



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:
→ www.berlin.de/sen/bjf/service/formulare
You can also fill out the form online:
→ www.berlin.de/sen/bjf/en - keyword
“Day care voucher”

If you live in a residential facility, you can get the form from social services.
- 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 form 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:
→ www.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.

Benefits from the Education and Participation Package

If you receive social benefits (citizen’s benefit, 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 under the keyword “Educational Package”: → www.berlin.de/sen/bjf/en

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

Youth Welfare Offices in Berlin districts

Charlottenburg-Wilmersdorf

Kindertagesbetreuung (Kita, Hort) (Child care)

Hohenzollerndamm 174 - 177, 10713 Berlin
Tel.: (+49 30) 115
jug-kita-gutscheine@charlottenburg-wilmersdorf.de

Friedrichshain-Kreuzberg

Tages- und Hortbetreuung (Day and after-school care)

Frankfurter Allee 35/37, 10247 Berlin
Tel.: (+49 30) 90298-1414
fsb@ba-fk.berlin.de

Lichtenberg

Tagesbetreuung von Kindern (Day care for children)

Große-Leege-Straße 103, 13055 Berlin
Tel.: (+49 30) 115
juginfo@lichtenberg.berlin.de

Marzahn-Hellersdorf

Kita-Hort Gutscheinstelle (Day care voucher office)

Riesauer Straße 94, 12627 Berlin
Tel.: (+49 30) 115
kindertagesbetreuung@ba-mh.berlin.de

Mitte

Familienservicebüro (Family service)

Karl-Marx-Allee 31, 10178 Berlin
Tel.: (+49 30) 9018-24000
auskunft.jugendamt@ba-mitte.berlin.de

Neukölln

Tagesbetreuung von Kindern (Child day care)

Karl-Marx-Straße 83, 12040 Berlin
Tel.: (+49 30) 115
kindertagesbetreuung@bezirksamt-neukoelln.de

Pankow

Kindertagesbetreuung (Child care)

Fröbelstraße 17 / Haus 4 EG, 10405 Berlin
Postal address: Postfach 730113, 13062 Berlin
Tel.: (+49 30) 115
kindertagesbetreuung@ba-pankow.berlin.de

Reinickendorf

Jugendamt (Youth Welfare Office)

Eichborndamm 215, 13437 Berlin
Tel.: (+49 30) 115
jugendamt115reinickendorf@reinickendorf.berlin.de

Spandau

Kindertagesbetreuung (Kita, Hort) (Child care)

Carl-Schurz-Straße 2/6, 13597 Berlin
Tel.: (+49 30) 115
kindertagesbetreuung@ba-spandau.berlin.de

Steglitz-Zehlendorf

Familienbüro (Family Office)

Kirchstraße 1/3, 14163 Berlin
Tel.: (+49 30) 115
jugendamt-familienbuero@ba-sz.berlin.de

Tempelhof-Schöneberg

Kita-Gutscheinstelle (Day care voucher office)

Rathausstraße 27, 12105 Berlin
Tel.: (+49 30) 90277-4866/-2308
kindertagesbetreuung@ba-ts.berlin.de

Treptow-Köpenick

Kitagutscheinverfahren und Hort (Day care voucher process)

Groß-Berliner Damm 154, 12489 Berlin
Tel.: (+49 30) 115

Further information

At the information point of the Senate Department for Education, Youth and Family you will receive general information about the day care voucher process.

Infopunkt

Bernhard-Weiß-Straße 6, 10178 Berlin
Tel.: +49 30 90227-5000
post@senbjf.berlin.de