

Although HZB has number of nursery places available for employees at a nursery in Adlershof, there is usually a waiting list. Please contact Esther Dudzik if you would like to go on the waiting list or need support with the application for the nursery voucher:

Esther Dudzik, phone: 8062 15687, dudzik@helmholtz-berlin.de

Information leaflet for HZB employees, 21.9.2016

## Finding a nursery place in Berlin

In Berlin, nursery places for children between 0-6 years are funded to a large extent by the city of Berlin.

This means that if you need a nursery place, you first have to apply for a childcare voucher (Kitagutschein). These applications are managed by the local Youth Welfare office (Jugendamt) of the district of Berlin you are living in.

To start the application process, your child must be living in Berlin, and registered (gemeldet) there with you. It makes life easier to be registered in the same district where you are looking for the nursery place.

Here is the official information webpage with useful links. It is in German, but you can download information booklets in English or Arabic and a few other languages on the same page: <https://www.berlin.de/sen/jugend/familie-und-kinder/indertagesbetreuung/anmeldung/>

It is possible to apply online for the nursery voucher from that webpage. Alternatively you can also download the application form for the nursery voucher:

[https://www.berlin.de/sen/bjw/service/formulare/anmeldung\\_zur\\_forderung\\_von\\_kindern\\_in\\_tageseinrichtungen.pdf](https://www.berlin.de/sen/bjw/service/formulare/anmeldung_zur_forderung_von_kindern_in_tageseinrichtungen.pdf)

This is the additional form for determining the amount of money you need to pay for the day-care:

[https://www.berlin.de/sen/bjw/service/formulare/tkbq\\_einkommenserklaerung.pdf](https://www.berlin.de/sen/bjw/service/formulare/tkbq_einkommenserklaerung.pdf)

Parents have to pay some money for the place (currently the rules are changing every year, because in a few years places are going to be free). Fees are based on the parents' income and the age of the child.

You should fill in these two forms, and take them to the Youth welfare office in the district where you live. It will take at least a month to six weeks for the application to be processed.

While you are still applying for the voucher, you can already visit the nurseries you are interested in and ask to be put on their waiting list. To help you find possible nurseries, you can contact the pme family service. This is a private company that supports people in finding childcare, get help with elderly relatives needing care or dealing with family crises.

HZB employees can get their advice and help with finding carers for free, although you have to pay the usual fees or wages for a childminder or a nursery. This service is provided through a HZB contract with pme. Here are their contact data (they also speak English):

pme-Familienservice Berlin  
Flottwellstraße 4-5  
10785 Berlin  
Tel: 030 - 2693710  
Fax: 030 - 26937121  
berlin@familienservice.de