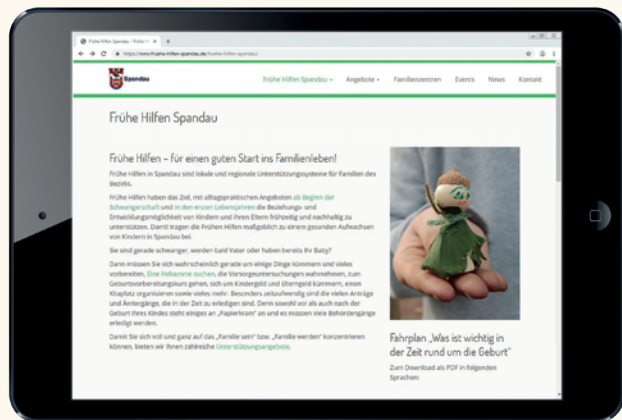




INFORMATION FOR (EXPECTANT) PARENTS
IN BERLIN-SPANDAU



Before the birth of a child there is a lot to consider and to prepare for. This timetable on the subject of birth helps you (as expectant parents) keep an overview.



This leaflet is affiliated with the Department for the Network Coordination of Early Aid [Netzwerkkoordination Frühe Hilfen], from whom it can also be ordered.

☎ 030 / 90 279 - 32 72

The timetable is available online at:

www.fruehe-hilfen-spandau.de/fruehe-hilfen-spandau



You can find more information at:

www.fruehe-hilfen-spandau.de



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IN TOUCH BERLIN LOKALMARKETING



In addition to the „Timetable – What is important in the time before, during and after the birth?“ you may also check out the „Berlin-Baby“ Smartphone App at:



Issue: October 2019 (First issue: December 2014)

The „Timetable – What is important in the time before, during and after the birth?“ does not claim to be complete, up-to-date or correct.

The office hours listed, as well as the legal and state benefits mentioned, and their entitlement basis, may change.



Information for (expectant) parents in Berlin-Spandau

Will you soon become a mother or father, or was your child born recently?

Then in this case, you are probably already in the middle of taking care of some things and organising lots of others: You will have to look for a midwife, take advantage of the preventative medical check-ups available and go to prenatal classes, possibly arrange a paternity certificate, go to the Town Hall, inform your health insurance company, apply for parental leave, child benefit and parental allowance, as well as look for a nursery place, and much more. The many application forms and administrative formalities to be dealt with are very time-consuming. Before and directly after the birth of your child, there is lots of “paperwork” to do, as numerous forms need to be filled in and the authorities need to be visited.

The timetable „**What is important in the time before, during and after the birth**“ presents an overview of everything you have to consider and take care of during pregnancy and after the birth of your child. You will also learn about when and where you can apply for financial and material aid, as well as the documents you will need to present.



What to do?	When?	Where?	Page	
Pregnancy counselling	During pregnancy	Pregnancy Counselling Centre	6	☐
Health				
Look for a gynaecologist	From the beginning of pregnancy	Internet	7	☐
Look for a midwife	From the beginning of pregnancy	Internet	7	☐
Look for a birth centre / register for birth	During pregnancy, as early as possible	Birth centre	8	☐
Look for a paediatric practice for child check-ups	During pregnancy, shortly before the birth	Internet, leaflet	9	☐
Work				
Inform your employer about the pregnancy	No deadline	Employer	10	☐
Apply for parental leave	At least seven weeks before the start of parental leave	Employer	10	☐
Authorities				
Have paternity certified	Before or after birth	Youth Welfare Office (Jugendamt) or Registry Office (Standesamt)	11	☐
Make a declaration of custody (for unmarried couples)	Before or after birth	Youth Welfare Office	12	☐
Finance				
Apply for maternity allowance	Submit the pregnancy certificate at least 7 weeks before the birth	Health insurance company (Krankenkasse)	12	☐
Benefits from the JobCenter: Apply for an additional needs allowance for pregnant women / maternity clothes / baby equipment	Apply for an additional needs allowance for pregnant women, maternity clothes: from the 13th week of pregnancy Baby equipment: 2 - 3 months before the expected date of birth	JobCenter	12	☐
Apply for funding from the foundation „Help for the Family – Pregnant Women in Need“ („Hilfe für die Familie – Schwangere in Not“)	In the first months of pregnancy	Pregnancy Counselling Centre	13	☐

What to do?	When?	Where?	Page	
Authorities				
Register birth at the Registry Office	Within one week after birth	Registry Office	14	☐
Register your child at the Residents' Registration Office	Automatically registered by the Registry Office		15	☐
Look for a nursery place / day-care mother	As early as possible (one year before planned start at nursery)	Internet	15	☐
Apply for a nursery place voucher	Between 9 and 2 months before the start of childcare	Youth Welfare Office	15	☐
Health				
Take out health insurance for your child	Immediately after birth	Health insurance company	16	☐
Take advantage of the child U-examination check-ups	From birth	Pediatric Practice	17	☐
Take advantage of the support services of the Children's and Youth Health Service (KJGD)	After birth	Children's and Youth Health Service (KJGD)	17	☐
Finance				
Apply for child benefit	Within six weeks after birth	Family Benefits Office	19	☐
Apply for parental allowance	Within the first three months after birth	Youth Welfare Office	19	☐
Apply for child allowance	From birth until the child's age of 25 years	Family Benefits Office	20	☐
Apply for housing benefit	When needed	Town Hall	20	☐
Apply for unemployment benefit II	When needed	JobCenter	20	☐
Apply for maintenance allowance advance	When needed	Youth Welfare Office	21	☐
Apply for household help	When needed (also during pregnancy)	Health insurance company or Youth Welfare Office	21	☐

→ Information about interpreting services and language support services for birth-related questions can be found on **Page 22**

Before the birth

There is a lot to do even before the birth of your child. Try to do accomplish as much as possible as early as possible. You will have more time for yourself and your family when the child is born.

PREGNANCY COUNSELLING

All women and men have a legal right to advice on family planning, pregnancy and childbirth. The Pregnancy Counselling Centre provides information and advice on social law, as well as financial and personal assistance.

Centre for Sexual Health and Family Planning (Zentrum für sexuelle Gesundheit und Familienplanung)

District Office (Bezirksamt) Charlottenburg-Wilmersdorf von Berlin
Hohenzollerndamm 174, 10713 Berlin, 3rd Floor
Office Hours: Mon., Tue., Fri. 9 am - 12.30 pm and Thu. 3 pm - 6.30 pm

Immanuel Beratung Spandau

Burbacher Weg 4, 13583 Berlin
Tel. 030-33 29 06 77
Office Hours: Thu. 9 am - 11 am

Please phone to make an appointment for a consultation.

For information about Family Centres and family midwife consultations in Spandau:

Check out <https://www.fruehe-hilfen-spandau.de/familienhebammensprechstunde/> and the leaflet about family midwives, and offers made by Family Centres.



What to do?	Information	When?	Where?	Required Documents
Health				
Look for a gynaecologist	Preventive healthcare check-ups are provided at regular intervals during pregnancy. They are included in the range of services offered by the health insurance companies, and cost nothing extra. Preventive healthcare check-ups can be carried out in the gynaecological practice, or by a midwife. The maternity card (Mutterpass) is issued at the same time.	From the beginning of pregnancy	Internet ■ kvberlin.de (> Arztsuche > Frauenheilkunde und Geburtshilfe) See leaflet: List of doctors for gynaecology and obstetrics	■ Health insurance card
Look for a midwife ■ Advice during pregnancy and preventive healthcare check-ups ■ Prenatal courses ■ Postnatal care ■ Information about services provided ■ Postnatal exercise classes	Every woman is entitled to the support of a midwife during pregnancy and after giving birth. A midwife can perform all preventive healthcare check-ups during pregnancy except ultrasound examinations. She can also issue a maternity card (Mutterpass). The costs are covered by the health insurance company.	From the beginning of pregnancy (as early as possible)	<i>Check with the gynaecologist, in the hospital (in timely manner)</i> Internet ■ berliner-hebammenliste.de ■ hebammensuche.de ■ hebammenruf-berlin.de ■ kidsgo.de See leaflet: List of midwives for the district of Spandau * Central Midwife Hotline (Zentraler Hebammenruf) Tel. 030-214 27 71	■ Health insurance card

