

TIMETABLE



AROUND THE BIRTH



INFORMATION FOR PARENTS IN BERLIN-SPANDAU



Bezirksamt
Spandau

BERLIN



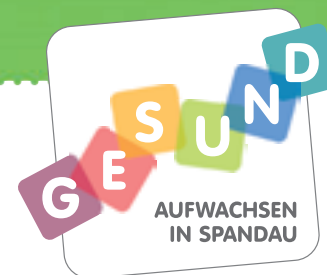
Bundesstiftung
Frühe Hilfen



Gefördert von:



Bundesministerium
für Familie, Senioren, Frauen
und Jugend



You are expecting a child. Congratulations!

There is a lot to consider. With this booklet you can have an overview of everything.

*You can find more information on the **Spandau Early Aid website**.*



Our **timetable** around the birth online:
www.fruehe-hilfen-spandau.de/fahrplan/



Spandau Early Aid Centre
website: www.fruehe-hilfen-spandau.de

Further **services** for expectant parents, families with infants and small children:
www.berlin.de/ba-spandau/service/publikationen/artikel.234109.php



In addition to the 'timetable', **you can find the Berlin Baby smartphone app here**



All **Spandau family centres** on page 23 or online at:
www.fruehe-hilfen-spandau.de/familienzentren



People are different.
 Everyone is welcome under the rainbow flag.



Refugees
 are welcome.

Information for parents in Berlin-Spandau

You are about to become a mum or a dad.
Maybe your child has already been born.
Parents have so much to think about.
We want to help you with that.
The most important things are in this booklet.

For example:

- How you can prepare for the birth.
- Which check-ups are important.
- Which offices you need to visit.
- What help you can get.
- Who can advise you.

All of this will be covered on the following pages.



Your first point of contact for Spandau families with questions about nursery, parental allowance and maintenance advances:

Spandau Family Service Office

Information on page 18 or via the QR code:



What?	When?	Where?	Page	
Pregnancy advice	during the pregnancy	Pregnancy advice centre	6	<input type="radio"/>
HEALTH				
Find a gynaecology practice	at the beginning of the pregnancy	Internet	8	<input type="radio"/>
Search for a midwife	at the beginning of the pregnancy	Internet	9	<input type="radio"/>
Registration of the birth	As early as possible.	in your chosen hospital	10	<input type="radio"/>
Find a paediatrician's practice for the check-ups	during the pregnancy	online or in the services booklet	12	<input type="radio"/>
WORK				
Inform your work place	You determine the time yourself.	employer	12	<input type="radio"/>
Request parental leave	at least 7 weeks before the parental leave	employer	12	<input type="radio"/>
AUTHORITIES				
Acknowledge paternity	before or after birth	Youth welfare office or registry office	13	<input type="radio"/>
Submit a declaration of custody – only for unmarried couples	before or after birth	Youth welfare office	14	<input type="radio"/>
FINANCE				
Apply for maternity benefit	submit at least 7 weeks before the birth	Health insurance provider	16	<input type="radio"/>
Additional benefits from the job centre: • for pregnant people • for the baby	Additional needs for pregnant people or maternity clothing: from the 13th week of pregnancy Additional need for basic baby equipment 2-3 months before the due date	Job Centre	17	<input type="radio"/>
You can apply for money here: Help for the family - pregnant women in need foundation	in the first months of pregnancy	Pregnancy advice centre	17	<input type="radio"/>

→ Information on the Spandau Family Service Office on **pages 18 and 19**

What?	When?	Where?	Page	
AUTHORITIES				
Apply for a birth certificate	no later than one week after the birth	hospital or registry office	20	<input type="radio"/>
Register your child at the Residents' Registration Office	The registry office automatically registers the child.		22	<input type="radio"/>
Apply for a nursery registration voucher	at least 2 months before your child starts nursery	Youth welfare office or family service office	22	<input type="radio"/>
Search for a nursery or day care	as early as possible, preferably 1 year in advance	with the Nursery Navigator by telephone and by email	23	<input type="radio"/>
HEALTH				
Take out health insurance for your child	soon after the birth	Health insurance provider	24	<input type="radio"/>
Take your child to the check-ups	from birth	Paediatric practice	24	<input type="radio"/>
Use the services offered by the child and youth health service	after birth	Child and youth health service (KJGD)	25	<input type="radio"/>
FINANCE				
Apply for child benefit	within the first 6 weeks after birth	Family office	26	<input type="radio"/>
Apply for parental allowance	within the first 3 months after birth	Youth welfare office or family service office	27	<input type="radio"/>
Apply for the child allowance	from birth, up to 25 years of age	Family office	27	<input type="radio"/>
Apply for housing benefit	if required	Office for citizen services	28	<input type="radio"/>
Apply for citizen's income	if required	Job centre	28	<input type="radio"/>
Apply for maintenance advances	if required	Youth welfare office or family service office	29	<input type="radio"/>
Apply for household help	For medical needs: • during the pregnancy • after the birth	Health insurance provider or youth welfare office	29	<input type="radio"/>

→ **Information on the Spandau family centres on page 31**

→ **Information on translation services and support with the German language on page 30**

→ Before the birth

There are a lot of things to do now.
Start as early as possible.
Then you will have more time for your family after the birth.

PREGNANCY ADVICE

The pregnancy advice centre will inform you about:

- **Social law**

For example:
Maternity protection in the workplace

- **Financial help**

For example:
Money for the basic equipment

- **Personal assistance**

For example:
Help in the household



Immanuel Beratung Spandau

Achenbachstr. 15
13585 Berlin



Phone: 030 3329 0677

Consultation hours: Thursdays 9am - 11am

Please make an appointment by telephone for a consultation.

