

Education for Berlin

Education, Schooling and Care in Berlin Day Care Facilities Information for Parents

www.berlin.de/sen/familie

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Dear Parents,

You are looking for a place in a day care center or in family day care for your child? You would like your child to be in good hands, feeling comfortable and learning something? We share these wishes with you. Therefore, we have a varied and large-scale offering for children in Berlin – from day nursery to after-school care.

Berlin has made it its business not only to fulfill the Germany-wide kindergarten demand for children from three years of age till school enrollment. In Berlin all children younger than three years are entitled to a place if need is acknowledged. No matter if you are working, looking for a job, studying or doing vocational training, your child will surely get the care and support it needs depending on its personal situation. But a child can also be admitted to a day care center or to family day care for other pedagogical, social or familial reasons. The actual extent of the care will be determined based on need, as well.

Moreover, under certain circumstances even two year old children can be cared for five hours daily without any special examination of need. Children from families, where German is not the predominantly spoken language, even have a minimum entitlement to a half-day place. You have every right to expect more than only good care of the day care facility that your child will visit. You want your child to be properly cared for and to develop in every respect – also in dealing with other children. No one knows better than you, that especially small children are eager to learn and curious and they want to discover the world.

For this reason kindergarten time is counted as educational time in Berlin. You will soon notice that the kindergarten visit has a positive influence on the language skills of your child.

But that's not all. For optimal development of children, all Berlin day care facilities implement the 'Berlin Educational Program for Education, Schooling and Care of Children in Day Care Facilities until School Enrollment'. This Berlin Educational Program has received a very positive echo among experts throughout Germany and beyond. For this purpose the Child Care Workers participate in further education, regularly. Therefore, based on your legal rights you can take advantage of this ideal, need-based offer and be sure that the care provided to your child is dependable.

In order for you to know which offer is the right one for you and how to proceed in finding a place, we will briefly outline the possibilities for care on the following pages. In addition we will explain the application procedure and give some hints on how to find the right place for your child.

Should you need any further information, please feel free to visit us on the web at <http://www.berlin.de/sen/familie/kindertagesbetreuung/>

I wish your child and you as parents a happy and useful kindergarten time.
Warm greetings,

Prof. Dr. E. Jürgen Zöllner
Senator for Education, Science
and Research

How does the Day Care Coupon System work in Berlin?

The Federal State of Berlin aspires to care for and support every child according to its own personal situation. Therefore, all children with a need for it will get an adequate place in a day care center or in family day care. Berlin will mostly take care of the financing.

At the Youth Welfare Office of your Berlin District you will get a coupon for care coverage, which your child is entitled to receive. Here you can see how high the total cost of the day care place is, how much the state will pay and which costs you will have to cover.

You can cash your coupon at every provider taking part in the coupon financing, provided that a free place is available. Here you are not committed to a certain facility, but you can choose the day care facility that fulfills the needs of your child, and which agrees with your own ideas of upbringing as well as with your personal and job situation. This applies to day care centers that are not located in your Berlin District, as well.

In Berlin there are about 1.800 facilities available that take part in the coupon system. These are either independently operated or belong to the five state-owned organizations of Berlin, and they cover about 110.000 places. At every one of these facilities you pay your parental contributions scaled according to your income as seen in the kindergarten cost schedule. For further information regarding the parental contributions please see pages 39 to 46 of this brochure.

When you have chosen a facility you enter into a care contract. The provider will subsequently invoice your coupon at the relevant Youth Welfare Office. You pay your parental cost directly at the provider. By using this coupon, parents and providers are given the guarantee that the place taken in the day care center is financed according to the determined need of the child.

The majority of day care center places in Berlin are financed over the coupon system. That is why the following information only applies to this system, respectively to the corresponding providers and facilities.

The Coupon System cannot be used, though, at currently 15 Berlin day care centers of privately operated providers or facilities. Please take this into account, if you prefer such a facility not financed by the state. These providers are not bound to the code of practice, and they each determine their own cost sharing. You will find a list of all privately operated providers and facilities in Berlin at the web site of the Senate Administration for Education, Science and Research under the heading *Familie/Kindertagesbetreuung*.

Which day care possibilities are there in Berlin?

The offering in Berlin is extremely varied. You choose the facility that comes closest to your ideas of the best possible care and support.

The following types of support, always consisting of education, schooling, and care, are offered:

- **Half-day support** – a minimum of four hours to a maximum of five hours daily
- **Part-time support** – more than five hours to a maximum of seven hours daily
- **Full-day support** – more than seven hours to a maximum of nine hours daily
- **Extended full-day support** – more than nine hours daily

Day care centers

A day care center - in Berlin also called *Kita* - is every facility where children are taken care of and supported during the day. About two thirds of the places in Berlin are supplied by the providers of the independent youth service. One third is accounted for by the five state-owned organizations of Berlin, which operate their facilities in the regional associations of the twelve Berlin districts. Large independent operators are, for instance, the Protestant and Catholic Churches, the Worker's Welfare Association and the German Welfare Organization. In addition, there are some providers with only a few facilities as well as providers who only operate a single facility.

Parental Initiative Day Care Centers

Parental Initiative Day Care Centers (PIDCC [*Eltern-Initiativ-Kindertagesstätten, EKT*]) are a special kind of day care centers. They are operated by associations, which were especially founded by parents to enable operation of a day care center. This means you can either associate with like-minded parents or look for a free place in an existing PIDCC, which complies with your pedagogical ideas as closely as possible.

Parent-child-groups

In parent-child-groups children of three years of age and older are cared for half-days for five days a week. Here Child Care Workers and parents work closely with each other. Parent-child-groups are usually linked to other existing facilities of the respective provider.

Family day care

Family day care is also known under the term of 'care at a child minder'. This includes single family day care, where up to three children under the age of three are taken care of in family households on a regular basis. Furthermore, there are large family day care centers. Four to eight children are looked after and cared for in rooms especially rented for this purpose or in family households. Usually, two family day care persons work together. Likewise, family day care offers full-day, part-time and half-day places.