▶▶▶ Continue on page 8

* Download the support services leaflet „Offers for expectant mothers and fathers, families with infants and small children in Spandau“ at: www.berlin.de/ba-spandau/service/publikationen/artikel.234109.php

What to do?	Information	When?	Where?	Required Documents
Health				
 Look for a birth centre / register for birth	Information evening at the clinic: Every third Tuesday of the month at 8 pm at the Patient Center, House 1 (main building) (Patientenzentrum, Haus 1 (Hauptgebäude)) ■ pgdiakonie.de Special medical consultation sessions: Register for diabetes consultation, multiple births and special ultrasound consultations	Ideally, the registration for birth takes place first via online registration (pgdiakonie.de) around the 12th week of pregnancy. Around the 30th week of pregnancy the personal registration for birth takes place in the Midwives' House during the given office hours.	Birth Centre: Evangelisches Waldkran- kenhaus Spandau Clinic for Gynaecology and Obstetrics (Klinik für Gynäkologie und Geburtshilfe) Strandstr. 555, 13589 Berlin Registration for Birth The Midwives' House (Hebammenhaus) offers the following consultation hours: Mon. 9 am – 5 pm Tue. 12 noon – 8 pm Fri. 9 am – 8 pm Tel. 030-37 02 – 2202 / – 1270 <i>Appointments can be made online or arranged in person</i> Doctor's Special Consultation Session Tel. 030-37 02 – 12 05 Requires making an appointment	■ Maternity card (Mutterpass) ■ Health insurance card ■ Reports / documents related to the pregnancy

What to do?	Information	When?	Where?	Required Documents
Health				
	Information evening in the clinic: Held every first and third Wednesday of the month, at 7 pm, in the auditorium of House 28 (Saal Haus 28) ■ havelhoehe.de	During pregnancy Ideally, registration for birth should take place early in pregnancy. <i>For information, see website(s)</i>	Gemeinschaftskrankenhaus Havelhöhe Clinic for Anthroposophic Medicine, Department of Gynecology and Obstetrics Kladower Damm 221 14089 Berlin Telephone consultation hours: Mon. - Fri. 12.00 noon – 1 pm Tel. 030-365 01 -483 /-652 hebamme@havelhoehe.de DRK Kliniken Berlin Westend Spandauer Damm 130 14050 Berlin Mon. - Fri. 9 am – 2 pm https://www.drk-kliniken-berlin.de/geburtshilfe-westend	■ Maternity card (Mutterpass) ■ Health insurance card ■ Documents related to pregnancy
Look for a paediatric practice for U-examination check-ups	The U1 (1st child check-up) and usually also the U2 (2nd child check-up) are carried out in the birth centre. Subsequent U-examinations (U3 - U9) are carried out in a paediatric practice.	Towards the end of pregnancy	Internet ■ kvberlin.de (> Arztsuche > Kinder- und Jugendmedizin)	▶▶▶ Continue on page 10

What to do?	Information	When?	Where?	Required Documents
Health				
		The U-examinations are very important, so you should look for a paediatric practice during pregnancy and ask if there are any available appointments.	See leaflet: Addresses of paediatricians in Spandau	

What to do?	Information	When?	Where?	Required Documents
Work				
Inform your employer of the pregnancy		No deadline, but as soon as possible to ensure compliance with maternity protection provisions.	Employer	■ ggf. Mutterpass ■ Bescheinigung der Gynäkologin/ des Gynäkologen oder der Hebamme
Apply for parental leave	■ bmfsfj.de (> Familie > Elterngeld / Elternzeit > Alles Wissenswerte zur Elternzeit im Überblick)	At the latest seven weeks before the start of parental leave	Employer	■ Written notification

What to do?	Information	When?	Where?	Required Documents
Authorities				
Have paternity certified	Acknowledgement of paternity is important for parents who are not married. ■ vaterschaftsanerkennung.com A Certificate of acknowledgement of paternity costs 30 € at the Registry Office. In the Youth Welfare Office, acknowledgement of paternity can take place free of charge. Please make contact by phone first. The Registry Office in Spandau certifies the acknowledgement of paternity after prior appointment. Please make an appointment by telephone. Legal Guardianship: Parents with sole custody may apply for legal guardianship (Beistandschaft) to establish paternity and assert maintenance claims against the other parent. Such legal guardianship can be applied for free of charge at the Youth Welfare Office	Recommended before birth, but also possible after birth	Youth Welfare Office Dept. for Child Legal Assistance (Fachgruppe Kindschaftrechtliche Hilfen) Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 20 77 Appointment by telephone necessary Office Hours Tue. 9 am – 12 noon Thu. 4 pm – 6 pm or Registry Office Standesamt Spandau Carl-Schurz-Str. 2-6 13578 Berlin Tel. 030-90 279 – 36 09 /-36 19 /-25 08 Office Hours Mon. & Tue. 9 am – 1 pm Thu. 2 pm – 6 pm Collection of completed documents (without appointment) Tue. 12 noon – 12.45 pm Thu. 4 pm – 5.45 pm	■ Proof of identity of the father ■ Birth certificates of both parents ■ Maternity card (Mutterpass) ■ When after birth: Birth certificate of the child
				Telephone Consultation Hours Wed. 9 am – 11 am E-Mail: standesamt@ba-spandau.berlin.de Appointments can be made by telephone, online or by email.

What to do?	Information	When?	Where?	Required Documents
Authorities				
Make a declaration of care (for unmarried couples)	Parents who are not married to each other must make a public declaration of custody if they wish to have joint custody of their child.	Before or after birth	Youth Welfare Office Dept for Child Legal Assistance (Fachgruppe Kind-schaft rechtliche Hilfen) Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 20 77 Office Hours Tue. 9 am – 1 pm Thu. 4 pm – 6 pm	■ Proof of identity of the father ■ Birth certificates of both parents ■ Maternity card (Mutterpass) ■ When after birth: Birth certificate of the child ■ Acknowledgement of paternity

What to do?	Information	When?	Where?	Required Documents
Finance				
Mutterschaftsgeld beantragen	Working women who are covered by statutory health insurance receive maternity benefit from their health insurance company from the last 6 weeks before birth, until 8 weeks after birth. The employer pays the net wage less 13 € per working day, which will be paid by the health insurance company. If unemployment benefit 1 (ALG I) is received, only the health insurance company pays the maternity allowance.	Submit the certificate of pregnancy seven weeks before the birth	Health insurance company	■ Application form of the health insurance company ■ Certificate from the gynaecologist or midwife
Benefits from JobCenter:	Women who receive unemployment benefit 2 (ALG II) can apply for the following one-off benefits :	Additional needs allowance for pregnant women / maternity	JobCenter JobCenter Spandau Altonaer Str. 70/72 13581 Berlin	■ Informal written request ■ Maternity card (Mutterpass)

What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for: Additional needs allowance for pregnant women / Maternity clothes / Baby equipment	■ Maternity clothes: 206 € ■ Baby equipment: 320 € ■ Highchair: 20 € ■ Pram: 100 € ■ Cot: 100 € In addition, it is possible to apply for an additional needs allowance for pregnant women amounting to 17% of the regular allowance.	clothes for the 13th week of pregnancy: Baby equipment: 2 - 3 months before the expected date of birth: <i>Apply as early as possible</i>	Opening Hours: Mon. 8 am – 12.30 pm Tue. 8 am – 12.30 pm Thu. 8 am – 12.30 pm, and 1 pm – 6 pm only for employed people and those attending a training project Fri. 8 am – 12.30 pm ■ berlin.de/jobcenter-spandau.de	
Apply for a payment from the Foundation „Hilfe für die Familie - Schwangere in Not“ (Help for the Family - Pregnant Women in Need)	The Foundation „Hilfe für die Familie – Schwangere in Not“ provides supplementary one-off pregnancy benefits if the initial equipment cannot be purchased with your own means, or if the benefits provided by the JobCenter are not sufficient and there is an individual emergency to be assessed. Any pregnancy counselling centre will assist you with the application form. The pregnancy counselling centre will receive your application form and forward it to the Foundation. It is important that the application is only submitted to a single pregnancy counselling centre and not to several.	During the first months of pregnancy (Time required to process application: approximately two months)	Any Pregnancy Counselling Centre ■ stiftungshilfe.de	■ Proof of identity of the fathers ■ Maternity card (Mutterpass) ■ Documents concerning existing personal assets ■ Bank account statements ■ Tenancy agreement and proof of the most recent calculation of rental fees ■ Proof of income ■ Acknowledgement from the JobCenter about the granting of special benefits ■ Official proof of residency (Meldebestätigung)

