

## Table of Contents

<b>Kindergarten (Nursery School), School and Education</b>	<b>2</b>
Child Day Care (Kita)	2
KitaPlaner	3
Family Center	4
School	5
School system in Germany	5
Recognition for foreign school qualifications	6
How I organise a place in school for my child?	7
The "Parents' Guide to School"	8
Childcare at school	8
Enabling education	9
Education and participation package (BuT)	9
Support	11
Learning opportunities on the Internet	12

## Kindergarten (Nursery School), School and Education

### Child Day Care (Kita)

#### Day Care Centres = "Kindergarten"

In "**kindergartens**", or **child day care centres**, young children are cared for, making it possible for both parents to go out to work or to attend a language course. Your **child can make friends here**, and through daily contact with other children and with the kindergarten teachers and carers, he or she can learn the German language and discover all kinds of new things.

All children in Germany who are **at least one year old have the right to a day care place** (but this excludes children from a central accommodation centre / ZUE).

This can be in a **kindergarten** or a **day care centre**. Attending a kindergarten is not compulsory. Parents pay a monthly fee, which is calculated individually.

Parents are responsible for organising travel to and from the day care centre.

#### Day Care Centres (Kindertageseinrichtungen) = Kita = Kindergarten

Children aged from **1 year old to 6 years old** (from which age school attendance is then compulsory) are cared for by two to three day care workers in **groups of 10 to 25 children**.

#### Child Day Care (=Kindertagespflege) = Child Minder (=Tagesmutter oder Tagesvater)

Child minders look after 5 children up **to 3 years of age** in their own apartment, or in rented premises. Up to 3 child minders can also join together to look after up to 9 children. People assigned to the care of children have to be qualified as a child minder or care worker.

#### Registration for the kindergarten and child minder:

Children should register **online via the KitaPlaner** of the district of Höxter by **15 November** at the latest for the coming kindergarten year.

#### ⇒ Further information: How does the KitaPlaner work?

Here are **all care facilities of the district Höxter** find. To use it, you must register on the portal and create a user account.

If you receive a cancellation from the desired day care facility in your area, you can contact the youth welfare office as a parent (for contact see below).

#### Contact for question about day care centres:

☎ 05271 965 3702

☎ 05271 965 3701

■ [kindertageseinrichtungen@kreis-hoexter.de](mailto:kindertageseinrichtungen@kreis-hoexter.de)

### Contact for questions about Child day care:

☎ 05271 965-3706

✉ [kindertagespflege@kreis-hoexter.de](mailto:kindertagespflege@kreis-hoexter.de)

### Contact for questions about KitaPlaner:

☎ 052719653713

✉ [kitaplaner@kreis-hoexter.de](mailto:kitaplaner@kreis-hoexter.de)

### KitaPlaner

**KitaPlaner - find a childcare place per Mouse click.**

**A service of the district of Höxter, department for children, youth and family.**

### Where can I find the KitaPlaner?

**To the KitaPlaner** ⇒ [www.kitaplaner.kreis-hoexter.de/elternportal/](http://www.kitaplaner.kreis-hoexter.de/elternportal/) (In German, English and Arabic)

### What does the KitaPlaner offer?

- A comprehensive overview and detailed information on the services offered by all daycare centres and childminders in the district of Höxter
- A selection according to individual criteria, e.g. distance from home
- One registration for several childcare places
- A personal user account

### What steps are necessary before I can register?

1. You must first register with an e-mail and create a user account.
2. Then enter the personal details of the carer(s) and the child/children.
3. Now you can search for a childcare place.
4. You can select up to 5 childcare places.
5. Under the menu item "My selection" you can make the registrations for the selected childcare places.

### When can I register my child for a day care place?

- From the birth of the child, max. up to 3 years before the desired start of care.

💡 Registration should be made **by 15.11.** at the latest for the coming kindergarten year.

### Who can make the pre-registration?

- the parents of the child
- other authorised guardians

## And after that - what happens next?

- Your child will be placed on the waiting list of the chosen childcare facility.
- The day care centres / childminders you have chosen will check whether a place has been allocated.
- You will receive a binding acceptance or rejection via the KitaPlaner.
- Confirmations are (then) made in January for the kindergarten year beginning on 1.8.

**💡 Please note: You must accept an enrolment within 14 days. After this period, the place is gone.**

The district of Höxter has no influence on the allocation of places. Please always contact the day care centre or childminder.

The KitaPlaner is not intended to replace a personal discussion with the day care centre or childminder!

## Do you still have questions?

We will be happy to help you!