After school care

In Berlin after school care is a school offering based on the German School Law (Additional Care at Schools) of 01.08.2005. If you will presumably need after school care for your child, please contact the respective school, which will provide additional information.

Opening hours

The opening hours of day care facilities are not set; they depend on the needs of the parents. The facility in question determines the opening hours within its concept and in compliance with the parents. So if you are looking for a place, please check whether the offered opening hours match your care needs. Please also make sure that care is available when you will need longer care times, i.e. when returning to working life.

Participation of the parents

For a child the own family and the day care facility are the most important places of life. You as parents best know your child. For this reason the day care facilities are very interested in the participation of parents in the sense of a parenting partnership. Only by means of a close and trusting cooperation can your child be optimally cared for in its development. That is why you should participate actively in the events within your day care facility!

Berlin Educational Program

Every provider who meets the given requirements can admit children, care for them and take part in the coupon finance plan. For all providers, implementation of the Berlin Educational Program is guaranteed, regardless of their differing pedagogical concepts. This program offers advice and orientation regarding the support of children in day care facilities for every age group.

In this context Berlin facilities are especially involved in language development. Here a standardized documentation book - the Language Learning Diary - supports your child and helps to intensify cooperation with you as parents. Our most important common goal, which goes beyond the time of the support in the day care facility, is the successful transition of your child to school time.

Parent's rights

Your rights as parents, whose child is taken care of in a day care facility, are regulated by law. Accordingly, you are to be involved in all important decisions of the provider. This does not only concern questions of the pedagogic concept of the facility, but also all decisions that can lead to higher financial participation of the parents.

If your facility chooses to make special offers and therefore wants more money from you, this can only happen in agreement with the parents. Clear guidelines for the care contracts to be arranged and for the uniform financing of the providers protect you from unreasonably high additional payments and extended cancellation periods. For providers with more than one facility setting-up of a parents' council is mandatory.

Which possibilities does my child have and what is he/she entitled to?

Every child between the age of three and school enrollment has the legal right to a half-day's care in a day care facility. For care beyond this, certain requirements have to be fulfilled. If you want more care coverage for your child, you have to apply for it giving reasons.

Children younger than three years of age are entitled to a place, if need is acknowledged, i.e. when the parents are working. Children younger than three will also be given a place, if a need for such support is ascertained based on pedagogic, social or familial reasons. These special circumstances are confirmed by the respective Youth Welfare Office.

Acknowledgment of need

- If you cannot look after your child because you have a job, you are an apprentice or a student, because you are taking part in further training or you are in an integration measure for becoming employed, there is a need for day care. This is also the case when you are participating in an integration course according to the Immigration Law or if you are taking a related language class. If you are reported as job-seeking, a need more than a half-day will only be acknowledged under the condition that you can justify the higher need for care coverage. On beginning work, the care coverage will be increased - on application - according to the new need.
- If your child turns two years of age by July 31st of the year, it can obtain the entitlement for a half-day support independent of need - as long as there are places available - starting on August 1st of the same year.
- If German is not the predominantly spoken language in your family, your child has a minimum entitlement to a half-day place from the age of two in order to ensure language development.
- For children permanently living with foster parents a half-day need is assumed; for children living in makeshift and common accommodations a part-time need is assumed without further proof.
- The acknowledgement of a need is also possible for pedagogic, social or familial reasons. This applies if you think it necessary to support your child in a kindergarten for pedagogic reasons (for example with major developmental delay, lacking language development or intense support needed for your child due to other reasons). If it is impossible for you to support your child adequately owing to poor health, disablement or other extraordinary circumstances, please do not hesitate to clarify this on registering.

Review of care coverage

The care coverage depends on the needs of your child and your whole family. Not only occupation, respectively training of the parents, but also pedagogic, familial and social reasons are taken into account when the decision about a part-time, full-day or extended full-day support is made. The care coverage is determined according to the time you require plus the transitory times.

Should the opening hours of the day care facilities or day care centers in question not cover the care times required by you, additional family day care will be granted in each individual case. This offering has to be applied for separately and will be regarded individually in your cost sharing plan.

If you regularly require changing care times with (for instance because you only work four times a week or because your working contract includes changing working hours), a monthly average for the care coverage will be calculated. In order to make it possible for your child to take part in pedagogic support on a regular basis, it is possible for your child to visit the kindergarten five mornings a week. Furthermore, all times you require because of your job will be additionally considered.

Children with disablement in day care centers

If your child is disabled it can still visit a day care facility like all the other children. Many day care centers in Berlin have groups where disabled and non-disabled children are cared for in an integrative manner. If you prove that your child is disabled on applying for day care, there might be a need for additional personnel in the respective facility. The coupon for the care need guarantees you the entitlement to a personnel allowance of 0.25 of a Child Care Worker Position or, if there is a considerably increased need for pedagogic help, of 0.50 of a Child Care Worker Position supplementary to the normal staffing of the kindergarten. This applies in case your child is being cared for together with non-disabled children. By means of this additional staffing of the integration groups, as many disabled children as possible shall have the opportunity to grow up together with non-disabled children. Here the integration of your child into the community is simplified right from the beginning.

In exceptional cases there is the possibility of taking care of disabled children in special groups, which exclusively admit these children. The staffing is 0.25 Child Care Worker Position per child. Normally there are six children in every group.

How do I find the right place for my child?

Application

Application for day care always takes place at the Youth Welfare Office of your district. This also applies when your child is supposed to visit a facility located in a different district. You will get the application form for day care at the District Offices of Berlin. However, you can also download it from the web platform of the Senate Administration for Education, Science and Research under the category *Familie/Kindertagesbetreuung* and print it out. The Youth Welfare Office will take your statements under consideration when deciding about which need is required, respectively which entitlement is to be given and which care coverage is necessary. In addition, the need for increased staff, for example for children with disablement or children with non-German language background, is determined.