Guide service: The outpatient baby guide

Contact person for pregnant people
from the beginning of the pregnancy
Carola Tibursky



Phone: 0176 8080 1227

email: carola.tibursky@jsd.de

**Centre for Sexual Health
and Family Planning**

Charlottenburg-Wilmersdorf District Office
Hohenzollerndamm 174 on the 3rd floor
10713 Berlin



Phone: 030 9029 16876

Office hours:

Mondays, Tuesdays and Fridays 9am - 12:30pm

Thursdays 3:00pm - 6:30pm

Please make an appointment by telephone.

Midwife consultation hours for families in Spandau

www.fruehe-hilfen-spandau.de/familienhebammensprechstunde

www.fruehe-hilfen-spandau.de/familienhebamme

and in the family midwives services booklet

**Family centres in Spandau**



Services, events and current information
from the Spandau family centres can be found online at:

www.fruehe-hilfen-spandau.de/familienzentren








What?	Information	When?	Where?	What you need
HEALTH				
Find a gynaecology practice, gynaecologist	<p>We recommend</p> <ul style="list-style-type: none"> • Check-ups from the beginning of pregnancy. • Take advantage of all of the check-ups. <p>The check-ups are free.</p> <p>You will receive a maternity passport at your first appointment</p>	<p>As early as possible.</p>	<ul style="list-style-type: none"> ■ Berlin Association of Statutory Health Insurance Physicians www.kvberlin.de ■ Gynaecological consultation hours for women without health insurance: at the Centre for Sexual Health and Family Planning www.berlin.de 	<ul style="list-style-type: none"> ■ Health insurance card from your health insurance provider


What?	Information	When?	Where?	What you need
HEALTH				
Search for a midwife	<p>The midwife does the following:</p> <ul style="list-style-type: none"> ■ Pregnancy advice ■ Check-ups ■ Birth preparation ■ Postpartum care <p>This is what the initial period after the birth is called.</p> <ul style="list-style-type: none"> ■ Information about health programmes ■ Postnatal courses <p>Postnatal courses are gymnastics for mothers after the birth.</p> <p>Your health insurance provider pays for these courses.</p> <p>Every woman can get support from a midwife:</p> <ul style="list-style-type: none"> • during the pregnancy • after the birth <p>The midwife can carry out all the check-ups during the pregnancy.</p> <p>The midwife also issues the maternity passport.</p> <p>However:</p> <p>Ultrasound examinations can only be carried out by a doctor.</p>	<p>As early as possible.</p> <p>Make an appointment in good time.</p>	<p>Gynaecology practice or hospital</p> <ul style="list-style-type: none"> ■ Berliner Hebammenverband e.V. www.berlin-hebammenverband.de  <ul style="list-style-type: none"> ■ Platform for midwives www.ammely.de  <ul style="list-style-type: none"> ■ Birth preparation courses in the midwife centre of the Evangelisches Waldkrankenhaus hospital: Telephone 030 3702 2202 ■ Pregnancy advice centres on page 6 	<ul style="list-style-type: none"> ■ Health insurance card from your health insurance provider


What?	Information	When?	Where?	What you need
HEALTH				
Registration of the birth	<p>Information evenings for parents:</p> <ul style="list-style-type: none"> ■ Havelhöhe Community Hospital www.havelhoehe.de  ■ Baby guide: Havelhöhe Community Hospital Mondays, Wednesdays, Fridays 10am - 12pm Telephone: 030 36501 1428 email: babylotse@havelhoehe.de  www.havelhoehe.de ■ Baby guide DRK Clinics Berlin Westend: Phone: 030 3035 4497 email: babylotsin-westend@drk-kliniken-berlin.de  www.drk-kliniken-berlin.de 	from the 12th week of pregnancy	<p>Havelhöhe Community Hospital Clinic for Anthroposophic Medicine Department of Gynaecology and Obstetrics</p> <p>Kladower Damm 221 14089 Berlin</p> <p>Telephone consultation hours: Monday - Friday 10am - 12pm Phone: 030 3650 1652 email: hebamme@havelhoehe.de</p> <p>DRK Kliniken Berlin Westend Spandauer Damm 130 14050 Berlin</p> <p>Monday - Friday 9am - 2pm Phone: 030 3035 4425</p>	<ul style="list-style-type: none"> ■ Maternity passport ■ Health insurance card from your health insurance provider ■ Documents regarding your pregnancy For example: Test results

What?	Information	When?	Where?	What you need
HEALTH				
Registration of the birth 	<p>Special medical consultation hours:</p> <ul style="list-style-type: none"> • for a multiple pregnancy • for ultrasound examinations • for a high-risk pregnancy • for diabetes <p>Baby guides at the Evangelisches Waldkrankenhaus hospital Advice for expectant mothers and fathers. The advice is free of charge.</p> <p>Phone: 030 3702 2209 email: babylotse.waldkrankenhaus@jsd.de</p> <p>Outpatient baby guide Outpatient means: The baby guide is often out and about in the district. For example: She comes to gynaecologists' practices. You can speak to the baby guide even before you register the birth. For example: Even at the beginning of the pregnancy. Carola Tibursky Phone: 0176 / 8080 1227 email: carola.tibursky@jsd.de</p>	between the 16th and the 20th week of pregnancy	<p>Spandau Evangelisches Waldkrankenhaus Hospital Birth centre, Clinic for Gynaecology and Obstetrics</p> <p>Stadtrandstr. 555 Building 1 2nd Floor 13589 Berlin</p> <p>Registration of the birth on the website:</p> <p>www.jsd.de</p> 	<ul style="list-style-type: none"> ■ Maternity passport ■ Chip card from your health insurance provider ■ Results and documents relating to your pregnancy