### Kita-Planner

☎ [05271/9653713](tel:052719653713)

@ [kitaplaner@kreis-hoexter.de](mailto:kitaplaner@kreis-hoexter.de)

### Day care centres

☎ [05271/9653702](tel:052719653702) or [05271/9653701](tel:052719653701)

@ [kindertageseinrichtungen@kreis-hoexter.de](mailto:kindertageseinrichtungen@kreis-hoexter.de)

### Specialist advice for child day care

☎ [05271/9653706](tel:052719653706) or [05271/9653711](tel:052719653711)

@ [kindertagespflege@kreis-hoexter.de](mailto:kindertagespflege@kreis-hoexter.de)

Frequently asked questions and answers can be found in the KitaPlaner under **the "Help" tab.**

## Family Center

### Family Center

Children up to 6 years of age are cared for in the family centres. Family centres offer various **services for families and parents**. Through offers of help and other activities, **families are**

**supported** in raising children and shaping their family life.

⇒ [In this list you will find the family centres in the Höxter district. pdf](#)

## School

### School system in Germany

#### Compulsory School Attendance (Schulpflicht)

As you know, **education** is very important, and a **criterion for gaining regular employment**. For this reason, **school attendance in Germany is compulsory**. Attending school is **free of charge**. **Failure to comply with compulsory schooling may result in fines**.

All children from **6 to 18 years** old must attend school daily from **Monday to Friday**. This excludes school vacations and public holidays. The school lessons are scheduled according to the school timetable.

If your **child is ill**, please call the school on the same day in the morning and report your child ill. If your child is well again, please give him/her a **written excuse**.

#### Example of a written apology:

**Mein Sohn/Meine Tochter \_\_\_\_\_ (Name)**

**konnte am \_\_\_\_\_ (Datum) nicht zur Schule kommen,**

**weil er/sie krank war.**

**Ich bitte Sie dies zu entschuldigen.**

**Unterschrift**

---

On **special occasions** like religious festivals or cultural events, you can apply for leave in advance.

For parents, there are regular **parent-teacher days**. Please come to these, because you will be able speak to the teachers there, and receive important information.

---

## School System

- The German school system offers various options for your child. There you will find information about the German school system in various languages

⇒ [School System in NRW](#)

⇒ [Flyer school system \(PDF, english\)](#)

- "What's next after elementary school?" ⇒ [This video provides answers \(in 13 languages\)](#)

## Recognition for foreign school qualifications

### Recognition for foreign school qualifications

Certificates are very important in Germany. If you want to continue your school education or undertake an apprenticeship or vocational training course, you have to **present your educational certificates (=Zeugnisse)**. In the case of foreign qualifications and certificates, these have first to be **officially recognised**.

#### What do I have to do?

1. Let the IQ network advise you if a translation and recognition is necessary or not.

#### IQ Netzwerk NRW:

Martin Hohaus, Telefon: 05251 700 297, E-Mail: [martin.hohaus@sbh-west.de](mailto:martin.hohaus@sbh-west.de)

Beate Klemm, Telefon: 05251 700 339, E-Mail: [beate.klemm@sbh-west.de](mailto:beate.klemm@sbh-west.de)

2. Second you have to **find a translator**. The translation has to be carried out by a professional translator.

**You will find an overview of state certified translators/interpreters here ⇒**  
[www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de).

3. Then you need an **official Authentication (=Beglaubigung)** for your certificate(s). Public authorities, for example the town council (town hall=Rathaus), the district council, the mayor or a civil law notary can do this for you.

4. The last step is to submit an **application for the recognition** of your qualifications, enclosing the following **documents**:

- copies of your **passport** and your **residence permit**,
- your **CV**,
- your **foreign educational certificate** and the **translated educational certificate**.

### Authorities for the recognition

Depending on which qualification you have, **different authorities are responsible** for the recognition of these.

#### A) Intermediate School Leaving Certificate / GCE "O" Levels (=mittlere Reife) and Lower Secondary School Leaving Certificate (=Hauptschulabschluss)

##### Bezirksregierung Köln

📍 Zeughausstr. 2-10, 50606 Köln

☎ 0221 147 2048

Telephone Enquiries: Monday and Wednesday: 9:00 a.m.-11:30 a.m.; Tuesday: 1:00 p.m.-3:00 p.m.

Personal Enquiries: Thursday: 8:30 a.m.-3:00 p.m.

**You get Application Form and further Information here ⇒ ["Bezirksregierung Köln"](#).**

## **B) General University Entrance Qualification / GCE "A" Levels (Allgemeine Hochschulreife=Abitur)**

### **Bezirksregierung Düsseldorf**

📍 Am Bonnhof 35, 40474 Düsseldorf

☎ 02114750

**You get Application Forms and further Information here ⇒ ["Bezirksregierung Düsseldorf"](#).**

**How I organise a place in school for my child?**

### **How to find a place in school ?**

At the **registration office** (in the town hall) you can find out **who is responsible for school registration** in your town. The responsible person will tell you **which school** your child can go to.