The application of your child should be carried out at the earliest six months and at the latest two months before the commencement of the required care program. Application on short notice is possible especially in cases of pending employment, in special pedagogic or familial situations, for newborns and for children that have moved to Berlin. Please consider a period of familiarization necessary for your child, when you specify the desired commencement of care. The Youth Welfare Offices will normally accept a familiarization period of up to four weeks. During this time the care of your child can begin, e.g. before you start work yourself. Take advantage of the opportunity to get acquainted with kindergarten everyday life together with your child. Please find out from the day care center what is to be considered during this familiarization period.

Kindergarten Coupon

After your application has been approved, you will receive your legal notification. It contains all necessary information regarding the kind and coverage of the determined need and can be cashed at every provider of a day care facility, who has entered into a respective financing agreement with the Federal State of Berlin and who will make a free place available.

The provider whom you enter into a contract with settles accounts with the responsible Youth Welfare Office. With the coupon the provider has the guarantee that the place taken in a day care facility will be financed according to the determined need of the child. With family day care the coupon is cashed at the responsible Youth Welfare Office. At the same time, the coupon provides cost transparency for you, since the cost for the place including information about the amount of public financing along with the amount of your cost share are shown here.

Looking for a place / signing a contract

With the coupon for a new enrollment you can sign a care contract with a provider of your choice yourself or - for family day care - with the Youth Welfare Office. If you are not given a place in the chosen day care facility, the Youth Welfare Office helps you find an offer in your area or in the area of your workplace. These offers might also be situated in the neighboring district. A journey of up to 30 minutes with public transportation is considered reasonable. You also have the possibility of looking for an adequate day care facility in the web platform of the Senate Administration for Education, Science and Research.

Change of the care coverage

Changes regarding the care coverage are possible at any time. If you wish for an increase you have to make a new application in order to have the increased need reviewed. If you wish to decrease the care only a notice to the Youth Welfare Office is required. You will get a new coupon which shows the reduced care coverage and which is the basis for adjusting the contract with the provider. Here the care and support costs of the facility where your child is being taken care of are reduced. The provider is obliged to accept the decrease of the care coverage and is not allowed to react by cancelling the place.

A new application for continuation of cares or a new need review is necessary:

- **if** the care coverage is to be increased;
- **if** the period of time shown on the coupon, up to which the care of your child in a facility should have started, has expired;
- **if** the child has completed the third year of age, changes from the day nursery to the kindergarten and if more than a half-day support shall be occupied there (the review takes place officially in this case – i.e. you will be informed by your Youth Welfare Office about the further procedure in time);
- **if** no care contract has existed for your child for more than five weeks in succession;
- **if** the Youth Welfare Office decides that a new application is necessary due to a longer absence of your child.

Parents from Brandenburg

The coupon system described is valid exclusively for families living in Berlin. If you are moving to Brandenburg, according to the treaty between the Federal States of Berlin and Brandenburg the procedures about the reciprocal use of places in facilities of day care are applicable. This implies that there are enough free places in Berlin and that the relevant office in Brandenburg refunds the expenses to Berlin.

What does the Educational Program and the Quality Development Agreement consist of?

Every child has the right to education. Therefore, day care facilities have the duty to support all children optimally in order to provide the best starting prospects for their further course of education and their life. In Berlin this is implemented on the basis of the 'Berlin Educational Program for Education, Schooling and Care of Children in Day Care Facilities until School Enrollment'.

This Educational Program is intended to support Child Care Workers in their pedagogic work. It offers an obligatory, scientifically founded and functionally proved orientation framework for the work of all Berlin kindergartens. By contracting for the 'Quality Agreements for Day Care Facilities' with the large providers, implementation of the educational program is binding for all Berlin kindergartens.

You as parents should have the certainty that your child can develop optimally in the kindergarten regardless of which facility he/she visits and which concept this facility works with.

These obligatory criteria also provide for you as parents getting into a conversation with the day care facility about the implementation of the support concept and actively attending the development process of your child. How this happens in detail you will learn from the short brochure about the educational program which you can get at the Youth Welfare Office, otherwise you can make use of the offer to consult it within the internet offering of the Senate Administration for Education, Science and Research under the category *Familie/Kindertagesbetreuung*. Apart from the German version, this brochure is also available in English, Turkish, Arabic, Russian and Vietnamese languages.

How does language development take place?

The development of language, the ability to communicate, the enjoyment and interest in dealing with books and other media are of great importance for the development of your child. Language is the key with which your child explores the world.

The Child Care Workers of your child will watch the language development of your child closely and document it in order to support your child specifically. Therefore, they will set up a **Language Learning Diary**. This diary stays with your child through the entire time it spends in kindergarten. It will attest which language improvements your child makes, how it can be supported in the best possible way and therefore be well prepared for school.

The Language Learning Diary of your child is also important, because the Child Care Workers can discuss with you about the development of your child on this basis. You will get advice how you can support your child in dealing with language together with the Child Care Workers.

At the end of the kindergarten time the Language Learning Diary of your child will be handed over to you. You have the option to place it at the disposal of the school for further support in the opening stages at school. By means of the Language Learning Diary the teachers can assess the stage of development of your child's vocabulary at the enrollment and conclude how it can be advanced and best supported in future.

How high are the parental contributions?

The largest part of the costs for the children's day care - altogether 751 Million Euro - is carried by the State of Berlin. The parental contribution for the care in day care facilities and family day care is regulated by law. It is determined by the Youth Welfare Office on approving the application of the coupon and is to be paid to the provider of the facility - or, in case of family day care, to the Youth Welfare Office. In exceptional cases, particularly for prevention of hardships and for guaranteeing the further care of your child, on application the payment can temporarily be waived in total or in part.

The contribution consists of a care amount and a flat boarding amount. The boarding amount adds up presently to 23 Euro per month. The care amount is based on earnings and depends on care coverage.

As of 01.01.2007, care in the last year before the regular school attendance is for free; the parents merely have to pay the boarding amount. For this cost to the parents, the State additionally provides 10,8 Million Euro.