What to do?	Information	When?	Where?	Required Documents
Authorities				
Register birth at the Registry Office (Standesamt)	Your child's birth details will be recorded at the Birth Centre and forwarded to the Registry Office (of the district in which the child is born). If you have handed in the relevant documents to your Birth Centre and have already signed the form declaring the name for your child there, you will receive the birth certificate at the Registry Office upon payment of the fee. Please make an appointment during office hours by phone or e-mail. Further details about the registration can be found in the information sheets at the Birth Clinics. Applications forms for birth certificates are available in most hospitals. +++ For people who only speak a little German: Interpreters are required (see the list of Interpreting Services on page 22)	Within one week after birth <i>In the case of refugee families:</i> Arrange the documents as early as possible.	Registry Office Spandau (Standesamt Spandau) Carl-Schurz-Str. 2-6 13578 Berlin Tel. 030-90 279 – 36 09 /- 25 91/-25 08 /-27 02 <i>Office Hours (only with an appointment)</i> Mon. & Tue. 9 am – 1 pm Thu. 2 pm – 6 pm <i>Collection of printed documents (without an appointment)</i> Tue. 12 noon – 12.45 pm Thu. 4 pm – 5.45 pm <i>Telephone consultation hours</i> Wed. 9 am – 11 am <i>E-Mail:</i> standesamt@ba-spandau.berlin.de Appointments can be made by telephone, online or E-mail.	■ Birth certificate of the birth centre ■ Proof of identity of the father ■ Birth certificates of both parents ■ Marriage certificate of the parents ■ Maternity card (Mutterpass) (when after birth - birth certificate of the child) <i>Additionally: if not married</i> ■ Acknowledgement of paternity (if available) and custody declaration, if applicable <i>If mother of the child is divorced</i> ■ Marriage certificate and divorce decree <i>If there are joint previous children</i> ■ Birth certificates of the children <i>In the case of refugee families:</i> Proof of identity and birth certificates of both parents

What to do?	Information	When?	Where?	Required Documents
Authorities				
Register your child at the Residents' Registration Office (Einwohnermeldeamt)	The registration at the Residents' Registration Office is done automatically by the Registry Office (Standesamt).			
Look for a nursery place (Kitaplatz) / day-care mother (Tagesmutter)	Internet ■ www.fruehe-hilfen-spandau.de (> Kita Koordination und Kindertagespflege > aktuelle Kitaliste und Tagespflegestellenliste Spandaus herunter laden)	It is advisable to start looking for a place in a nursery (Kita) as early as possible during pregnancy	Internet ■ berlin.de/sen/familie/kindertagesbetreuung/kita_verzeichnis/anwendung/	
Apply for a nursery place voucher (Kitagutschein)	Before your child can be looked after in a nursery or day care centre, you must apply for a day care voucher. The voucher specifies the amount of the daily care, as well as the estimated monthly cost. The voucher entitles you to conclude a care contract with the nursery or day care centre of your choice. Information and forms are available at: ■ spandau.de (> Stichwörter A-Z > Kita-Anmeldung) Applications can be made online at: ■ https://fms.verwalt-berlin.de/kita/	An application for a nursery voucher should be made at least two months before the desired start date for day care, but not earlier than nine months before the desired start date. (In special cases, an application can be made even earlier, if a place is available.)	Youth Welfare Office Dept for Childcare (Fachgruppe Kindertagesbetreuung) Carl-Schurz-Str. 2/ 6 13597 Berlin Email: kindertagesbetreuung@ba-spandau.berlin.de Personal consultation hours Tue. 9 am – 12 noon Thu. 3 pm – 6 pm Telephone consultation hours Mon. & Wed. 10 am – 12 noon Tel. 030-90 279 – 24 32	■ ausgefülltes und unterschriebenes Antragsformular sowie Nachweise



After the Birth

When your child is born, you will probably want to devote yourself entirely to your new family member. However, some administrative formalities still need to be taken care of after the birth.

What to do?	Information	When?	Where?	Required Documents
Health				
Take out health insurance for your child (Family insurance - Familienversicherung)	After telephone enquiry, the health insurance company will send you an application form. The child will receive a personalised insurance card two weeks after the registration. Medical treatment is also possible in advance. There are no additional costs for the child's insurance.	Immediately after birth, as soon as the birth certificate is available	Health insurance company	■ Birth certificate of the child ■ Completed application form of the health insurance company ■ Health insurance card

What to do?	Information	When?	Where?	Required Documents
Health				
Take advantage of the child U-examination check-ups [„U1“ and „U2“]	Important: Attend U-examination appointments at the paediatrician's practice that was selected before the birth .	U1 immediately after the birth of child, U2 within the first few days of birth: make an appointment at the paediatrician after U1 or at the hospital, if the baby was born there.	Paediatric Practice ■ kinderaerzte-in-berlin.de ■ kvberlin.de (> Arztsuche > Kinderheilkunde / Kinder- und Jugendmedizin) see leaflet „Offers for (expectant) families“ *	■ Yellow booklet for preventive medical check-ups ■ Vaccination booklet
Take advantage of the support services of the Children's and Youth Health Service (Kinder- und Jugendgesundheitsdienstes Wahrnehmen -(KJGD))	After the birth of your child, you will receive a welcome letter from the KJGD offering to make a „first house visit“. During this home visit, social workers will provide you with health-related information. You can receive advice on care, nutrition and development of the child, health problems, accident prevention as well as health, family and social issues and problems.	During the first house visit after the birth of a child. As of the moment of birth, you and your child may also come to one of our counselling centres.	Kinder- und Jugendgesundheitsdienst Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 22 54 /- 22 56 Office Hours: Tue. 1 pm – 3 pm Fri. 9 am – 11 am Another Location: Hermann-Schmidt-Weg 6/8 13589 Berlin Tel. 030-90 279 – 86 70 Office Hours: Mon. 1 pm – 3 pm	■ Yellow booklet for preventive medical check-ups ■ Vaccination booklet The examinations are free of charge! (without the insurance card of the health insurance companies)

▶▶▶ Continue on page 18

* Download the support services leaflet „Offers for expectant mothers and fathers, families with infants and small children in Spandau“ at: www.berlin.de/ba-spandau/service/publikationen/artikel.234109.php

What to do?	Information	When?	Where?	Required Documents
Health				
	We offer information about legal services and support for financial problems. We also provide information about Children's and Youth Health Service (KJGD) services, child day care, other counselling centres and arrange help if needed. Additional services of the KJGD include: ■ Medical consultation sessions on questions relating to the health and development of your child ■ Kita admission examinations ■ Advice on vaccination		Goldbeckweg 29 13599 Berlin Tel. 030-90 279 – 86 41 Office Hours: Thu. 1 pm – 3 pm Räcknitzer Steig 8 13593 Berlin Tel. 030-36 47 81 11 Office Hours: Mon. 1 pm – 3 pm New Branch Office: Streitstraße 7 (Entrance via No. 6) 13587 Berlin Tel. 030-90 279 – 8101 Head Office late office hours every Thursday for children born in Spandau from 4 pm – 6 pm Location: Klosterstraße 36 13581 Berlin Staircase A (Aufgang A)	



