

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

Anja Seehrich, phone: 8062 42158, anja.seehrich@helmholtz-berlin.de

Information leaflet for HZB employees, 5.9.2019

Finding a nursery place in Berlin

In Berlin, nursery places for children between 0-6 years are funded 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 must be 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 (in German):

<https://www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/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

Nursery places in Berlin are currently free, you just pay 23 Euro/month for the food. Fill in the application 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