The contribution for family day care is more or less equivalent to the contribution for day care facilities. For further information about the contribution for this kind of care and support please see the tables on pages 39 to 46. For family day care the increase of the contributions ends from an annual income of 70.980 Euro.

Income

The assessment basis for the contribution is the annual gross income (minus negative taxable expenses) of the parents and the child (for instance if the child has interest income). If the child lives with just one parent, only the income of these two persons is liable for cost sharing.

Accordingly, with income, e.g. from dependent work, the annual gross income minus negative taxable expenses determined by the revenue office within the income tax annual settlement is the basis for your kindergarten contribution. Extraordinary expenses, exceptional charges, child allowances as well as other tax deduction amounts are not considered when determining the fee to cover costs.

Reduction for families with several children

Sibling reductions are automatically granted for all children known in the Department for Day Care of your Youth Welfare Office. Here all biological children until the completed 18th year of age are taken into account, who are living in the family or for which the legal maintenance obligations are fulfilled. Therefore, it is necessary to inform the abovementioned department of your Youth Welfare Office about all children less than 18 years of age, who are not taken care of in a day care or after school care, in order to assure the consideration of a deduction in these cases, too. Families with two children pay 80 percent, with three children 60 percent, with four or more children 50 percent of the monthly cost sharing per child.

Foster children

For children, who do not live with their parents or with one parent but live with other persons permanently, the cost sharing is reduced to the currently valid minimal amount regardless of the person's income. If the child is looked after in the household of this person in day care, the cost sharing for full-day and part-time care is reduced to a rate of 15 Euro monthly. For half-day care no price is charged.

The level of the cost sharing can be seen from the tables on pages 39 to 46. There you will find:

- the income groups the cost sharing is based on;
- the costs arising from the particular care coverage;
- the contribution you have to pay, if you have more than one child.

Where do I register my child?

(The registration is always carried out at the Youth Welfare Office of your district.)

Charlottenburg-Wilmersdorf City Hall Wilmersdorf, Fehrbelliner Platz 4, 10707 Berlin

Day Care/Family Day Care:

Room: 246, 247, 248, 249, 250

Phone: 9029 - and depending on the surname of the child:

Aa–Af, B: 15234 • Ag–Az, C, E, Su–Sz, Z: 15238 • D, F, I, O: 14627 • G, Q, Sp, Y: 15244 • H, T: 15241

J, L, V: 14638 • K: 15224 • M, P: 15245 • N, R, St: 15248 • S–Sr, Sch: 15249 • U, W, X: 15223

Fax: 9029-15205

Visiting Times: Tuesdays 9:00-12:00 a.m., Thursdays 3:00-6:00 p.m.

<http://www.berlin.de/ba-charlottenburg-wilmersdorf/org/jugend/kindertagesbetreuung.html>

Friedrichshain-Kreuzberg City Hall, Frankfurter Allee 35-37, 10247 Berlin

Day Care:

Room: 3610-3712 - From presumably July 2008: Room 4201-4215

Phone: 90298 - and depending on the surname of the child:

A–Alr, Ja, P, Q, X: 3188 • Alf–Az, Je–Jz, Sch: 4010 • B–Binj, R–Re, F–Fi: 4394 • Bio–Bz, Fl–Fz, Rh–Rz: 4012 • C–Ce, N, W: 3187 • Ch–Cz, G, Y: 4371 • D–De, Z: 4400 • Di–Dz, H: 3536 • G, I, Ö, V: 4633

K–Ki, Ti–Z: 4122 • Kj–Kz, T–Th: 3537 • L, U: 4408 • M, O: 3838 • S, St: 3067

Integration Children: 4400

Fax: 90298-4227

Family Day Care:

Room: 4310, 4329, 4330

From presumably July 2008: Room 4109, 4110, 4111

Phone: 90298-4404, -4108, -4381, Fax: 90298-4227

Visiting Times: Tuesdays 9:00-12:00 a.m., Thursdays 3:00-6:00 p.m.

<http://www.berlin.de/ba-friedrichshain-kreuzberg/verwaltung/org/jugendamt/tagesbetreuung.html>

Day Care/Family Day Care:

Registrations are carried out at the Citizens Registration Offices and will be transferred to the Youth Welfare Office. The Citizens Registration Offices are located in

- Egon-Erwin-Kisch-Str. 106, 13059 Berlin
- Möllendorffstr. 5, 10367 Berlin
- Center am Tierpark, Otto-Schmirgal-Str., 10319 Berlin
- Große-Leege-Str. 103, 13055 Berlin
- Anton-Saefkow-Platz 3/4, 10369 Berlin
- Outpost at the Motor Vehicle Registration Authority, Ferdinand-Schulze-Str. 55, 13055 Berlin

Phone: 90296-7800

Visiting Times: Mondays 8:00 a.m. - 3:00 p.m., Tuesdays and Thursdays 11:00 a.m. - 7:00 p.m., Fridays 8:00 a.m. - 1:00 p.m.

<http://www.berlin.de/ba-lichtenberg/verwaltung/jugendamt/kindertagesbetreuung/ke.html>

Day Care:

Marzahn North: Room: A226, A229, Phone: 90293-4541, -4548

Marzahn Center: Room: A204, A226, A227, Phone: 90293-4566, -4541, -4551

Marzahn South: Room: A218, A227, Phone: 90293-4542, -4551

Biesdorf: Room: A202, Phone: 90293-4566

Hellersdorf North: Room: A201, A205, A225, Phone: 90293-4540, -4542, -4547

Hellersdorf South: Room: A219, Phone: 90293-4545

Hellersdorf East: Room: A205, A225, Phone: 90293-4565, -4547

Kaulsdorf: Room: A204, A219, Phone: 90293-4566, -4545

Mahlsdorf: Room: A205, A225, Phone: 90293-4565, -4547

Fax: 90293-4115

Family Day Care:

Room: A102, A216 Phone: 90293-4525, -4550

Fax: 90293-4115

Visiting Times: Tuesdays and Fridays 9:00-12:00 a.m., Thursdays 4:00-7:00 p.m.