What?	Information	When?	Where?	What you need
HEALTH				
Find a paediatrician	<p>The check-ups are very important.</p> <p>The maternity hospital the 1st and 2nd check-up. The next check-ups are then at a paediatrician's practice.</p> <p>Please register at a paediatric practice before the birth.</p>	In good time before the birth	<p>■ Berlin Association of Statutory Health Insurance Physicians www.kvberlin.de</p> 	<p>■ Health insurance card from your health insurance provider for mother and child</p> <p>The mother's chip card is required for the 1st and 2nd check-up.</p> <p>The child's chip card is required from the 3rd check-up.</p>


What?	Information	When?	Where?	What you need
WORK				
Inform your workplace about your pregnancy.	<p>Timely information is important for maternity protection at the workplace.</p> <p>Maternity protection for pregnant people means, for example:</p> <ul style="list-style-type: none"> • no heavy labour • no night work • take breaks more often 	You determine the date yourself.	employer	<p>■ Maternity passport</p> <p>■ Certificate about your pregnancy. The following can write the certificate:</p> <ul style="list-style-type: none"> • Your gynaecology practice • Your midwife
Registering parental leave	<p>■ Parental leave advice www.elternzeit.de</p> 	at least 7 weeks before the start of parental leave	employer	<p>■ Please register your parental leave in writing with your employer</p>


What?	Information	When?	Where?	What you need
AUTHORITIES				
<p>Acknowledgement of paternity</p> <p>This means: The man signs at the youth welfare office: I am the father of this child.</p>	<p>Acknowledgement of paternity is only necessary for unmarried parents. The father acknowledges paternity. The mother must give her consent.</p> <p>If one of the parents is under the age of 18, a legal representative is required. For example: A mother is under 18 years old. Her parents can then agree to the paternity acknowledgement.</p> <p>Acknowledgement of paternity at the Berlin youth welfare offices is free of charge. To acknowledge paternity at the registry office, you have to pay a fee. You must make an appointment by email.</p> <p>■ Spandau District Office www.berlin.de/ba-spandau</p> 	<p>We recommend that you register before the birth.</p>	<p>Spandau Youth Welfare Office Child legal assistance specialist group Klosterstr. 36 13581 Berlin Phone: 030 90279 2077</p> <p>Please discuss appointments and questions by email: kindschaftsrecht@ba-spandau.berlin.de</p> <p>Spandau Registry Office (subject to a fee) Carl-Schurz-Str. 2-6 13578 Berlin</p> <p>Please discuss appointments and questions by email: standesamt@ba-spandau.berlin.de</p> <p>Citizens' telephone: 115 Monday - Thursday 8am - 8pm</p>	<ul style="list-style-type: none"> ■ Identity cards or passports of both parents ■ Birth certificates of both parents ■ Maternity passport ■ For acknowledgement of paternity after the birth: Birth certificate of the child

What?	Information	When?	Where?	What you need
AUTHORITIES				
Custody	<p>If the mother and father wish to have joint custody, both must declare this here:</p> <ul style="list-style-type: none"> • before the youth welfare office <p>or</p> <ul style="list-style-type: none"> • before a notary 	We recommend that you make the declaration before the birth.	<p>Spandau Youth Welfare Office</p> <p>Child legal assistance specialist group Klosterstr. 36, 13581 Berlin Phone: 030 90279 2077 Please discuss appointments and questions by email: kindschaftsrecht@ba-spandau.berlin.de</p>	<ul style="list-style-type: none"> ■ Identity cards or passports of both parents ■ Birth certificates of both parents ■ Maternity passport ■ For acknowledgement of paternity after the birth: Birth certificate of the child
Make a custody declaration	<p>Declaration of custody means: Both parents manage custody together. This means: Who is responsible for the child? The declaration of custody is only necessary for unmarried couples.</p> <p>Unmarried couples can obtain joint custody for their child. A public declaration of custody is required for joint custody rights.</p> <ul style="list-style-type: none"> ■ Spandau District Office www.berlin.de/ba-spandau 	before or after the birth	<p>Spandau Registry Office (subject to a fee) Carl-Schurz-Str. 2-6 13578 Berlin</p> <p>Please discuss appointments and questions by email: standesamt@ba-spandau.berlin.de</p> <p>Notary (subject to a fee) Not all notaries deal with custody declarations. Please enquire beforehand.</p>	<ul style="list-style-type: none"> ■ Identity cards or passports of both parents ■ Birth certificates of both parents ■ Maternity passport ■ If you make the application after the birth: Birth certificate of the child ■ Acknowledgement of paternity

What?	Information	When?	Where?	What you need
AUTHORITIES				
Assistance	<p>Assistance means: The youth welfare office supports you.</p> <p>An example of this: A man does not acknowledge his paternity. The youth welfare office can then request a paternity test. If the paternity test is positive, then there will be maintenance claims. The mother will apply for assistance from the youth welfare office. The youth welfare office will help the mother free of charge. However, there may be court fees to pay.</p>	We recommend that you make the application before the birth.	<p>Youth welfare office Child legal assistance specialist group Klosterstr. 36, 13581 Berlin Phone: 030 90279 2077</p> <p>Please discuss appointments and questions by email: kindschaftsrecht@ba-spandau.berlin.de</p> <p>Citizens' telephone: 115 Monday - Thursday 8am - 8pm</p>	<ul style="list-style-type: none"> ■ Identity cards or passports of both parents ■ Birth certificates of both parents ■ Maternity passport ■ For acknowledgement of paternity after the birth: Birth certificate of the child