What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for child benefit (Kindergeld)	All children are entitled to child benefit from birth until they reach the age of 18. Application form for child benefit is available from the Family Benefits Office (Familienkasse): ■ arbeitsagentur.de (> Bürgerinnen & Bürger > Familie und Kinder > Kindergeld, Kindergeldzuschlag) ■ berlin.de (> Kindergeld oder Elterngeld) If you are facing a long journey, the application can also be sent by post. It is also possible to make an online application.	Within six weeks after the birth	Federal Employment Agency (Bundesagentur für Arbeit) Family Benefits Office Berlin North Storkower Str. 120, 10407 Berlin Tel. 0800 - 4 55 55 – 30 /-33 (for queries about the payment date) Office Hours Mon. Tue. & Fri. 9 am – 12 noon Thu. 9 am – 6 pm Postal Address Familienkasse Berlin-Brandenburg 14465 Potsdam	■ Completed application form (Main application form + child annex) ■ Birth certificate from the Registry Office for the application for child benefit ■ Tax ID number of the child (will be sent by post if the birth certificate has been applied for)
Apply for child benefit (Kindergeld) Apply for parental allowance (Elterngeld)	The parental allowance is usually 65% of the average net earnings of the last 12 months before birth. Parental allowance calculator: ■ bmfsfj.de (> Service > Onlinerechner)	Within the first three months after the birth (The parental allowance is only paid three months retroactively)	Jugendamt Elterngeldstelle Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 34 94 /-38 32 / -34 93 Office Hours Tue. 9 am – 12 noon Thu. 3 pm – 6 pm	■ Completed application form ■ Birth certificate from the Registry Office for the application for parental allowance ■ Proof of identity of parents ■ Proof of income and maternity benefit before parental leave, or negative decision of the health insurance company

What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for child allowance (Kinderzuschlag)	Child allowance is a supplement to child benefit. It is intended for parents with low incomes who can finance their own subsistence, but not that of their children. As a general rule of thumb: parents who receive unemployment benefit II (ALG II), income support (Sozialgeld) or social welfare (Sozialhilfe) and who otherwise have no income, can receive child benefit (Kindergeld), but not child allowance (Kinderzuschlag).	From birth until the age of 25	Federal Employment Agency (Bundesagentur für Arbeit) Family Benefits Office Berlin North (Familienkasse Berlin Nord) (see above) ■ arbeitsagentur.de	■ Completed application form ■ Tax ID number of the child
Apply for housing benefit (Wohngeld)	Housing benefit is paid as a rent or burden subsidy and is intended in particular to reach households with a low income who do not receive benefits in accordance with Social Code Book 2 (Sozialgesetzbuch 2). It depends on the family income, the number of household members and the rent.	When needed (not granted if ALG II, BAföG, or vocational training allowance is received)	Office for Public Services (Amt für Bürgerdienste) Housing Department (Fachbereich Wohnen) Carl-Schurz-Str. 2/6, 13597 Berlin Tel. 030-90 279 – 23 60 Public Consultation Hours Thu. 3 pm – 6 pm	■ Completed application form ■ Proof of income ■ Proof of rental payment ■ Proof of the most recent calculation of rental fees ■ Tenancy agreement
Apply for maintenance allowance advance (Unterhaltsvorschuss)	A child between the ages of 12 and 18 is entitled to advance maintenance allowance payments, under certain conditions, in these cases: - not dependant on social benefits - min. 600.00 Euro gross monthly - the child is no longer (financially) needy	When needed	Youth Welfare Office Maintenance Advance Office (Unterhaltsvorschussstelle) Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 65 24 Office Hours: Tue. 9 am – 12 noon / Thu. 4 pm – 6 pm	■ Completed application form ■ Proof of identity ■ Birth certificate of the child ■ Acknowledgement of paternity if parents are divorced ■ Divorce decree or evidence of separation from a lawyer

What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for unemployment benefit II (Arbeitslosengeld II (ALG II))	Unemployment benefit II can be applied for if one's own income does not secure subsistence.	When needed	JobCenter Spandau Altonaer Str. 70/72, 13581 Berlin Tel. 030-5555 – 71 2222 Opening Hours Mon. Tue. & Fri. 8 am – 12.30 pm / Thu. 8 am – 12.30 pm, and 1 pm – 6 pm only for employed people and those attending a training project	■ Completed application form and attachments, proof of identity ■ Proof of income / assets, bank account statements ■ Tenancy agreement ■ Copy of bank card, Health insurance card
Apply for household help (Haushaltshilfe)	If a continuation of the household is not possible (e.g. in the case of health problems or multiple births) and no other person living in the household can continue the household, it is possible to apply to the health insurance company for household help [e.g. domestic help]. ■ It must be applied for by yourself and cannot be prescribed by a doctor or midwife. ■ However, a doctor or midwife can certify the need for household help and support the application process. ■ Household help is organised by the health insurance company or has to be sought by the patient.	When needed (also during pregnancy)	At your health insurance company	■ Maternity card (Mutterpass) ■ A doctor's certificate or a midwife's certificate confirming the need for domestic help.



Interpreting Services and linguistic support

Integration Guides of the Society for Intercultural Coexistence e.V.

(Integrationslotsinnen der Gesellschaft für Interkulturelles Zusammenleben e.V.)

Reformationsplatz 4a, 13597 Berlin

Tel. 030-51 30 100

E-Mail: integrationslotsen@giz.berlin

Internet: www.giz.berlin

For Help with Authorities & District Offices:

Immanuel Beratung Spandau –

Pregnancy Counselling for Refugees (Schwangerschaftsberatung für Geflüchtete)

Burbacher Weg 4, 13583 Berlin

Tel. 030-33 29 06 77

E-Mail: beratung.spandau@immanuel.de

Internet: www.beratung.immanuel.de

For Help with Healthcare Professionals:

Community Interpreting Service Berlin

(Gemeindedolmetschdienst Berlin | GDD)

Friedrichstraße 231, 10969 Berlin

Internet: www.gemeindedolmetscherdienst-berlin.de





1 Familienzentrum Villa Nova



2 FIZ Falkenhagener Feld West



3 FIZ Falkenhagener Feld Ost



4 Familienzentrum Kita Lasiuszeile

Alle Neune



If you have just arrived,
The **Family Centres in Spandau** welcome you warmly!

We offer many different kinds of services to families with children. And if you visit us, you will have the opportunity to meet other parents, exchange ideas and attend courses and events. Similarly, we also offer advice and support on day-to-day problems!

Drop in for a cup of tea or coffee and find out about our services, or visit the websites of our Family Centres on the Internet! We look forward to meeting you!

More information can be found online at:
www.fruehe-hilfen-spandau.de



5 Familienzentrum Stresow



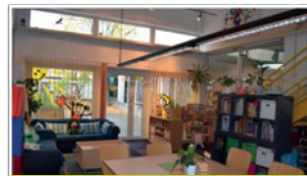
7 Familienzentrum Hermine



9 Familienzentrum Wilhelmine



6 Familienzentrum Rohrdamm



8 Familientreff Staaken

- 1 **Familienzentrum Villa Nova**
Rauchstr. 66, 13587 Berlin
- 2 **FIZ Falkenhagener Feld West**
Wasserwerkstr. 3, 13589 Berlin
- 3 **FIZ Falkenhagener Feld Ost**
Hermann-Schmidt-Weg 5, 13589 Berlin
- 4 **Familienzentrum Kita Lasiuszeile**
Lasiuszeile 6, 13585 Berlin
- 5 **Familienzentrum Stresow**
Grunewaldstr. 7, 13597 Berlin
- 6 **Familienzentrum Rohrdamm**
Voltastr. 2, 13629 Berlin
- 7 **Familienzentrum Hermine**
Räcknitzer Steig 12, 13593 Berlin
Zugang nur über Mautbeerralle 23
- 8 **Familientreff Staaken**
Obstallee 22d, 13593 Berlin
- 9 **Familienzentrum Wilhelmine**
Weverstr 72, 13595 Berlin



YOUR EMERGENCY CONTACT LIST

Child Protection Hotline:

+49 (0) 30 610066

(Available 24 hours a day, seven days a week)

**Paediatrician and
Doctor on call:**

+49 (0) 30 116 117

(Monday - Friday, 8 am - 6 pm)

Your Paediatrician:

.....

.....

Your Child's Clinic:

.....

.....

Before the birth of a child there is a lot to consider and prepare. With our timetable „What is important in the time before, during and after the birth“ (5th edition October 2019), we would like to help you as (expectant) parents to gain a good overview of the many topics you will have to take care of.