<http://www.berlin.de/ba-marzahn-hellersdorf/verwaltung/jugend/tagesbetreuung.html>

Mitte

Karl-Marx-Allee 31, 10178 Berlin

Day Care:

City: Room: 638, 642, Phone: 2009-23239, -22939
 Moabit: Room: 601, 604, 609, Phone: 2009-22476, -23609, -23547
 Gesundbrunnen: Room: 639, Phone: 2009-23303, -23304
 Wedding: Room: 640, 641, Phone: 2009-22486, -22487, -22493
 Fax: 2009-22400

Family Day Care:

City: Room: 634, 635, Phone: 2009-22404, -22849
 Moabit: Room: 634, 635, Phone: 2009-22404, -22849
 Gesundbrunnen: Room: 636, Phone: 2009-23794
 Wedding: Room: 636, Phone: 2009-23794
 Fax: 2009-22400

Visiting Times: Mondays and Tuesdays 9:00-12:00 a.m., Thursdays 3:00-6:00 p.m.

<http://www.berlin.de/ba-mitte/org/jugendamt/fb2.html>

Neukölln

City Hall Neukölln, Karl-Marx-Str. 83, 12040

Day Care:

Room: A247–A263

Phone:

Fax:

Family Day Care:

Room: A262, A263

Phone: 6809-2838, -3486

Fax: 6809-3041

Visiting Times: Tuesdays 9:00 a.m. - 1:00 p.m., Thursdays 3:00-6:00 p.m.

<http://www.berlin.de/ba-neukoelln/verwaltung/jugend/kitabetreuung.html>

Pankow

Fröbelstr. 17, 10405 Berlin

Day Care:

House 5,

Room: 115, 116, 117, 118, 119, 120, 125

Phone:

5052, -5128, -5365, -5460, -5462, -5463, -5628

Fax:

90295-5049, -

90295-5841

Family Day Care:

House 9,

Room: 104, 105

Phone: 90295-5858, -5862

Fax: 90295-5671

Visiting Times: Tuesdays and Fridays 9:00-12:00 a.m., Thursdays 3:00-6:00 p.m.

<http://www.berlin.de/ba-pankow/verwaltung/jugend/kita.html>

Reinickendorf

Nimrodstr. 4-14, 13469 Berlin

Day Care/Family Day Care:

Room: 30, 32

Phone: 90294 - 6676

Fax: 90294 – 6726

Visiting Times: Mondays and Tuesdays 9:00 a.m. - 1:00 p.m., Thursdays 4:00-6:00 p.m.

<http://www.jugend-reinickendorf.de/fb2/kitas.php>**Spandau**

Klosterstr. 36, 13581 Berlin

Day Care:

Room: 103, 107, 110, 116, 117, 123, 124, 125, 126, 127, 128

Phone: 3303 - and depending on the surname of the child:

A, P: 3994 • B: 3798 • C, Sch: 3339 • D, Q: 6505 • E, M: 3836 • F, W: 3778 • G, J, Y:
2798

H, N, U: 3990 • I, Km-Kz: 2537 • Ka-Kl: 2799 • L, T: 3939 • O, R, Z: 3833 • S, St, V, X: 2795

Integration Children: 3778

Fax: 3303-6605

Family Day Care:

Room: 108, 109

Phone: 3303-2446, -2884

Fax: 3303-6605

Visiting Times: Tuesdays 9:00 a.m. - 1:00 p.m., Thursdays 3:00-7:00 p.m.

<http://www.berlin.de/ba-spandau/verwaltung/abt/jf/betrkind.html>**Steglitz-Zehlendorf**

Registrations are carried out at the Citizens Registration Offices and will be transferred to the Youth Welfare Office. The Citizens Registration Offices are located in the

City Hall Steglitz - Schloßstr. 37, 12163 Berlin

City Hall Zehlendorf - Kirchstr. 1/3, 14163 Berlin and Gallwitzallee 87, 12249 Berlin

Phone: 90299-4582, -1642, -1550, -4568

Visiting Times: Mondays 8:00 a.m. - 3:00 p.m., Tuesdays and Thursdays 11:00 a.m. - 6:00 p.m., Wednesdays and Fridays 8:00 a.m. - 1:00 pm.

http://www.berlin.de/ba-steglitz-zehlendorf/verwaltung/jugend/kita_anmeldung.html

Day Care:

Schöneberg, Room: 1, 1a, 1b, Phone: 7560-2236, -2510, -2822, -6863
Friedenau:
Tempelhof, Room: 15, 16, 17, Phone: 7560-2362, -2824, -2851
Mariendorf:
Marienfelde, Room: 13, 13a, Phone: 7560-2338, -6790
Lichtenrade:
Fax: 7560-2863

Family Day Care:

Room: 19, 20, 21, Phone: 7560-6757, -6766,
Fax: 7560-2863

Visiting Times: Tuesdays and Fridays 9:00-12:00 a.m., Thursdays 4:00-6:00 p.m.

<http://www.berlin.de/ba-tempelhof-schoeneberg/abteilung/familie-jugend-sport/kindertagesbetreuung.html>

Day Care:

Alt-Treptow, Plänterwald, Baumschulenweg, Johannisthal: Room: 5, 8,
Phone: 90297-5231, -5232, -5264
Ober- und Niederschöneweide, Adlershof, Spindlersfeld, Köllnische Vorstadt: Room:
20, 21, 22, 27,
Phone: 90297-5297, -5315, -5316, -5326
Altglienicke, Bohnsdorf, Grünau, Schmöckwitz, Karolinenhof, Rauchfangswerder:
Room: 4, 6, 9,
Phone: 90297-5296, -5325, -5334
Altstadt Köpenick, Wendenschloss, Allende I und II, Müggelheim, Dammvorstadt,
Friedrichshagen, Köpenick-Nord, Rahnsdorf: Room: 9, 10, 11, 12,
Phone: 90297-5262, -5267, -5338, -5359
Fax: 90297-5229

Family Day Care:

Room: 2, 3; Phone: 90297-5314, -5312
Fax: 90297-5229

Visiting Times: Tuesdays 9:00-12:00 a.m., Thursdays 2:00- 6:00 p.m.