What?	Information	When?	Where?	What you need
FINANCE				
Apply for maternity benefit	<p>Working women can receive maternity benefit.</p> <p>You must be covered by statutory health insurance.</p> <p>You will receive maternity benefit:</p> <ul style="list-style-type: none"> • 6 weeks before the birth • up to at least 8 weeks after birth <p>Employers pay slightly lower wages during this time. To compensate for this, mothers receive maternity benefit.</p> <p>If you receive unemployment benefit, your health insurance provider will continue to pay your unemployment benefit.</p>	<p>Pregnancy certificate 7 weeks before the birth at the latest</p>	<p>Health insurance provider</p>	<ul style="list-style-type: none"> ■ Application form from your health insurance provider ■ Certificate from a gynaecologist ■ Certificate from a midwife
<p>Benefits from:</p> <ul style="list-style-type: none"> • the job centre • the social welfare office or • the State Office for Refugee Affairs (LAF) 	<p>You can apply for additional benefits once.</p> <p>Additional benefits are possible:</p> <ul style="list-style-type: none"> • if you receive citizen's income • if you have a low family income 	<p>Additional needs for pregnant people</p> <p>For example: Maternity clothing</p>	<p>Spandau Job Centre Altonaer Straße 70/72 13581 Berlin</p> <p>■ Spandau Job Centre</p>  <p>www.arbeitsagentur.de</p>	<ul style="list-style-type: none"> ■ written informal application ■ Maternity passport

What?	Information	When?	Where?	What you need
FINANCE				
Additional benefits from the job centre: <ul style="list-style-type: none"> • for pregnant people • for the baby 	<p>You can apply for these benefits as additional needs:</p> <ul style="list-style-type: none"> ■ Maternity clothing ■ Basic equipment for the baby <ul style="list-style-type: none"> • High chair • Pram • Cot <p>Pregnant people have additional requirements. For example: Healthy food. You can apply for additional money for this.</p>	<p>apply as early as possible</p> <p>from the 13th week of your pregnancy</p> <p>2 - 3 months before the due date</p>	<p>Spandau Job Centre Altonaer Straße 70/72 13581 Berlin</p> <p>Phone: 030 5555 71 2222</p> <ul style="list-style-type: none"> ■ Spandau Job Centre www.arbeitsagentur.de 	<ul style="list-style-type: none"> ■ informal application ■ Medical confirmation of pregnancy
You can apply for additional money here:	<p>You can apply for additional benefits once for each pregnancy:</p> <ul style="list-style-type: none"> • if you do not have enough money for the basic equipment • if the benefits from the job centre are not sufficient • and if you are in a special emergency situation <p>Make your application at a pregnancy advice centre. You will receive help with the application. The advice centre will forward your application.</p> <p>Important: You may only submit your application at one pregnancy advice centre. Not at several advice centres.</p>	<p>throughout the entire pregnancy</p> <p>Please note: The processing of the application takes about 2 months.</p>	<ul style="list-style-type: none"> ■ At any pregnancy advice centre ■ Help for the family - pregnant women in need foundation www.stiftungshilfe.de  <p>You can get advice here: Immanuel Beratung Spandau Telephone registration: Phone: 030 3329 0677</p>	<ul style="list-style-type: none"> ■ Passport or identity card of the mother and father ■ Maternity passport ■ Documents about all of your assets ■ Bank statements ■ Rental agreement and last rent calculation ■ Proof of income ■ Notifications from the job centre about special benefits ■ Current registration confirmation ■ Proof of a special emergency situation

FamilienServiceBüro

Bezirksamt Spandau
von Berlin
Jugendamt
Abteilung Jugend
und Gesundheit



The Spandau Family Service Office is the first point of contact for families in Spandau. We help with questions about day care, parental allowance and maintenance advances.

We will advise you free of charge on your application for:

- Parental allowance
- Nursery voucher and EFöB voucher
- Maintenance advances

These are our services:

- We explain the applications to you.
- We select the necessary documents with you.
- You can submit your applications to us.

Applications for child benefit and child allowance

- The Berlin-Brandenburg Family Office will advise you.
- The staff are there for you every 2nd and 4th Tuesday of the month.
- The advice service is at Brunsbütteler Damm 75.



We offer an initial social and educational consultation

The Johannesstift Diakonie youth welfare service offers advice on the following topics:

- **Pregnancy**
- **Birth**
- **Nursery**
- **School**
- **Leisure time**
- **Separation**

The consultation is anonymous on request.
Anonymous means:
You do **not** have to give your name.

**The Family Service Office advises families.
You can talk to us about your concerns.
We will find an answer to your questions together.**

**We will also inform you about the services
available for families in Spandau.**

We are here for you:

Consultation hours at the office:

**Mondays, Tuesdays,
Wednesdays and Fridays: 8.30am - 12.30pm
Thursdays: 1pm - 5pm**

Address:

Brunsbütteler Damm 75, 13581 Berlin

Email: fsb@ba-spandau.berlin.de



Phone: 030 / 90279 8300

Telephone hours:

**Monday - Friday: 8.30am - 12.30pm
Monday - Wednesday: 1pm - 3pm
Thursdays 1pm - 6pm**

We would be happy to arrange an appointment with you outside of the consultation hours!


FSB goes mobile - we come to you:

Dates and locations can be found on the website or give us a call



After the birth


When your child is born, you need a lot of time for your child.
But there are still some things you need to sort out after the birth.