Further information and current news can be found online at: **www.fruehe-hilfen-spandau.de**

This leaflet is financed by the Federal Foundation for Early Aid (Bundesstiftung Frühe Hilfen).

Bezirksamt Spandau
Jugendamt

be  Berlin



Bundesstiftung
Frühe Hilfen

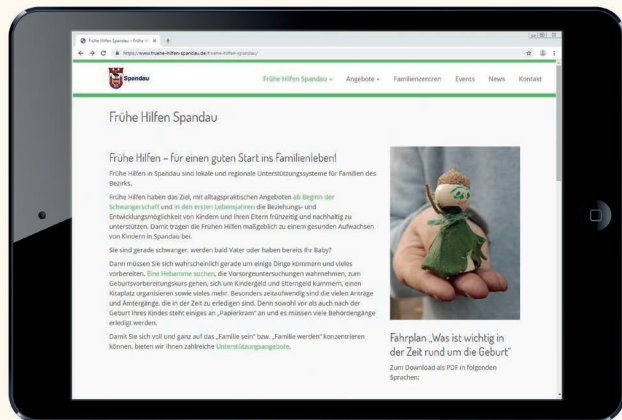


Gefördert vom:



Bundesministerium
für Familie, Senioren, Frauen
und Jugend

Before the birth of a child there is a lot to consider and to prepare for. This timetable on the subject of birth helps you (as expectant parents) keep an overview.



This leaflet is affiliated with the Department for the Network Coordination of Early Aid [Netzwerkkoordination Frühe Hilfen], from whom it can also be ordered.

☎ 030 / 90 279 - 32 72

The timetable is available online at:

www.fruehe-hilfen-spandau.de/fruehe-hilfen-spandau



You can find more information at:

www.fruehe-hilfen-spandau.de



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IN TOUCH BERLIN LOKALMARKETING



In addition to the „Timetable – What is important in the time before, during and after the birth?“ you may also check out the „Berlin-Baby“ Smartphone App at:



Issue: October 2019 (First issue: December 2014)

The „Timetable – What is important in the time before, during and after the birth?“ does not claim to be complete, up-to-date or correct.

The office hours listed, as well as the legal and state benefits mentioned, and their entitlement basis, may change.



Information for (expectant) parents in Berlin-Spandau

Will you soon become a mother or father, or was your child born recently?

Then in this case, you are probably already in the middle of taking care of some things and organising lots of others: You will have to look for a midwife, take advantage of the preventative medical check-ups available and go to prenatal classes, possibly arrange a paternity certificate, go to the Town Hall, inform your health insurance company, apply for parental leave, child benefit and parental allowance, as well as look for a nursery place, and much more. The many application forms and administrative formalities to be dealt with are very time-consuming. Before and directly after the birth of your child, there is lots of “paperwork” to do, as numerous forms need to be filled in and the authorities need to be visited.

The timetable „**What is important in the time before, during and after the birth**“ presents an overview of everything you have to consider and take care of during pregnancy and after the birth of your child. You will also learn about when and where you can apply for financial and material aid, as well as the documents you will need to present.



What to do?	When?	Where?	Page	
Pregnancy counselling	During pregnancy	Pregnancy Counselling Centre	6	☐
Health				
Look for a gynaecologist	From the beginning of pregnancy	Internet	7	☐
Look for a midwife	From the beginning of pregnancy	Internet	7	☐
Look for a birth centre / register for birth	During pregnancy, as early as possible	Birth centre	8	☐
Look for a paediatric practice for child check-ups	During pregnancy, shortly before the birth	Internet, leaflet	9	☐
Work				
Inform your employer about the pregnancy	No deadline	Employer	10	☐
Apply for parental leave	At least seven weeks before the start of parental leave	Employer	10	☐
Authorities				
Have paternity certified	Before or after birth	Youth Welfare Office (Jugendamt) or Registry Office (Standesamt)	11	☐
Make a declaration of custody (for unmarried couples)	Before or after birth	Youth Welfare Office	12	☐
Finance				
Apply for maternity allowance	Submit the pregnancy certificate at least 7 weeks before the birth	Health insurance company (Krankenkasse)	12	☐
Benefits from the JobCenter: Apply for an additional needs allowance for pregnant women / maternity clothes / baby equipment	Apply for an additional needs allowance for pregnant women, maternity clothes: from the 13th week of pregnancy Baby equipment: 2 - 3 months before the expected date of birth	JobCenter	12	☐
Apply for funding from the foundation „Help for the Family – Pregnant Women in Need“ („Hilfe für die Familie – Schwangere in Not“)	In the first months of pregnancy	Pregnancy Counselling Centre	13	☐

What to do?	When?	Where?	Page	
Authorities				
Register birth at the Registry Office	Within one week after birth	Registry Office	14	☐
Register your child at the Residents' Registration Office	Automatically registered by the Registry Office		15	☐
Look for a nursery place / day-care mother	As early as possible (one year before planned start at nursery)	Internet	15	☐
Apply for a nursery place voucher	Between 9 and 2 months before the start of childcare	Youth Welfare Office	15	☐
Health				
Take out health insurance for your child	Immediately after birth	Health insurance company	16	☐
Take advantage of the child U-examination check-ups	From birth	Pediatric Practice	17	☐
Take advantage of the support services of the Children's and Youth Health Service (KJGD)	After birth	Children's and Youth Health Service (KJGD)	17	☐
Finance				
Apply for child benefit	Within six weeks after birth	Family Benefits Office	19	☐
Apply for parental allowance	Within the first three months after birth	Youth Welfare Office	19	☐
Apply for child allowance	From birth until the child's age of 25 years	Family Benefits Office	20	☐
Apply for housing benefit	When needed	Town Hall	20	☐
Apply for unemployment benefit II	When needed	JobCenter	20	☐
Apply for maintenance allowance advance	When needed	Youth Welfare Office	21	☐
Apply for household help	When needed (also during pregnancy)	Health insurance company or Youth Welfare Office	21	☐

→ Information about interpreting services and language support services for birth-related questions can be found on **Page 22**

Before the birth

There is a lot to do even before the birth of your child. Try to do accomplish as much as possible as early as possible. You will have more time for yourself and your family when the child is born.

PREGNANCY COUNSELLING

All women and men have a legal right to advice on family planning, pregnancy and childbirth. The Pregnancy Counselling Centre provides information and advice on social law, as well as financial and personal assistance.

Centre for Sexual Health and Family Planning (Zentrum für sexuelle Gesundheit und Familienplanung)

District Office (Bezirksamt) Charlottenburg-Wilmersdorf von Berlin
Hohenzollerndamm 174, 10713 Berlin, 3rd Floor
Office Hours: Mon., Tue., Fri. 9 am - 12.30 pm and Thu. 3 pm - 6.30 pm

Immanuel Beratung Spandau

Burbacher Weg 4, 13583 Berlin
Tel. 030-33 29 06 77
Office Hours: Thu. 9 am - 11 am

Please phone to make an appointment for a consultation.

For information about Family Centres and family midwife consultations in Spandau:

Check out <https://www.fruehe-hilfen-spandau.de/familienhebammensprechstunde/> and the leaflet about family midwives, and offers made by Family Centres.