<http://www.berlin.de/ba-treptow-koepenick/organisationseinheiten/jug/jugfs7000kita.html>

Here you will find information regarding the offers for day care

Organizations owned by the State of Berlin

Kindergartens City State-owned Organization of Berlin (Friedrichshain-Kreuzberg, Mitte)	Petersburger Str. 86–90, 10247 Berlin Phone: Office 90298-6111/-6112 Fax: 90298-6126
Kindergartens North-East State-owned Organization of Berlin (Lichtenberg, Marzahn-Hellersdorf, Pankow)	Fröbelstr. 17, House 7, 10405 Berlin Phone: Office 42080-7820 Fax: 42080-7832
Kindergartens North-West State-owned Organization of Berlin (Charlottenburg-Wilmersdorf, Reinickendorf, Spandau)	Otto-Suhr-Allee 100, 10585 Berlin Phone: Office 90291-3830 Fax: 90291-3835
Kindergartens South-East State-owned Organization of Berlin (Neukölln, Treptow-Köpenick)	Neue Krugallee 4, House 12, 12435 Berlin Phone: Office 90297-4434 Fax: 90297-4505
Kindergartens Berlin South-West State-owned Organization of Berlin (Tempelhof-Schöneberg, Steglitz-Zehlendorf)	Mittelstr. 7, 12167 Berlin Phone: Office 90172-9800 Fax: 90172-9809

Organizations of independent operators in Berlin

District Chapters of the Worker's Welfare Association

AWO Friedrichshain-Kreuzberg e. V., Karl-Marx-Allee 93a, 10243 Berlin,
Phone: 42089034, Fax: 42089299

AWO Mitte e. V. (Kreuzberg, Mitte, Tiergarten), Hochstädter Str. 1, 13347 Berlin,
Phone: 455087-0 Fax: 455087-30

AWO Spandau e. V., Rodensteinstr. 11, 13593 Berlin,
Phone: 5659900-0, -13, -14, Fax: 5659900-20

AWO Südost e. V. (Lichtenberg, Neukölln, Treptow-Köpenick), Erkstr. 1, 12045 Berlin,
Phone: 613963-13, -23, Fax: 613963-59

AWO pro:mensch gGmbH (Marzahn-Hellersdorf, Reinickendorf), Hallesches Ufer 32–36, 10963 Berlin,
Phone: 939391-10, Fax: 939391-99

Inquiries regarding free places can also be directly addressed to the day care facilities.

You will find the addresses under

http://www.awoberlin.de/public/content4_a/de/000000126500000002229.php

Caritas Association for the Archbisporic Berlin e.V.

Residenzstr. 90, 13409 Berlin, Phone: 66633-0

For inquiries regarding free places please directly address the day care facilities.

You will find the addresses under

<http://www.dicvberlin.caritas.de/40966.html>

German Parity Welfare Organization Berlin e. V.

Brandenburgische Str. 80, 10713 Berlin,
86001-220

Phone: 86001-161, -178, -179, Fax:

For inquiries regarding free places at member organizations please directly address the provider.

You will find the addresses under

<http://www.paritaet-berlin.de/suche/Index.php?thema=00001>

Jewish Community of Berlin

Delbrückstr. 8, 14193 Berlin,

Phone: 8916748, Fax: 89408493

For inquiries regarding free places please directly address the day care center of the

Association of Protestant Day Care Facilities for Children Berlin-Brandenburg-schlesische Oberlausitz e. V.

Paulsenstr. 55-56, 12163 Berlin, Phone: 82097153, Fax: 82097174

For inquiries regarding free places please directly address the day care facilities.

You will find the addresses under

<http://www.evangelische-kindertagesstaetten.de/Navigation/Adressen>

For the offers of the Parental Initiative Day Care Centers (PIDCC [*Eltern-Initiativ-Kindertagesstätten, EKT*]) at the

Holding Organization of Berlin 'Kinder-' and 'Schülerläden' e. V.

Axel-Springer-Str. 40/41, 10969 Berlin,

Phone: 252913-00, -55, Fax: 25291319

You will find further information and a place market under

<http://www.daks-berlin.de/index2.html>

For care in family day care at

Familien für Kinder gGmbH

Geisbergstr. 30, 10777 Berlin,

Phone: 210021-0, -17, -18, Fax: 21002124

You will find further information under

<http://www.familien-fuer-kinder.de/>

Tables for the monthly fee to cover costs

Monthly fee to cover costs (1 child)

Care part in Euro, without boarding at a day care facility until the enrollment or at family day care **for one child** - the boarding amount* at the height of 23 Euro monthly is to be added in each case.

Since 2007 the last year of kindergarten prior to the regular school attendance is for free.

Only a flatrate for boarding amounting to 23 Euro monthly is charged.

Income in Euro		Care Coverage			
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours
bis 22.499,99	1.875,00	15	20	25	25
ab 22.500,00	1.875,00	15	31	48	48
ab 26.340,00	2.195,00	29	43	57	66
ab 27.780,00	2.315,00	33	49	65	75
ab 29.220,00	2.435,00	37	55	73	84
ab 30.660,00	2.555,00	41	61	81	93
ab 32.100,00	2.675,00	45	67	89	102
ab 33.540,00	2.795,00	49	73	97	112
ab 34.980,00	2.915,00	53	79	105	121
ab 36.420,00	3.035,00	57	85	113	130
ab 37.860,00	3.155,00	61	91	121	139
ab 39.300,00	3.275,00	65	97	129	148
ab 40.740,00	3.395,00	69	103	137	158
ab 42.180,00	3.515,00	73	109	145	167
ab 43.620,00	3.635,00	77	115	153	176
ab 45.060,00	3.755,00	81	121	161	185
ab 46.500,00	3.875,00	85	127	169	194
ab 47.940,00	3.995,00	89	133	177	204
ab 49.380,00	4.115,00	93	139	185	213
ab 50.820,00	4.235,00	98	146	195	224
ab 52.260,00	4.355,00	103	154	205	236
ab 53.700,00	4.475,00	108	161	215	247
ab 55.140,00	4.595,00	113	169	225	259
ab 56.580,00	4.715,00	118	176	235	270
ab 58.020,00	4.835,00	123	184	245	282
ab 59.460,00	4.955,00	128	191	255	293
ab 60.900,00	5.075,00	133	199	265	305