In the second step, the parents contact the named school and **register their child directly with the school**.

The school will accept the registered child within **three days**.

### **Health examination**

The school makes an **appointment for an examination** of the admitted child with the **health service** of the district of Höxter (children and adolescent medical service) and **informs** the parents about it.

If **assistance with translation** is needed, the school or the health service can apply for a **language guide free of charge** at the municipal integration centre (Kommunales Integrationszentrum).

### **Special language training groups**

If the German language skills of the children and young people are not yet sufficient, there are **special language training groups** (=Sprachfördergruppen) at over **30 schools**. In these groups, the pupils are taught the basics of the German language, until they are able to take part in regular classes in German.

For **older teenagers there are international classes** at vocational colleges available, in which they are prepared for a **school leaving certificate exam** and possible **entry into a professional** career.

## If your child has a disability, or has special needs

If your child has a disability, or has special needs, you can get in touch with the District of Höxter local education authority (=Schulamt). They can explain what kind of support is available for your child.

### Contact Person:

Schulamt Kreis Höxter,

Franka Pirone

☎ [052719653211](tel:052719653211)

@ [f.pirone@kreis-hoexter.de](mailto:f.pirone@kreis-hoexter.de)

### The "Parents' Guide to School"

## The "Parents' Guide to School"

In order for your child to find his or her way around school and to learn successfully it also needs the support and interest of its parents.

**With this small brochure we want to support you and offer orientation.**

Here you will find some information about general things to consider at school and how you can support your child.

⇒ **[Brochure Parents' Guide to School - PDF \(German\)](#)**

The brochure is available in **14 languages** (German, English, French, Arabic, Farsi, Turkish, Kurdish, Croatian, Russian, Polish, Romanian, Ukrainian, Tigrinya, Urdu).

⇒ **[Download at the Website of the Municipal Integration Center](#)**

It can be ordered at: [r.gleisberg@kreis-hoexter.de](mailto:r.gleisberg@kreis-hoexter.de)

### Childcare at school

## Childcare at school

### Primary schools

Most primary schools in the Höxter district offer **childcare before or after school** or during the **holidays**. There are various models.

One model of childcare is the "**open all-day school** " (**OGS** ). Children stay in an OGS **from Monday to Friday** until at least 3.00 pm and at most until **4.30 pm** .

**This is usually offered in the OGS:**

- Homework supervision,
- lunch and
- various working groups (AGs) in the areas of culture, games and sport.

## Registration and costs

Parents must register their child for childcare at the school . Registration should be made **before the start of the school year**. The childcare costs **money**. How much parents have to pay varies. The amount depends on the financial situation of the families and is determined by the school authorities.

You can find out which form of childcare is offered and whether there are **still places available** at the school.

Parents can find **initial guidance** on this page   
[www.unternehmen-und-familie.de/Kinderbetreuung-fi...](http://www.unternehmen-und-familie.de/Kinderbetreuung-fi...)

You can use the search function to find the various childcare programmes offered by schools in the Höxter district.

Some **secondary schools** also offer childcare before and after school. Secondary schools are attended after primary school.

## Enabling education

### Education and participation package (BuT)

#### Education and participation package (BuT)

If you **receive social benefits**, it is possible to **get financial support for your child** through the "education and participation package" ("Bildung und Teilhabe"). This is possible for **children up to the age of 18**.

**Young adults up to the age of 25**, who attend school but do not earn money in a vocational training course, can **get support in the field of education**. Support in the **field of leisure, culture and sport** are granted **only for Children up to 18 years**.

#### The following grants are part of the education and participation package:

- Children and adolescents **up to the age of 18 receive 15,00 euros per month**, for example for tuition, courses or camps in the fields of culture, art, education and sport. The main **focus is on leisure activities**.
- For **excursions and school/kindergarten trips** lasting **several days** the **costs** (travel costs, meals, admission) **will be covered**.
- The **communal lunch** at the school and day care centre **will be paid completely**.
- Schoolchildren receive **195,00 € per school year for school materials**, photocopying fees and other lesson costs.

- Under certain conditions, schoolchildren can **receive learning support (=Nachhilfe)**. The school confirms in which subjects and to what extent learning support is required.
- In rare **exceptional cases, travel costs** to and from school can be subsidised.