What?	Information	When?	Where?	What you need
AUTHORITIES				
For EU citizens: Apply for a birth certificate	This is how you get the birth certificate: You register at a maternity hospital. Or at another birthing centre. The hospital will give you a leaflet: The leaflet contains all the necessary documents. For example: Your own birth certificate. You take the documents with you to the hospital. The hospital writes your child's birth details on a form. The parents give the child a name. The parents sign the form. You may be able to apply for the birth certificate at the hospital. The hospital will then pass on your details to the registry office. If your child was born in Spandau, then the registry office in Spandau is responsible. The registry office will give you the birth certificate. You will have to pay a fee for this. Do you need help with translating? Then translators can help you. Address on page 30	in the first week after the birth	Spandau Registry Office Carl-Schurz-Str. 2-6 13578 Berlin Queries are best raised via email: standesamt@ba-spandau.berlin.de Opening hours Spandau Registry Office  www.berlin.de/ba-spandau Citizens' telephone: 115 Monday - Thursday 8am - 8pm	<ul style="list-style-type: none"> ■ Birth certificate from the hospital ■ Identity cards or passports of the parents ■ Birth certificates of both parents ■ Maternity passport for a home birth <p>If the parents are married:</p> <ul style="list-style-type: none"> ■ Original marriage certificate of the parents <p>If the parents are not married:</p> <ul style="list-style-type: none"> ■ Acknowledgement of paternity (if available) ■ Declaration of custody (if available) <p>If the mother is divorced:</p> <ul style="list-style-type: none"> ■ Marriage certificate and divorce decree <p>If you have more children together:</p> <ul style="list-style-type: none"> ■ Birth certificates of these children


What?	Information	When?	Where?	What you need
AUTHORITIES				
<p>For non-EU citizens:</p> <p>Apply for a birth certificate</p>	<p>This is how you get the birth certificate:</p> <p>You register at a maternity hospital. Or at another birthing centre.</p> <p>The hospital will give you a leaflet: The leaflet contains all the necessary documents. For example: Your own birth certificate. You take the documents with you to the hospital.</p> <p>The hospital writes your child's birth details on a form. The parents decide the name of their child. The parents sign the form.</p> <p>You may be able to apply for the birth certificate at the hospital.</p> <p>The hospital will then pass on your details to the registry office. If your child was born in Spandau, then it will be to the registry office in Spandau.</p> <p>The registry office will give you the birth certificate. You will have to pay a fee for this.</p> <p>Do you need help with translating? Then translators can help you.</p> <p>Address on page 30</p>	<p>Obtain the documents as early as possible</p>	<p>Spandau Registry Office Carl-Schurz-Str. 2-6 13578 Berlin</p> <p>Queries are best raised via email: standesamt@ba-spandau.berlin.de</p> <p>Opening hours Spandau Registry Office</p>  <p>www.berlin.de/ba-spandau</p> <p>Citizens' telephone: 115 Monday - Thursday 8am - 8pm</p>	<ul style="list-style-type: none"> ■ Birth certificate from the hospital ■ Identity cards or passports of the parents ■ Birth certificates of both parents and a certified translation ■ Maternity passport for a home birth ■ Residence permit/visa <p>If the parents are married:</p> <ul style="list-style-type: none"> ■ Original marriage certificate of the parents and a certified translation <p>If the parents are not married:</p> <ul style="list-style-type: none"> ■ Acknowledgement of paternity (if available) ■ Declaration of custody (if available) <p>If the mother is divorced:</p> <ul style="list-style-type: none"> ■ Marriage certificate and divorce decree <p>If you have more children together:</p> <ul style="list-style-type: none"> ■ Birth certificates of these children


What?	Information	When?	Where?	What you need
AUTHORITIES				
Register your child	Registration is done automatically by the Registry Office.	after birth	at the residents' registration office	
Apply for a nursery voucher	<p>If your child is to be looked after, you will need a nursery voucher.</p> <p>You can use the nursery voucher to conclude a childcare contract:</p> <ul style="list-style-type: none"> • with a nursery • with a day care (childminder) <p>The nursery voucher states. For example: This is how many hours the child can be looked after for. For example: Part-time. This means: 5 to 7 hours a day.</p> <p>You can use the voucher to look for a nursery place yourself.</p> <p>Information and download application form:</p> <ul style="list-style-type: none"> ■ Spandau District Office www.berlin.de/ba-spandau 	<ul style="list-style-type: none"> ■ A daycare voucher can be applied for at the daycare voucher office at the earliest 9 months before the desired daycare start date. ■ The voucher office needs at least 2 months to process the voucher. ■ This deadline must be taken into account when planning the desired start of the daycare center. 	<p>Spandau Youth Welfare Office - Specialist group Child day care Carl-Schurz-Str. 2-6 13597 Berlin</p> <p>email: kindertagesbetreuung@ba-spandau.berlin.de</p> <p>Telephone consultation hours Monday and Wednesday 10am - 12pm Phone: 030 90279 2432</p> <p>Support, advice and application acceptance also at the Family Service Office on pages 18 and 19</p>	<ul style="list-style-type: none"> ■ completed application form with your signature ■ various supporting documents For example: Consent from the second legal guardian