Income in Euro		Care Coverage			
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours
ab 62.340,00	5.195,00	138	206	275	316
ab 63.780,00	5.315,00	143	214	285	328
ab 65.220,00	5.435,00	148	221	295	339
ab 66.660,00	5.555,00	153	229	305	351
ab 68.100,00	5.675,00	158	236	315	362
ab 69.540,00	5.795,00	163	244	325	374
ab 70.980,00	5.915,00	168	251	335	385
ab 72.420,00	6.035,00	173	259	345	397
ab 73.860,00	6.155,00	178	266	355	408
ab 75.300,00	6.275,00	183	274	365	420
ab 76.740,00	6.395,00	188	281	375	431
ab 78.180,00	6.515,00	193	289	385	443
ab 79.620,00	6.635,00	198	296	395	454
ab 81.060,00	6.755,00	203	304	405	466

*according to § 8 subparagraph 1 of the Day Care Cost Sharing Law ('TKGB') connected with § 3 subparagraph 1 clause 4 of the Day Care and Family Day Care Cost Sharing Law ('KTKGB')

Monthly fee to cover costs (2 children)

Care part in Euro, without boarding at a day care facility until the enrollment or at family day care **for two children** - the boarding amount* at the height of 23 Euro monthly is to be added in each case.

Since 2007 the last year of kindergarten prior to the regular school attendance is for free.

Only a flatrate for boarding amounting to 23 Euro monthly is charged.

Income in Euro		Care Coverage			
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours
bis 22.499,99	1.875,00	12	16	20	20
ab 22.500,00	1.875,00	12	25	38	38
ab 26.340,00	2.195,00	23	34	46	53
ab 27.780,00	2.315,00	26	39	52	60
ab 29.220,00	2.435,00	30	44	58	67
ab 30.660,00	2.555,00	33	49	65	74
ab 32.100,00	2.675,00	36	54	71	82
ab 33.540,00	2.795,00	39	58	78	90
ab 34.980,00	2.915,00	42	63	84	97
ab 36.420,00	3.035,00	46	68	90	104
ab 37.860,00	3.155,00	49	73	97	111
ab 39.300,00	3.275,00	52	78	103	118
ab 40.740,00	3.395,00	55	82	110	126
ab 42.180,00	3.515,00	58	87	116	134
ab 43.620,00	3.635,00	62	92	122	141
ab 45.060,00	3.755,00	65	97	129	148
ab 46.500,00	3.875,00	68	102	135	155
ab 47.940,00	3.995,00	71	106	142	163
ab 49.380,00	4.115,00	74	111	148	170
ab 50.820,00	4.235,00	78	117	156	179
ab 52.260,00	4.355,00	82	123	164	189
ab 53.700,00	4.475,00	86	129	172	198
ab 55.140,00	4.595,00	90	135	180	207
ab 56.580,00	4.715,00	94	141	188	216
ab 58.020,00	4.835,00	98	147	196	226
ab 59.460,00	4.955,00	102	153	204	234
ab 60.900,00	5.075,00	106	159	212	244
ab 62.340,00	5.195,00	110	165	220	253

Income in Euro		Care Coverage			
yearly	monthly	Half-day	Part-time	Full-day	Extended Full-day
		up to 5 hours	up to 7 hours	up to 9 hours	more than 9 hours
ab 63.780,00	5.315,00	114	171	228	262
ab 65.220,00	5.435,00	118	177	236	271
ab 66.660,00	5.555,00	122	183	244	281
ab 68.100,00	5.675,00	126	189	252	290
ab 69.540,00	5.795,00	130	195	260	299
ab 70.980,00	5.915,00	134	201	268	308
ab 72.420,00	6.035,00	138	207	276	318
ab 73.860,00	6.155,00	142	213	284	326
ab 75.300,00	6.275,00	146	219	292	336
ab 76.740,00	6.395,00	150	225	300	345
ab 78.180,00	6.515,00	154	231	308	354
ab 79.620,00	6.635,00	158	237	316	363
ab 81.060,00	6.755,00	162	243	324	373

*according to § 8 subparagraph 1 of the Day Care Cost Sharing Law ('TKGB') connected with § 3 subparagraph 1 clause 4 of the Day Care and Family Day Care Cost Sharing Law ('KTKGB')

Monthly fee to cover costs (3 children)

Care part in Euro, without boarding at a day care facility until the enrollment or at family day care **for three children** - the boarding amount* at the height of 23 Euro monthly is to be added in each case. Since 2007 the last year of kindergarten prior to the regular school attendance is for free. Only a flatrate for boarding amounting to 23 Euro monthly is charged.

