



Arbeitskreis

ANE Elterninfo

Neue Erziehung e.V.

www.ane.de

Englisch
English

Off to the Kita!



Dear parents,

Your child's development is progressing day by day – your little baby is now turning into a young child. Every day they become more aware of things, they are exploring their surroundings with curiosity, and they want to learn lots of new things. As their parents, you are the most important people in their lives – but now, getting to know other children and learning to play with others is also becoming more important.

Your child has a right to a place in a daycare centre

As of your child's first birthday, they are entitled to a place in a daycare centre. However, it can be quite a challenge finding a place that suits you on your preferred start date. In Berlin there is a shortage of both childcare places and qualified nursery school teachers. It therefore makes sense to start looking for a place as early as possible.

Your child will be well taken care of in a daycare centre ("Kita") or with a childminder. They can form their first friendships, have lots of exciting experiences, run around and play, do craft activities, have arguments and make friends again. Qualified nursery teachers will take care of your child and foster their development.

The Berlin Education Programme provides a framework for the work which is done with children in educational establishments across the whole of Berlin. This means you can give your child opportunities for education even before they start school.

Children with disabilities are as a rule taken care of together with the other children.

You can find further information here:

www.berlin.de/sen/bildung/schule/bildungswege/fruehkindliche-bildung

Which is the right establishment for your child?

Is there any particular educational concept that is important to you? Are you dependent on having childcare for certain hours? Is it important to you that the centre is close to your home, has a nice garden, or has well-equipped facilities? Do you want your child to go to the same centre as their friends?

Small centres often have a more family-like atmosphere. In large childcare centres, the educational staff have more possibilities to stand in for one another in case of illness. In mixed-age groups, the younger children can learn from the older ones and vice versa. If the children in the groups are all of the same age, they usually have similar levels of ability and enjoy playing the same types of games. In childcare centres that are initiatives set up by parents, the parents are required to help out to a greater extent, but this also means that they have more opportunity to be involved in decision-making. If you opt for a childminder, one person will supervise a maximum of five children.

Visit some daycare centres and childminders and form your own picture of what they are offering. Talk to the nursery teachers and also to other parents. The most important thing is your own personal impression!

You will find some helpful links here:

Open Day for childminders

www.guck-an-kindertagespflege.de

My Kita Berlin (Paritätischer Wohlfahrtsverband)

www.meine-kita-berlin.de

State-wide parents' committee for daycare centres

<http://leak-berlin.de>

Checklist for parents (creche)

www.bertelsmann-stiftung.de/de/publikationen/publikation/did/checkliste-fuer-eltern-kinder-unter-drei-in-kitas

Additional childcare ("Mokis")

for parents with special working hours

<https://www.mokis.berlin>



Finding a place in a daycare centre

Looking for a place in a daycare centre is often time-consuming and stressful. Here are a few tips:

- *Do not contact too many daycare centres or childminders, but rather focus on between five and ten. Call them regularly to make it clear that you are still interested.*
- *Draw up a list in which you keep a note of all the important points, in particular when you last spoke to the various people concerned.*
- *Most childcare places become free at the beginning of the daycare centre year, i.e. after the summer holidays. Consider whether your child could perhaps start at this point in time, even if this was not your original plan.*
- *If you are interested in using the services of a childminder, it is recommended that you get in touch directly with the local Youth Welfare Office (Jugendamt), as they can provide you with contact lists for childminders.*
- *Even if things may at first seem hopeless, don't give up! Sometimes a place becomes free unexpectedly and you may suddenly find yourself moving up to the top of the waiting list.*



You can find more information here:

www.berlin.de/familie/de/informationen/einen-kitaplatz-suchen-und-finden-288

www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/kindertagespflege/#fachberater

Kita voucher

Before your child goes to the daycare centre, you will need to apply to the Youth Welfare Office for a "Kita voucher". This can be done at the earliest 9 months before and at the latest 2 months before the requested start date for the childcare. In Berlin, all children are entitled to a Kita voucher for up to 7 hours per day once they have reached the age of one year old. If the parents can provide evidence that they have a greater requirement than this, they may be able to get a Kita voucher for 7 to 9 hours or more. If you speak another language at home apart from German, please mention this in your application. Your child will then receive a Kita voucher for additional language support in the daycare centre. In Berlin, there is no charge for your child's daycare. You are only required to pay the monthly amount of 23 euros for your child's lunches.

You will need the Kita voucher in order to conclude a contract. Apply for the voucher anyway, even if you have not yet been able to find a place in a daycare centre!

Applying for a Kita voucher:

www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/anmeldung

Information on additional costs:

www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/kostenbeteiligung



If you cannot find a place in a daycare centre

If you are not able to find a place in a daycare centre, it is recommended that you get in touch with the Youth Welfare Office as soon as possible, as they are legally obliged to offer your child a place in a daycare centre. If they are not able to do so, the Youth Welfare Office can reimburse a proportion of the costs for a private childminder, on condition that this has been agreed in advance. The Berlin Family Centres also offer (multilingual) advice and can help you to find a place in a daycare centre.

If parents decide to lodge a complaint and are granted summary proceedings, then the Youth Welfare Office are legally obliged to offer them a daycare place close to their home (within approx. 30 minutes) within a period of five weeks. Parents can file a complaint to the administrative court if they are not able to secure a place in a daycare centre, either with or without a lawyer. Parents can also claim compensation for private childcare costs incurred or for loss of earnings.

Sample letter for a written application for a place in a daycare centre and for filing a complaint if you cannot find a place: <https://kitakriseberlin.org>

All you need to know about finding a daycare place: www.test.de/FAQ-Kinderbetreuung-Alles-rund-um-Kita-Betreuung-Tagesmutter-5192054-0

Advice Centre for families:

www.berliner-familienzentren.de

Advice Centre for children with a disability or impairment:

www.berlin.de/familie/de/informationen/integration-inklusion-in-der-kita-169



Induction phase

Your child will need some time to get used to being taken care of in their new surroundings. This usually takes around four weeks. It may be that your child will initially be upset when they are separated from you. This is completely normal – being separated from you is something your child will need to get used to. Even if your child takes rather longer than average, you can be assured that they will sooner or later feel comfortable in the daycare centre or with their childminder. Simply have faith in the person taking care of your child, in yourself and in your child!

We hope that you and your child get off to a good start and have lots of wonderful experiences!

Herausgeber



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www.ane.de

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BIC: BFSWDE33BER
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Bestellung

ane@ane.de
Tel. +49 30 259006-35

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