What?	Information	When?	Where?	What you need
AUTHORITIES				
Looking for a place in a nursery or day care	<p>If you cannot find a place in a nursery yourself, then you can put your name on a waiting list.</p> <p>To do this, contact the youth welfare office. You can also search for a free nursery place yourself on the Internet.</p> <p>This is what the Nursery Navigator is for. You can use the Nursery Navigator to ask the nursery management questions.</p> <p>www.kita-navigator.de</p> 	As early as possible.	<p>Spandau Youth Welfare Office Specialist service Early Childhood Education Nursery Coordination</p> <p>Carl-Schurz-Str. 2-6 13597 Berlin</p> <p>email: kita-koordination@ ba-spandau.berlin.de</p> <p>Telephone consultation hours Tuesdays 9am - 12pm Thursdays 2pm - 6pm Phone: 030 90279 2444</p>	<p>■ valid nursery voucher</p>




What?	Information	When?	Where?	What you need
HEALTH				
Take out health insurance for your child Family insurance	<p>The statutory insurance is family insurance. This means:</p> <p>Your child is insured free of charge. Call your health insurance provider. The health insurance provider will send you a registration form. Use it to register your child with your health insurance provider. Your child will receive their own insurance card. This will take about 2 weeks. However, medical treatment is possible before then.</p>	<p>As soon as you have the birth certificate.</p>	<p>Health insurance provider</p>	<ul style="list-style-type: none"> ■ Birth certificate of the child ■ The completed form from the health insurance provider ■ Health insurance card from your health insurance provider
Using check-ups.	<p>Important:</p> <p>Did you register your child at a paediatric practice <u>before the birth</u>?</p> <p>Then please use the appointments for the check-ups at this practice.</p>	<p>1. Check-up</p> <p>immediately after the birth, usually still in the maternity hospital</p> <p>2. Check-ups</p> <p>in the first few days after the birth:</p> <ul style="list-style-type: none"> • still in the maternity hospital or • at the paediatrician's practice 	<p>Find a paediatrician's practice:</p> <ul style="list-style-type: none"> ■ Berlin Association of Statutory Health Insurance Physicians www.kvberlin.de 	<ul style="list-style-type: none"> ■ yellow booklet for check-ups ■ vaccination booklet ■ from the 3rd check-up: Insurance card from the child's and mother's health insurance provider

What?	Information	When?	Where?	What you need
HEALTH				
Take advantage of the services offered by the Child and Youth Health Service (KJGD) The abbreviation is: KJGD	<p>When your child is born, you will receive a letter from the KJGD. The KJGD will suggest a welcome visit.</p> <p>The social workers make home visits to many parents.</p> <p>You can ask your questions. For example:</p> <ul style="list-style-type: none"> • about baby care • about nutrition • about advice services • about nursery registration • about social benefits <p>The social workers can also arrange help if required.</p> <p>Further services offered by the KJGD:</p> <ul style="list-style-type: none"> ■ Medical consultations ■ Examinations for nursery admission ■ Vaccination advice 	<p>after birth</p> <p>Advice also available at any time at the advice centres</p>	<p>Child and Youth Health Service Klosterstr. 36 13581 Berlin Phone: 030 90279 -2254/ -2256</p> <p>Further advice centres: Hermann-Schmidt-Weg 6/8 13589 Berlin Phone: 030 90279 -8670</p> <p>Goldbeckweg 29 13599 Berlin Phone: 030 90279 -8641</p> <p>Räcknitzer Steig 8 13593 Berlin Phone: 030 3647 8111</p> <p>Streitstraße 7 13587 Berlin (Entrance at the back) Phone: 030 90279 -8101</p>	<ul style="list-style-type: none"> ■ Yellow booklet for check-ups ■ vaccination booklet <p>The check-ups are free.</p> <p>The check-ups are possible without a health insurance card.</p>
Free contraceptives	<p>People on low incomes can obtain contraceptives free of charge.</p> <p>www.berlin.de</p> 	Advice at any time if required	Centre for Sexual Health and Family Planning Charlottenburg-Wilmersdorf	




What?	Information	When?	Where?	What you need
FINANCE				
Apply for child benefit	<p>All children are entitled to child benefit:</p> <ul style="list-style-type: none"> • from birth • up to the age of 18 <p>Sometimes child benefit is paid for even longer. For example: If a child is in education.</p> <p>You can find the application form here:</p> <ul style="list-style-type: none"> ■ Employment Agency, Family Office ■ on the internet <p>This is how you can submit the application:</p> <ul style="list-style-type: none"> • on the internet • by post <ul style="list-style-type: none"> ■ Federal Employment Agency www.arbeitsagentur.de/familie-und-kinder <p>Follow these links:</p> <ul style="list-style-type: none"> > Understanding child benefit > Downloads > Contact 	<p>in the first 6 weeks after the birth</p>	<p>Federal Employment Agency Berlin North Family Office</p> <p>Family Office contact: email: familienkasse-berlin-brandenburg@ arbeitsagentur.de</p> <p>Questions about child benefit and child allowance: Phone: 0800 4 5555-30</p> <p>Payout dates: Phone: 0800 4 5555-33</p> <p>Office hours: Tuesday and Thursday 9am - 12pm and 3pm - 6pm</p>	<ul style="list-style-type: none"> ■ Completed application form This means: the main application form and the attachment for the child ■ Birth certificate from the registry office ■ If you apply for the birth certificate, you will receive a tax identification number for the child <p>The abbreviation is tax ID.</p> <p>You will receive your tax ID automatically in the post.</p>