Income in Euro		Care Coverage				
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours	
bis	22.499,99	1.875,00	9	12	15	15
ab	22.500,00	1.875,00	9	19	29	29
ab	26.340,00	2.195,00	17	26	34	40
ab	27.780,00	2.315,00	20	29	39	45
ab	29.220,00	2.435,00	22	33	44	50
ab	30.660,00	2.555,00	25	37	49	56
ab	32.100,00	2.675,00	27	40	53	61
ab	33.540,00	2.795,00	29	44	58	67
ab	34.980,00	2.915,00	32	47	63	73
ab	36.420,00	3.035,00	34	51	68	78
ab	37.860,00	3.155,00	37	55	73	83
ab	39.300,00	3.275,00	39	58	77	89
ab	40.740,00	3.395,00	41	62	82	95
ab	42.180,00	3.515,00	44	65	87	100
ab	43.620,00	3.635,00	46	69	92	106
ab	45.060,00	3.755,00	49	73	97	111
ab	46.500,00	3.875,00	51	76	101	116
ab	47.940,00	3.995,00	53	80	106	122
ab	49.380,00	4.115,00	56	83	111	128
ab	50.820,00	4.235,00	59	88	117	134
ab	52.260,00	4.355,00	62	92	123	142
ab	53.700,00	4.475,00	65	97	129	148
ab	55.140,00	4.595,00	68	101	135	155
ab	56.580,00	4.715,00	71	106	141	162
ab	58.020,00	4.835,00	74	110	147	169
ab	59.460,00	4.955,00	77	115	153	176
ab	60.900,00	5.075,00	80	119	159	183
ab	62.340,00	5.195,00	83	124	165	190
ab	63.780,00	5.315,00	86	128	171	197

Income in Euro		Care Coverage			
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours
ab 65.220,00	5.435,00	89	133	177	203
ab 66.660,00	5.555,00	92	137	183	211
ab 68.100,00	5.675,00	95	142	189	217
ab 69.540,00	5.795,00	98	146	195	224
ab 70.980,00	5.915,00	101	151	201	231
ab 72.420,00	6.035,00	104	155	207	238
ab 73.860,00	6.155,00	107	160	213	245
ab 75.300,00	6.275,00	110	164	219	252
ab 76.740,00	6.395,00	113	169	225	259
ab 78.180,00	6.515,00	116	173	231	266
ab 79.620,00	6.635,00	119	178	237	272
ab 81.060,00	6.755,00	122	182	243	280

*according to § 8 subparagraph 1 of the Day Care Cost Sharing Law ('TKGB') connected with § 3 subparagraph 1 clause 4 of the Day Care and Family Day Care Cost Sharing Law ('KTKGB')

Monthly fee to cover costs (4 children or more)

Care part in Euro, without boarding at a day care facility until the enrollment or at family day care **for four children or more** - the boarding amount* at the height of 23 Euro monthly is to be added in each case.

Since 2007 the last year of kindergarten prior to the regular school attendance is for free.

Only a flatrate for boarding amounting to 23 Euro monthly is charged.

Income in Euro		Care Coverage			
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours
bis 22.499,99	1.875,00	8	10	13	13
ab 22.500,00	1.875,00	8	16	24	24
ab 26.340,00	2.195,00	15	22	29	33
ab 27.780,00	2.315,00	17	25	33	38
ab 29.220,00	2.435,00	19	28	37	42
ab 30.660,00	2.555,00	21	31	41	47
ab 32.100,00	2.675,00	23	34	45	51
ab 33.540,00	2.795,00	25	37	49	56
ab 34.980,00	2.915,00	27	40	53	61
ab 36.420,00	3.035,00	29	43	57	65
ab 37.860,00	3.155,00	31	46	61	70
ab 39.300,00	3.275,00	33	49	65	74
ab 40.740,00	3.395,00	35	52	69	79
ab 42.180,00	3.515,00	37	55	73	84
ab 43.620,00	3.635,00	39	58	77	88
ab 45.060,00	3.755,00	41	61	81	93
ab 46.500,00	3.875,00	43	64	85	97
ab 47.940,00	3.995,00	45	67	89	102
ab 49.380,00	4.115,00	47	70	93	107
ab 50.820,00	4.235,00	49	73	98	112
ab 52.260,00	4.355,00	52	77	103	118
ab 53.700,00	4.475,00	54	81	108	124
ab 55.140,00	4.595,00	57	85	113	130

Income in Euro		Care Coverage			
yearly	monthly	Half-day up to 5 hours	Part-time up to 7 hours	Full-day up to 9 hours	Extended Full-day more than 9 hours
ab 56.580,00	4.715,00	59	88	118	135
ab 58.020,00	4.835,00	62	92	123	141
ab 59.460,00	4.955,00	64	96	128	147
ab 60.900,00	5.075,00	67	100	133	153
ab 62.340,00	5.195,00	69	103	138	158
ab 63.780,00	5.315,00	72	107	143	164
ab 65.220,00	5.435,00	74	111	148	170
ab 66.660,00	5.555,00	77	115	153	176
ab 68.100,00	5.675,00	79	118	158	181
ab 69.540,00	5.795,00	82	122	163	187
ab 70.980,00	5.915,00	84	126	168	193
ab 72.420,00	6.035,00	87	130	173	199
ab 73.860,00	6.155,00	89	133	178	204
ab 75.300,00	6.275,00	92	137	183	210
ab 76.740,00	6.395,00	94	141	188	216
ab 78.180,00	6.515,00	97	145	193	222
ab 79.620,00	6.635,00	99	148	198	227
ab 81.060,00	6.755,00	102	152	203	233

*according to § 8 subparagraph 1 of the Day Care Cost Sharing Law ('TKGB') connected with § 3 subparagraph 1 clause 4 of the Day Care and Family Day Care Cost Sharing Law ('KTKGB')

Legal bases and imprint

The legal bases for the support of children in day care facilities and in family day care are

- **Social Act Eight** ('SGB VIII')
- **Law for the Support of Children in Day Care Facilities and Family Day Care**
(*Kindertagesförderungsgesetz - KitaFöG*)
- **Statutory Order about the Proceedings to Ensure a Need-Based Offer of Places in Day Care Facilities and Family Day Care and for Staffing in Day Care Facilities**
(*Kindertagesförderungsverordnung - VOKitaFöG*)
- **Law about the Contribution to the Costs for the Care of Children in Day Care Facilities and Family Day Care as well as for Extracurricular Care Offers**
(*Tagesbetreuungskostenbeteiligungsgesetz - TKBG*)

in the currently valid version. You will find additional information in the internet appearance of the Senate Administration for Education, Science and Research under <http://www.berlin.de/sen/familie/kindertagesbetreuung/>

In addition you will find many notes and advice about downloading and printing, for instance the application form, a coupon sample, notes regarding the application, coupon procedures, and many things more.

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