri 10am–1pm

Child Day Care
Karl-Marx-Str. 83, 12043 Berlin
Tel. 030 90239-2135
kindertagesbetreuung@bezirksamt-neukoelln.de

Department of Health for Children and Adolescents
Neuköllner Str. 333, 12355 Berlin
Tel. 030 6662-1110
kjgd@bezirksamt-neukoelln.de

Department of Mental Health for Children and Adolescents
District Office (north)
Böhmische Str. 39, 12055 Berlin
Tel. 030 688748-0
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Boddinstr. 34, 12053 Berlin
Tel. 030 90239-2788
08sibuz@senbjf.berlin.de
Thu 3pm–6pm

9 Treptow-Köpenick

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Köpenick Town Hall
Alt-Köpenick 21, 12555 Berlin
Tel. 030 90297-2194
maraike.neek@ba-tk.berlin.de
Tue 9am–12 noon, Thu 2am–6pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Luisenstr. 16, 12557 Berlin
Tel. 030 90249-2219
09-Klaerungsstelle@senbjf.berlin.de
Wed 9am–12 noon and 2pm–5pm

Youth Welfare Office
Großberliner Damm 154, Haus 9, 12489 Berlin
Kindergarten voucher ("Kita-Gutschein"): Tel. 030 90279-5329
jugkitahort@ba-tk.berlin.de
Search for childcare places:
kita-platzsuche@ba-tk.berlin.de
Mon 9am–12 noon (by appointment only),
Tue 9am–12 noon, Thu 3pm–6pm
Online appointment:
service.berlin.de/standort/123613/
Telephone consultation: Mon, Wed 10am–12 noon

Department of Health for Children and Adolescents
Ortolfstr. 182-184, 12524 Berlin
viola.seeliger@ba-tk.berlin.de
Thu 2pm–6pm

Department of Mental Health for Children and Adolescents
Hans-Schmidt-Str. 16, 12489 Berlin
Tel. 030 90297-4711
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Luisenstr. 16, 12557 Berlin
Tel. 030 65661230
09sibuz@senbjf.berlin.de
Thu 3pm–6pm
10 Marzahn-Hellersdorf
Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Alice-Salomon-Platz 3, 12591 Berlin
Tel. 030 90293-2787 and 90293-2786
beate.klann@ba-mh.berlin.de and
renate.klingenberg@ba-mh.berlin.de

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Alice-Salomon-Platz 3, 12591 Berlin
Tel. 030 90293-2965
sabine.kircheisen@senbjf.berlin.de

Kindergarten/after-school voucher office (“Kita/eFöB-Gutscheinstelle”)
Riesaer Str. 94, 12627 Berlin
Tel. 030 90296-5317
juginfo@lichtenberg.berlin.de

Department of Health for Children and Adolescents
Janusz-Korczak-Str. 32, 12627 Berlin
Tel. 030 90293-3671/-3827
kjgd@ba-mh.berlin.de

Department of Mental Health for Children and Adolescents
Etkar-André-Str. 8, 12619 Berlin
Tel. 030 90293-3684
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Eisenacher Str. 121, 12685 Berlin
Tel. 030 22501-3210
10sibuz@senbjf.berlin.de
Thu 3pm–6pm

11 Lichtenberg
Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Alt-Friedrichsfelde 60, 10315 Berlin, building 1
Tel. 030 90296-3846
diana.rauch@lichtenberg.berlin.de

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Alt-Friedrichsfelde 60, 10315 Berlin, building 1
Tel. 030 90296-5317
juginfo@lichtenberg.berlin.de

Department of Health for Children and Adolescents
Große-Leege-Str. 103, 13055 Berlin
Tel. 030 90296-4921
constanze.schiewer@lichtenberg.berlin.de

Department of Mental Health for Children and Adolescents
Lichtenberg Office
Alfred-Kowalke-Str. 24, 13315 Berlin
Tel. 030 90296-4941
linda.leepin@lichtenberg.berlin.de

Department of Mental Health for Children and Adolescents
Hohenschönhausen Office
Oberseestr. 98, 13053 Berlin
Tel. 030 90296-4954
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Nimrodstr. 4–14, 13469 Berlin
Tel. 030 9029-44837
12sibuz@senbjf.berlin.de
Thu 3pm–6pm

12 Reinickendorf
Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Eichborndamm 215, 13437 Berlin
Tel. 030 90294-4768
danny.buentig@reinickendorf.berlin.de
Mon 9am–12 noon, Tue 9am–12 noon, Thu 3pm–6pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Innungsstr. 40, 13509 Berlin
Tel. 030 90249-1923, Fax 90249-1940
petra.hildebrand@senbjf.berlin.de
Thu 3pm–6pm
kathleen.weber@senbjf.berlin.de
Nimrodstr. 4–14, 13469 Berlin
Tel. 030 90294-6676 (please call outside visiting hours if possible)
tagesbetreuung-kinder@reinickendorf.berlin.de
Tue 9am–1pm, Thu 3pm–6pm

Department of Mental Health for Children and Adolescents
Teichstr. 65, building 4, 13407 Berlin
Tel. 030 90294-5043
Mon–Thu 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Frankfurter Allee 73c, 10247 Berlin
Tel. 030 90249-1300
13sibuz@senbjf.berlin.de
Thu 3pm–6pm

Sixth form colleges, vocational colleges and centrally administered schools

Coordinating Office for Welcome Classes
Frankfurter Allee 73c, 10247 Berlin
Tel. 030 90249-1382 or 90249-1380
kathleen.weber@senbjf.berlin.de
Tue 9am–12 noon, Thu 3pm–6pm (during term time only)

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ) for vocational schools
Frankfurter Allee 73c, 10247 Berlin
Tel. 030 90249-1300
13sibuz@senbjf.berlin.de
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School is cool
LEARNING WITH FUN
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