What?	Information	When?	Where?	What you need
FINANCE				
Apply for parental allowance	<p>Parental allowance depends on your net income in the year before the birth. The net income is the amount paid out. For example: You earned 1,800 euros net per month. You will then receive 1,200 euros in parental allowance. If you had no income before the birth, you will then receive 300 euros in parental allowance.</p> <ul style="list-style-type: none"> Federal Ministry for Family Affairs, Senior Citizens, Women and Youth www.bmfsfj.de Follow these links: > Topics > Family > Family benefits > Parental allowance Digital Parental Allowance www.elterngeld-digital.de Follow these links: > Service > Online calculator  	<p>Parental allowance is applied for after the birth.</p> <p>Parental allowance is also available retrospectively. But for a maximum of 3 months retrospectively.</p> <p>This means: for past periods</p>	<p>Youth Welfare Office Parental Allowance Office Klosterstr. 36 13581 Berlin</p> <p>Phone: 030 90279 - 3832</p> <p>email: elterngeld@ba-spandau.berlin.de</p> <p>Support, advice and application acceptance too at the Family Service Office on pages 18 and 19.</p>	<ul style="list-style-type: none"> Completed application form Birth certificate from the registry office Identity cards or passports of the parents Proof of income and maternity allowance before parental leave <p>If you had no income of your own, your health insurance provider must confirm this.</p>
Apply for child allowance	<p>Child allowance is for families with a low income.</p> <p>When is the child allowance available? The parents earn money. But there is not enough money for a family.</p> <ul style="list-style-type: none"> Federal Employment Agency web.arbeitsagentur.de/kiz/ui/start Follow these links: > Family and children > Apply for the child allowance 	<p>From birth. At most until the child is 25 years old.</p>	<p>Federal Employment Agency Berlin North Family Office on page 26</p>	<ul style="list-style-type: none"> Completed application form tax ID of the child Proof of income for the last 6 months

What?	Information	When?	Where?	What you need
FINANCE				
Apply for housing benefit	<p>The amount of housing benefit depends on these things:</p> <ul style="list-style-type: none"> • Family income • Number of people in your household • Rent amount <p>You will not receive housing benefit:</p> <ul style="list-style-type: none"> • if you receive citizen's income • if you receive an educational grant <p>An educational grant is:</p> <ul style="list-style-type: none"> • BAföG for students • BAG for apprentices <p>■ “berlin.de” service portal www.service.berlin.de</p> <p>You can find housing benefit applications with the QR code:</p> 	if required	<p>Applications by post to: Amt für Bürgerdienste Wohnungsamt Carl-Schurz-Str. 2/6 13597 Berlin</p> <p>Post applications:</p> <ul style="list-style-type: none"> • Town hall letterbox • Housing office letterbox • Ground floor town hall <p>Applications by email to: wohngeld@ba-spandau.berlin.de</p> <p>Contact for advice and information Phone: 030 90279 -2360 Tuesdays 10am - 12pm</p> 	<ul style="list-style-type: none"> ■ Completed application form ■ Proof of income ■ Proof of rent ■ Last rent calculation ■ Rental agreement
Apply for citizen's income	<p>If your own income is too low, you can apply for citizen's income.</p>	if required	<p>Postal address and telephone: Spandau Job Centre Altonaer Str. 70/72 13581 Berlin Phone: 030 5555 71 2222</p> <p>Smartphone app Job centre information point Berlin Spandau</p> 	<ul style="list-style-type: none"> ■ completed application form with the following attachments: ■ Identity card or passport ■ Bank statements from your accounts ■ Rental agreement ■ a copy of: <ul style="list-style-type: none"> • Bank card • Insurance card from the Health insurance provider



What?	Information	When?	Where?	What you need
FINANCE				
Apply for maintenance advances	<p>All children have a right to maintenance. Both parents must provide for the child. The youth welfare office can help a child with maintenance advances:</p> <ul style="list-style-type: none"> • if one parent does not pay maintenance • if one parent does not pay enough maintenance <p>The youth welfare office can pay the child maintenance advances up to the age of 18. Single parents can apply for the maintenance advance.</p> <p>■ “berlin.de” service portal www.service.berlin.de</p> <p>You can find the application form for maintenance advances with the QR code:</p> 	if required	<p>Spandau Youth Welfare Office Maintenance Advances Office Klosterstr. 36, 13581 Berlin</p> <p>Citizens' telephone: 115 Monday - Thursday 8am - 8pm</p> <p>Request an application form: unterhaltsvorschuss@ba-spandau.berlin.de</p> <p>Support and advice too at the Family Service Office on pages 18 and 19</p>	<ul style="list-style-type: none"> ■ Completed application form ■ Identity card or passport ■ Birth certificate of the child ■ Acknowledgement of paternity: Proof of legal assistance from the youth welfare office <p>In the case of divorced parents:</p> <ul style="list-style-type: none"> ■ Divorce decree or proof from the lawyer that they are living separately
Apply for help in the household	<p>If you cannot manage the housework on your own, you can apply for household help. There must be special reasons for this. For example:</p> <ul style="list-style-type: none"> • because you are ill • because you have given birth to multiples • because no one else can help you <p>■ You can apply for household help yourself from your health insurance provider.</p> <p>■ Your health insurance provider may be able to recommend household help.</p>	<p>If necessary during pregnancy.</p> <p>If necessary, also after the birth.</p>	with your health insurance provider	<ul style="list-style-type: none"> ■ Maternity passport ■ Written certificate from: <ul style="list-style-type: none"> • Doctor • Midwife

Integration pilots

Integration pilots for refugees

Gesellschaft für Interkulturelles Zusammenleben (GIZ) gGmbH

Reformationsplatz 4a, 13597 Berlin

☎ 030 5130 100 00

email: integrationslotsen@giz.berlin



Beratung und Unterstützung bei gesundheitlichen und sozialen Themen:

For counselling and support in health and social issues:

للحصول على المشورة والدعم في القضايا الصحية:

برای مشاوره و حمایت در مورد مسائل بهداشتی:

Immanuel Beratung Spandau –

General social counselling for refugee families

Burbacher Weg 4, 13583 Berlin

☎ 030 4472 62125

email: beratung.spandau@immanuel.de



Neighbourhood mothers are mothers with their own international history.