What to do?	Information	When?	Where?	Required Documents
Health				
Look for a gynaecologist	Preventive healthcare check-ups are provided at regular intervals during pregnancy. They are included in the range of services offered by the health insurance companies, and cost nothing extra. Preventive healthcare check-ups can be carried out in the gynaecological practice, or by a midwife. The maternity card (Mutterpass) is issued at the same time.	From the beginning of pregnancy	Internet ■ kvberlin.de (> Arztsuche > Frauenheilkunde und Geburtshilfe) See leaflet: List of doctors for gynaecology and obstetrics	■ Health insurance card
Look for a midwife ■ Advice during pregnancy and preventive healthcare check-ups ■ Prenatal courses ■ Postnatal care ■ Information about services provided ■ Postnatal exercise classes	Every woman is entitled to the support of a midwife during pregnancy and after giving birth. A midwife can perform all preventive healthcare check-ups during pregnancy except ultrasound examinations. She can also issue a maternity card (Mutterpass). The costs are covered by the health insurance company.	From the beginning of pregnancy (as early as possible)	<i>Check with the gynaecologist, in the hospital (in timely manner)</i> Internet ■ berliner-hebammenliste.de ■ hebammensuche.de ■ hebammenruf-berlin.de ■ kidsgo.de See leaflet: List of midwives for the district of Spandau ✱ Central Midwife Hotline (Zentraler Hebammenruf) Tel. 030-214 27 71	■ Health insurance card

▶▶▶ Continue on page 8

* Download the support services leaflet „Offers for expectant mothers and fathers, families with infants and small children in Spandau“ at: www.berlin.de/ba-spandau/service/publikationen/artikel.234109.php

What to do?	Information	When?	Where?	Required Documents
Health				
 Look for a birth centre / register for birth	Information evening at the clinic: Every third Tuesday of the month at 8 pm at the Patient Center, House 1 (main building) (Patientenzentrum, Haus 1 (Hauptgebäude)) ■ pgdiakonie.de Special medical consultation sessions: Register for diabetes consultation, multiple births and special ultrasound consultations	Ideally, the registration for birth takes place first via online registration (pgdiakonie.de) around the 12th week of pregnancy. Around the 30th week of pregnancy the personal registration for birth takes place in the Midwives' House during the given office hours.	Birth Centre: Evangelisches Waldkrankenhaus Spandau Clinic for Gynaecology and Obstetrics (Klinik für Gynäkologie und Geburtshilfe) Strandstr. 555, 13589 Berlin Registration for Birth The Midwives' House (Hebammenhaus) offers the following consultation hours: Mon. 9 am – 5 pm Tue. 12 noon – 8 pm Fri. 9 am – 8 pm Tel. 030-37 02 – 2202 / – 1270 <i>Appointments can be made online or arranged in person</i> Doctor's Special Consultation Session Tel. 030-37 02 – 12 05 Requires making an appointment	■ Maternity card (Mutterpass) ■ Health insurance card ■ Reports / documents related to the pregnancy

What to do?	Information	When?	Where?	Required Documents
Health				
	Information evening in the clinic: Held every first and third Wednesday of the month, at 7 pm, in the auditorium of House 28 (Saal Haus 28) ■ havelhoehe.de	During pregnancy Ideally, registration for birth should take place early in pregnancy. <i>For information, see website(s)</i>	Gemeinschaftskrankenhaus Havelhöhe Clinic for Anthroposophic Medicine, Department of Gynecology and Obstetrics Kladower Damm 221 14089 Berlin Telephone consultation hours: Mon. - Fri. 12.00 noon – 1 pm Tel. 030-365 01 -483 /-652 hebamme@havelhoehe.de DRK Kliniken Berlin Westend Spandauer Damm 130 14050 Berlin Mon. - Fri. 9 am – 2 pm https://www.drk-kliniken-berlin.de/geburtshilfe-westend	■ Maternity card (Mutterpass) ■ Health insurance card ■ Documents related to pregnancy
Look for a paediatric practice for U-examination check-ups	The U1 (1st child check-up) and usually also the U2 (2nd child check-up) are carried out in the birth centre. Subsequent U-examinations (U3 - U9) are carried out in a paediatric practice.	Towards the end of pregnancy	Internet ■ kvberlin.de (> Arztsuche > Kinder- und Jugendmedizin)	▶▶▶ Continue on page 10

What to do?	Information	When?	Where?	Required Documents
Health				
		The U-examinations are very important, so you should look for a paediatric practice during pregnancy and ask if there are any available appointments.	See leaflet: Addresses of paediatricians in Spandau	

What to do?	Information	When?	Where?	Required Documents
Work				
Inform your employer of the pregnancy		No deadline, but as soon as possible to ensure compliance with maternity protection provisions.	Employer	■ ggf. Mutterpass ■ Bescheinigung der Gynäkologin/ des Gynäkologen oder der Hebamme
Apply for parental leave	■ bmfsfj.de (> Familie > Elterngeld / Elternzeit > Alles Wissenswerte zur Elternzeit im Überblick)	At the latest seven weeks before the start of parental leave	Employer	■ Written notification

What to do?	Information	When?	Where?	Required Documents
Authorities				
Have paternity certified	Acknowledgement of paternity is important for parents who are not married. ■ vaterschaftsanerkennung.com A Certificate of acknowledgement of paternity costs 30 € at the Registry Office. In the Youth Welfare Office, acknowledgement of paternity can take place free of charge. Please make contact by phone first. The Registry Office in Spandau certifies the acknowledgement of paternity after prior appointment. Please make an appointment by telephone. Legal Guardianship: Parents with sole custody may apply for legal guardianship (Beistandschaft) to establish paternity and assert maintenance claims against the other parent. Such legal guardianship can be applied for free of charge at the Youth Welfare Office	Recommended before birth, but also possible after birth	Youth Welfare Office Dept. for Child Legal Assistance (Fachgruppe Kindschaftrechtliche Hilfen) Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 20 77 Appointment by telephone necessary Office Hours Tue. 9 am – 12 noon Thu. 4 pm – 6 pm or Registry Office Standesamt Spandau Carl-Schurz-Str. 2-6 13578 Berlin Tel. 030-90 279 – 36 09 /-36 19 /-25 08 Office Hours Mon. & Tue. 9 am – 1 pm Thu. 2 pm – 6 pm Collection of completed documents (without appointment) Tue. 12 noon – 12.45 pm Thu. 4 pm – 5.45 pm	■ Proof of identity of the father ■ Birth certificates of both parents ■ Maternity card (Mutterpass) ■ When after birth: Birth certificate of the child
				Telephone Consultation Hours Wed. 9 am – 11 am E-Mail: standesamt@ba-spandau.berlin.de Appointments can be made by telephone, online or by email.

What to do?	Information	When?	Where?	Required Documents
Authorities				
Make a declaration of care (for unmarried couples)	Parents who are not married to each other must make a public declaration of custody if they wish to have joint custody of their child.	Before or after birth	Youth Welfare Office Dept for Child Legal Assistance (Fachgruppe Kind-schaft rechtliche Hilfen) Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 20 77 Office Hours Tue. 9 am – 1 pm Thu. 4 pm – 6 pm	■ Proof of identity of the father ■ Birth certificates of both parents ■ Maternity card (Mutterpass) ■ When after birth: Birth certificate of the child ■ Acknowledgement of paternity

What to do?	Information	When?	Where?	Required Documents
Finance				
Mutterschaftsgeld beantragen	Working women who are covered by statutory health insurance receive maternity benefit from their health insurance company from the last 6 weeks before birth, until 8 weeks after birth. The employer pays the net wage less 13 € per working day, which will be paid by the health insurance company. If unemployment benefit 1 (ALG I) is received, only the health insurance company pays the maternity allowance.	Submit the certificate of pregnancy seven weeks before the birth	Health insurance company	■ Application form of the health insurance company ■ Certificate from the gynaecologist or midwife
Benefits from JobCenter:	Women who receive unemployment benefit 2 (ALG II) can apply for the following one-off benefits :	Additional needs allowance for pregnant women / maternity	JobCenter JobCenter Spandau Altonaer Str. 70/72 13581 Berlin	■ Informal written request ■ Maternity card (Mutterpass)

What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for: Additional needs allowance for pregnant women / Maternity clothes / Baby equipment	■ Maternity clothes: 206 € ■ Baby equipment: 320 € ■ Highchair: 20 € ■ Pram: 100 € ■ Cot: 100 € In addition, it is possible to apply for an additional needs allowance for pregnant women amounting to 17% of the regular allowance.	clothes for the 13th week of pregnancy: Baby equipment: 2 - 3 months before the expected date of birth: <i>Apply as early as possible</i>	Opening Hours: Mon. 8 am – 12.30 pm Tue. 8 am – 12.30 pm Thu. 8 am – 12.30 pm, and 1 pm – 6 pm only for employed people and those attending a training project Fri. 8 am – 12.30 pm ■ berlin.de/jobcenter-spandau.de	
Apply for a payment from the Foundation „Hilfe für die Familie - Schwangere in Not“ (Help for the Family - Pregnant Women in Need)	The Foundation „Hilfe für die Familie – Schwangere in Not“ provides supplementary one-off pregnancy benefits if the initial equipment cannot be purchased with your own means, or if the benefits provided by the JobCenter are not sufficient and there is an individual emergency to be assessed. Any pregnancy counselling centre will assist you with the application form. The pregnancy counselling centre will receive your application form and forward it to the Foundation. It is important that the application is only submitted to a single pregnancy counselling centre and not to several.	During the first months of pregnancy (Time required to process application: approximately two months)	Any Pregnancy Counselling Centre ■ stiftungshilfe.de	■ Proof of identity of the fathers ■ Maternity card (Mutterpass) ■ Documents concerning existing personal assets ■ Bank account statements ■ Tenancy agreement and proof of the most recent calculation of rental fees ■ Proof of income ■ Acknowledgement from the JobCenter about the granting of special benefits ■ Official proof of residency (Meldebestätigung)