Neighbourhood mothers know Spandau very well.

They help and advise families with children when they arrive in Berlin.

The neighbourhood mothers have been trained for their tasks.

The neighbourhood mothers speak these languages:

Arabic, Aramaic, Bosnian, Bulgarian, Dari/Farsi, English, French, Kurdish, Macedonian, Romanian, Russian, Serbian, Turkish, Ukrainian, Vietnamese

Contact: Wilhelmstadt und Heerstraße:

☎ 0162 1047 586

Hakenfelde, Siemensstadt, and others:

☎ 0151 1133 4903

Falkenhagener Feld:

☎ 0176 4046 5413

Spandau Mitte:

☎ 0151 6734 9340



Mobile Pilot Team

Evangelisches Waldkrankenhaus

Spandau (hospital)

Paediatric & Adolescent Medicine



Consultations by appointment:

☎ 030 3702 2174

email: Lotsenteam.waldkrankenhaus@jsd.de

For families!

The Spandau family centres



- Meeting points for families
- Meeting and exchange
- Advice and support
- Parenting and family
- Group programmes, for example, toddler groups
- Health and exercise
- Creativity and music
- Excursions, parties and events
- Fun and games

The Spandau family centres welcome
all families!
They look forward to your visit!



Falkenhagener Feld:

Familienzentrum FF West
an der Kita Wasserwerkstraße
Sprachen: english, română, español, فارسی
русский, moldoveneană, français, türkçe,
Wasserwerkstraße 3, 13589 Berlin
030/22 32 41 48
fiz-wasserwerkstrasse@humanistischeckitas.de

Familienzentrum FF Ost

an der Kita Fantasia
Sprachen: türkçe, عربي
 Hermann-Schmidt-Weg 5, 13589 Berlin
 030/34 39 78 90 / fiz-ost@fippev.de

Familienzentrum

an der Grundschule im Beerwinkel
Sprachen: english, türkçe
 im Spektefeld 31, 13589 Berlin
 0163/51 96 40 3
 FamilienzentrumsGIB@g-casablanca.de

Spandau Mitte (Neustadt):

Familienzentrum Kita Lasiuszeile
 Sprachen: english, türkçe, español,
 български, français, magyar, polski
 Lasiuszeile 6, 13585 Berlin, 030/29 03 46 71
 familienzentrum-lasius@jugendwohnen-berlin.de

Familienzentrum Stresow

Sprachen: english, فارسی, русский, عربي
Grunewaldstraße 7, 13597 Berlin
030/35 12 65 95 oder 0157/ 71 11 71 25
s.schimke@familienzentrum-stresow.de

Siemensstadt:

Familienzentrum Rohrdamm
Sprachen: english, فارسی
 Voltastraße 2, 13629 Berlin
 030/36 75 75 60 / famz.rohrdamm@kompaxx.de

Hakenfelde:

Familienzentrum Villa Nova
 Sprachen: română, english
 Rauchstraße 66, 13587 Berlin
 030/33 77 61 16 / villanova@kompaxx.de

Haselhorst:

Offener Familientreff Haselhorst
 Sprachen: english, polski, český,
 slovenský, magyar
 Romy-Schneider-Str. 4, 13599 Berlin
 030/ 69 53 07 31 / ft.hh@kompaxx.de

Wilhelmstadt:

Familienzentrum Wilhelmine
 Sprachen: polski, български,
 türkçe, русский, español,
 kurdî, tiếng việt, english, عربي
 Weverstraße 72, 13595 Berlin
 030/93 95 21 97 / familienzentrum@trialog-berlin.de

Brunsbütteler Damm

Familienzentrum Hermine
 Sprachen: english, français, türkçe,
 aramäisch, کوردی / فرسی, русский,
 tiếng việt
 Brunsbütteler Damm 265, 13591 Berlin
 030/31 51 17 74 s / 0174/621 426 5
 familienzentrum-hermine@trialog-berlin.de

Heerstraße:

Familientreff Staaken – Obstallee
 Sprachen: english, kurdî, عربي
 Obstallee 22d, 13593 Berlin
 030/36 34 112 oder 0178/58 07 587
 post@familientreff-staaken.de

Familientreff Staaken - Pillnitzer Weg

Sprachen: english, türkçe, عربي
Pillnitzer Weg 21, 13593 Berlin
01785807555
post@familientreff-pi21.de

Familienzentrum Hermine

Sprachen: polski, български, türkçe, english,
русский, español, kurdî, tiếng việt, عربى, فارسى
Räcknitzer Steig 12
(Zugang über Maulbeerallee 23),
13593 Berlin / 030/36 40 38 77
familienzentrum-hermine@trialog-berlin.de



More information on the internet:
www.fruehe-hilfen-spandau.de/familienzentren

YOUR EMERGENCY CARD

Child protection hotline: **030 61 00 66**
(available 24 hours a day)

**Paediatric and medical
on-call service:** **030 116 117**
(available 24 hours a day)

**Children's rescue centre
Evangelisches Waldkrankenhaus:** **030 3702 2828**
(available 24 hours a day)



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IN TOUCH BERLIN
info@intouchberlin.de

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☎ 030 90279 3272

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You can find more information and news on the internet at:

www.fruehe-hilfen-spandau.de