What to do?	Information	When?	Where?	Required Documents
Authorities				
Register birth at the Registry Office (Standesamt)	Your child's birth details will be recorded at the Birth Centre and forwarded to the Registry Office (of the district in which the child is born). If you have handed in the relevant documents to your Birth Centre and have already signed the form declaring the name for your child there, you will receive the birth certificate at the Registry Office upon payment of the fee. Please make an appointment during office hours by phone or e-mail. Further details about the registration can be found in the information sheets at the Birth Clinics. Applications forms for birth certificates are available in most hospitals. +++ For people who only speak a little German: Interpreters are required (see the list of Interpreting Services on page 22)	Within one week after birth <i>In the case of refugee families:</i> Arrange the documents as early as possible.	Registry Office Spandau (Standesamt Spandau) Carl-Schurz-Str. 2-6 13578 Berlin Tel. 030-90 279 – 36 09 /- 25 91/-25 08 /-27 02 <i>Office Hours (only with an appointment)</i> Mon. & Tue. 9 am – 1 pm Thu. 2 pm – 6 pm <i>Collection of printed documents (without an appointment)</i> Tue. 12 noon – 12.45 pm Thu. 4 pm – 5.45 pm <i>Telephone consultation hours</i> Wed. 9 am – 11 am <i>E-Mail:</i> standesamt@ba-spandau.berlin.de Appointments can be made by telephone, online or E-mail.	■ Birth certificate of the birth centre ■ Proof of identity of the father ■ Birth certificates of both parents ■ Marriage certificate of the parents ■ Maternity card (Mutterpass) (when after birth - birth certificate of the child) <i>Additionally: if not married</i> ■ Acknowledgement of paternity (if available) and custody declaration, if applicable <i>If mother of the child is divorced</i> ■ Marriage certificate and divorce decree <i>If there are joint previous children</i> ■ Birth certificates of the children <i>In the case of refugee families:</i> Proof of identity and birth certificates of both parents

What to do?	Information	When?	Where?	Required Documents
Authorities				
Register your child at the Residents' Registration Office (Einwohnermeldeamt)	The registration at the Residents' Registration Office is done automatically by the Registry Office (Standesamt).			
Look for a nursery place (Kitaplatz) / day-care mother (Tagesmutter)	Internet ■ www.fruehe-hilfen-spandau.de (> Kita Koordination und Kindertagespflege > aktuelle Kitaliste und Tagespflegestellenliste Spandaus herunterladen)	It is advisable to start looking for a place in a nursery (Kita) as early as possible during pregnancy	Internet ■ berlin.de/sen/familie/kindertagesbetreuung/kita_verzeichnis/anwendung/	
Apply for a nursery place voucher (Kitagutschein)	Before your child can be looked after in a nursery or day care centre, you must apply for a day care voucher. The voucher specifies the amount of the daily care, as well as the estimated monthly cost. The voucher entitles you to conclude a care contract with the nursery or day care centre of your choice. Information and forms are available at: ■ spandau.de (> Stichwörter A-Z > Kita-Anmeldung) Applications can be made online at: ■ https://fms.verwalt-berlin.de/kita/	An application for a nursery voucher should be made at least two months before the desired start date for day care, but not earlier than nine months before the desired start date. (In special cases, an application can be made even earlier, if a place is available.)	Youth Welfare Office Dept for Childcare (Fachgruppe Kindertagesbetreuung) Carl-Schurz-Str. 2/6 13597 Berlin Email: kindertagesbetreuung@ba-spandau.berlin.de Personal consultation hours Tue. 9 am – 12 noon Thu. 3 pm – 6 pm Telephone consultation hours Mon. & Wed. 10 am – 12 noon Tel. 030-90 279 – 24 32	■ ausgefülltes und unterschriebenes Antragsformular sowie Nachweise



After the Birth

When your child is born, you will probably want to devote yourself entirely to your new family member. However, some administrative formalities still need to be taken care of after the birth.

What to do?	Information	When?	Where?	Required Documents
Health				
Take out health insurance for your child (Family insurance - Familienversicherung)	After telephone enquiry, the health insurance company will send you an application form. The child will receive a personalised insurance card two weeks after the registration. Medical treatment is also possible in advance. There are no additional costs for the child's insurance.	Immediately after birth, as soon as the birth certificate is available	Health insurance company	■ Birth certificate of the child ■ Completed application form of the health insurance company ■ Health insurance card

What to do?	Information	When?	Where?	Required Documents
Health				
Take advantage of the child U-examination check-ups [„U1“ and „U2“]	Important: Attend U-examination appointments at the paediatrician's practice that was selected before the birth .	U1 immediately after the birth of child, U2 within the first few days of birth: make an appointment at the paediatrician after U1 or at the hospital, if the baby was born there.	Paediatric Practice ■ kinderaezte-in-berlin.de ■ kvberlin.de (> Arztsuche > Kinderheilkunde / Kinder- und Jugendmedizin) see leaflet „Offers for (expectant) families“ *	■ Yellow booklet for preventive medical check-ups ■ Vaccination booklet
Take advantage of the support services of the Children's and Youth Health Service (Kinder- und Jugendgesundheitsdienstes Wahrnehmen -(KJGD))	After the birth of your child, you will receive a welcome letter from the KJGD offering to make a „first house visit“. During this home visit, social workers will provide you with health-related information. You can receive advice on care, nutrition and development of the child, health problems, accident prevention as well as health, family and social issues and problems.	During the first house visit after the birth of a child. As of the moment of birth, you and your child may also come to one of our counselling centres.	Kinder- und Jugendgesundheitsdienst Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 22 54 /- 22 56 Office Hours: Tue. 1 pm – 3 pm Fri. 9 am – 11 am Another Location: Hermann-Schmidt-Weg 6/8 13589 Berlin Tel. 030-90 279 – 86 70 Office Hours: Mon. 1 pm – 3 pm	■ Yellow booklet for preventive medical check-ups ■ Vaccination booklet The examinations are free of charge! (without the insurance card of the health insurance companies)

▶▶▶ Continue on page 18

* Download the support services leaflet „Offers for expectant mothers and fathers, families with infants and small children in Spandau“ at: www.berlin.de/ba-spandau/service/publikationen/artikel.234109.php

What to do?	Information	When?	Where?	Required Documents
Health				
	We offer information about legal services and support for financial problems. We also provide information about Children's and Youth Health Service (KJGD) services, child day care, other counselling centres and arrange help if needed. Additional services of the KJGD include: ■ Medical consultation sessions on questions relating to the health and development of your child ■ Kita admission examinations ■ Advice on vaccination		Goldbeckweg 29 13599 Berlin Tel. 030-90 279 – 86 41 Office Hours: Thu. 1 pm – 3 pm Räcknitzer Steig 8 13593 Berlin Tel. 030-36 47 81 11 Office Hours: Mon. 1 pm – 3 pm New Branch Office: Streitstraße 7 (Entrance via No. 6) 13587 Berlin Tel. 030-90 279 – 8101 Head Office late office hours every Thursday for children born in Spandau from 4 pm – 6 pm Location: Klosterstraße 36 13581 Berlin Staircase A (Aufgang A)	



What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for child benefit (Kindergeld)	All children are entitled to child benefit from birth until they reach the age of 18. Application form for child benefit is available from the Family Benefits Office (Familienkasse): ■ arbeitsagentur.de (> Bürgerinnen & Bürger > Familie und Kinder > Kindergeld, Kindergeldzuschlag) ■ berlin.de (> Kindergeld oder Elterngeld) If you are facing a long journey, the application can also be sent by post. It is also possible to make an online application.	Within six weeks after the birth	Federal Employment Agency (Bundesagentur für Arbeit) Family Benefits Office Berlin North Storkower Str. 120, 10407 Berlin Tel. 0800 - 4 55 55 – 30 / -33 (for queries about the payment date) Office Hours Mon. Tue. & Fri. 9 am – 12 noon Thu. 9 am – 6 pm Postal Address Familienkasse Berlin-Brandenburg 14465 Potsdam	■ Completed application form (Main application form + child annex) ■ Birth certificate from the Registry Office for the application for child benefit ■ Tax ID number of the child (will be sent by post if the birth certificate has been applied for)
Apply for child benefit (Kindergeld) Apply for parental allowance (Elterngeld)	The parental allowance is usually 65% of the average net earnings of the last 12 months before birth. Parental allowance calculator: ■ bmfsfj.de (> Service > Onlinerechner)	Within the first three months after the birth (The parental allowance is only paid three months retroactively)	Jugendamt Elterngeldstelle Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 34 94 / -38 32 / -34 93 Office Hours Tue. 9 am – 12 noon Thu. 3 pm – 6 pm	■ Completed application form ■ Birth certificate from the Registry Office for the application for parental allowance ■ Proof of identity of parents ■ Proof of income and maternity benefit before parental leave, or negative decision of the health insurance company

What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for child allowance (Kinderzuschlag)	Child allowance is a supplement to child benefit. It is intended for parents with low incomes who can finance their own subsistence, but not that of their children. As a general rule of thumb: parents who receive unemployment benefit II (ALG II), income support (Sozialgeld) or social welfare (Sozialhilfe) and who otherwise have no income, can receive child benefit (Kindergeld), but not child allowance (Kinderzuschlag).	From birth until the age of 25	Federal Employment Agency (Bundesagentur für Arbeit) Family Benefits Office Berlin North (Familienkasse Berlin Nord) (see above) ■ arbeitsagentur.de	■ Completed application form ■ Tax ID number of the child
Apply for housing benefit (Wohngeld)	Housing benefit is paid as a rent or burden subsidy and is intended in particular to reach households with a low income who do not receive benefits in accordance with Social Code Book 2 (Sozialgesetzbuch 2). It depends on the family income, the number of household members and the rent.	When needed (not granted if ALG II, BAföG, or vocational training allowance is received)	Office for Public Services (Amt für Bürgerdienste) Housing Department (Fachbereich Wohnen) Carl-Schurz-Str. 2/6, 13597 Berlin Tel. 030-90 279 – 23 60 Public Consultation Hours Thu. 3 pm – 6 pm	■ Completed application form ■ Proof of income ■ Proof of rental payment ■ Proof of the most recent calculation of rental fees ■ Tenancy agreement
Apply for maintenance allowance advance (Unterhaltsvorschuss)	A child between the ages of 12 and 18 is entitled to advance maintenance allowance payments, under certain conditions, in these cases: - not dependant on social benefits - min. 600.00 Euro gross monthly - the child is no longer (financially) needy	When needed	Youth Welfare Office Maintenance Advance Office (Unterhaltsvorschussstelle) Klosterstr. 36, 13581 Berlin Tel. 030-90 279 – 65 24 Office Hours: Tue. 9 am – 12 noon / Thu. 4 pm – 6 pm	■ Completed application form ■ Proof of identity ■ Birth certificate of the child ■ Acknowledgement of paternity if parents are divorced ■ Divorce decree or evidence of separation from a lawyer

What to do?	Information	When?	Where?	Required Documents
Finance				
Apply for unemployment benefit II (Arbeitslosengeld II (ALG II))	Unemployment benefit II can be applied for if one's own income does not secure subsistence.	When needed	JobCenter Spandau Altonaer Str. 70/72, 13581 Berlin Tel. 030-5555 – 71 2222 Opening Hours Mon. Tue. & Fri. 8 am – 12.30 pm / Thu. 8 am – 12.30 pm, and 1 pm – 6 pm only for employed people and those attending a training project	■ Completed application form and attachments, proof of identity ■ Proof of income / assets, bank account statements ■ Tenancy agreement ■ Copy of bank card, Health insurance card
Apply for household help (Haushaltshilfe)	If a continuation of the household is not possible (e.g. in the case of health problems or multiple births) and no other person living in the household can continue the household, it is possible to apply to the health insurance company for household help [e.g. domestic help]. ■ It must be applied for by yourself and cannot be prescribed by a doctor or midwife. ■ However, a doctor or midwife can certify the need for household help and support the application process. ■ Household help is organised by the health insurance company or has to be sought by the patient.	When needed (also during pregnancy)	At your health insurance company	■ Maternity card (Mutterpass) ■ A doctor's certificate or a midwife's certificate confirming the need for domestic help.



Interpreting Services and linguistic support

Integration Guides of the Society for Intercultural Coexistence e.V.

(Integrationslotsinnen der Gesellschaft für Interkulturelles Zusammenleben e.V.)

Reformationsplatz 4a, 13597 Berlin

Tel. 030-51 30 100

E-Mail: integrationslotsen@giz.berlin

Internet: www.giz.berlin

For Help with Authorities & District Offices:

Immanuel Beratung Spandau –

Pregnancy Counselling for Refugees (Schwangerschaftsberatung für Geflüchtete)

Burbacher Weg 4, 13583 Berlin

Tel. 030-33 29 06 77

E-Mail: beratung.spandau@immanuel.de

Internet: www.beratung.immanuel.de

For Help with Healthcare Professionals:

Community Interpreting Service Berlin

(Gemeindedolmetschdienst Berlin | GDD)

Friedrichstraße 231, 10969 Berlin

Internet: www.gemeindedolmetscherdienst-berlin.de





1 Familienzentrum Villa Nova



2 FIZ Falkenhagener Feld West



3 FIZ Falkenhagener Feld Ost



4 Familienzentrum Kita Lasiuszeile

Alle Neune



If you have just arrived,
The **Family Centres in Spandau** welcome you warmly!

We offer many different kinds of services to families with children. And if you visit us, you will have the opportunity to meet other parents, exchange ideas and attend courses and events. Similarly, we also offer advice and support on day-to-day problems!

Drop in for a cup of tea or coffee and find out about our services, or visit the websites of our Family Centres on the Internet! We look forward to meeting you!

More information can be found online at:
www.fruehe-hilfen-spandau.de



5 Familienzentrum Stresow



7 Familienzentrum Hermine



9 Familienzentrum Wilhelmine



6 Familienzentrum Rohrdamm



8 Familientreff Staaken

- 1 **Familienzentrum Villa Nova**
Rauchstr. 66, 13587 Berlin
- 2 **FIZ Falkenhagener Feld West**
Wasserwerkstr. 3, 13589 Berlin
- 3 **FIZ Falkenhagener Feld Ost**
Hermann-Schmidt-Weg 5, 13589 Berlin
- 4 **Familienzentrum Kita Lasiuszeile**
Lasiuszeile 6, 13585 Berlin
- 5 **Familienzentrum Stresow**
Grunewaldstr. 7, 13597 Berlin
- 6 **Familienzentrum Rohrdamm**
Voltastr. 2, 13629 Berlin
- 7 **Familienzentrum Hermine**
Räcknitzer Steig 12, 13593 Berlin
Zugang nur über Mautbeerralle 23
- 8 **Familientreff Staaken**
Obstallee 22d, 13593 Berlin
- 9 **Familienzentrum Wilhelmine**
Weverstr 72, 13595 Berlin



YOUR EMERGENCY CONTACT LIST

Child Protection Hotline:

+49 (0) 30 610066

(Available 24 hours a day, seven days a week)

**Paediatrician and
Doctor on call:**

+49 (0) 30 116 117

(Monday - Friday, 8 am - 6 pm)

Your Paediatrician:

Your Child's Clinic:

Further information and current news can be found online at: **www.fruehe-hilfen-spandau.de**

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