## Beneficiaries

**Beneficiaries are children and adolescents from families who receive:**

- "Bürgergeld / social benefit according to the Sozialgesetzbuch, 2. Buch (SGB II),
- social welfare and basic security (=Sozialhilfe) according to the Sozialgesetzbuch, 12. Buch (SGB XII),
- child allowance (= Kinderzuschlag - KIZ) according to the Bundeskindergeldgesetz (BKKG) oder
- housing allowance (= Wohngeld) according to the Wohngeldgesetz (WoGG)
- benefits under the Asylum Seekers Benefits Act according to § 2 Asylbewerberleistungsgesetz (AsylbLG) or § 3 AsylbLG in relation to § 6 AsylbLG

**Please enclose with your application for benefits from the Education and participation package the current notice of approval (=Bewilligungsbescheid) as proof that you receive the relevant social benefit.**

## Who is responsible?

**Depending on which social benefit you receive, different authorities are responsible:**

**a) Recipients of Social benefit / "Bürgergeld"** can submit their **applications** in the **Jobcenter of the Höxter district.**

**Jobcenter Kreis Höxter**

📍 [Stummrig Str. 56, 37671 Höxter](#)

☎ 05271 6995 301 or 05271 6995 387

@ [jobcenter-kreis-hoexter@jobcenter-ge.de](mailto:jobcenter-kreis-hoexter@jobcenter-ge.de)

**Important:** You always have to **make a request before you pay something** yourself. If you have already paid for something (e.g. a school trip), you will not get the money back

**b) Recipients of housing allowance (=Wohngeld), child allowance (=Kinderzuschlag), social welfare and basic security (=Sozialhilfe- und Grundsicherung) according to the 3rd and 4th chapter of SGB XII and benefits under the Asylum Seekers Benefits Act (=Asylbewerberleistungsgesetz) can submit their applications to the Höxter District – Section of Social Affairs, Nursing and Disability Section.**

**Kreis Höxter**

📍 [Moltkestraße 12, 37671 Höxter](#)

**Contactpersons:**

## G. Jacobs-Kluge

☎05271 965 3120

@[g.jacobs-kluge@kreis-hoexter.de](mailto:g.jacobs-kluge@kreis-hoexter.de)

Office hours: Monday to friday 07:30 a.m. to 12:30 p.m. or by arrangement

## C. Gniadek

☎05271 965 3119

@ [c.gniadek@kreis-hoexter.de](mailto:c.gniadek@kreis-hoexter.de)

Office hours: Monday to friday 07:30 a.m. to 12:30 p.m.

Monday to Thursday: 1:30 p.a. to 4:00 p.m. or by arrangement

**Further information and forms can be found here** ⇒ [Bürgerserviceportal - Bildungs- und Teilhabepaket - Formulare](#)

## Support

### Schüler BAföG (=Bundesausbildungsförderungsgesetz)

For the college-based training you can apply for the "**Schüler BAföG**". The BAföG is a **monthly financial support**, during the school time (**from class 10**). **It does not have to be paid back.**

**Further information you will find** ⇒ [here \(in German\)](#)

---

## Library

⇒ [Information and addresses of the libraries](#)

---

## School materials

For people who have very **little money**, the social welfare **charity Diakonie Paderborn-Höxter e.V.** has set up a special **school materials store**.

People receiving unemployment Benefit II (ALG II), asylum seekers and those with low incomes can get exercise **books, pens and pencils, pencil cases and schoolbags** for their children **free** of charge. Please remember to take your **ID documents** with you.

**Diakonie School Materials Store (=Schulmaterialienkammer) in Warburg**

**Contact:** Laureta Cabra

☎0564178880

@[cabra@diakonie-pbhx.de](mailto:cabra@diakonie-pbhx.de)

**Opening times:** The first Thursday in every month from 3:00 p.m. until 5:00 p.m.. Additional opening times just before/at the beginning of the new school year.

### Locations

📍 Corvinushaus Warburg

[Sternstrasse 19, 34414 Warburg](#)

### School Materials Store (Schulmaterialienkammer) in Höxter

**Please call in advance!**

☎ 052717586

@[pad-kg-hoexter@kkpb.de](mailto:pad-kg-hoexter@kkpb.de)

📍 [Brüderstraße 7, 37671 Höxter](#)

---

## Tutoring (Nachhilfe) and Homework Supervision (Hausaufgabenbetreuung)

- **Please ask at your child's school about what offers are available for support.**
- **Various institutions offer support and tutoring for free. For Example:**

### Diakonie Paderborn-Höxter e.V.

📍 [Brüderstr.7, 37671 Höxter](#)

Open language teaching: Monday, tuesday and wednesday from 10:00 a.m. - 12:00 a.m.

### Welcome e.V.

📍 [Grubestraße 28, 37671 Höxter](#)

Private tutoring (German language) : Monday from 5:00 p.m. - 7:00 p.m.

---

## Learning opportunities on the Internet

### Reading, audio books, dictionaries and educational games

There are **free services** on the Internet and for mobile phones that can help with **learning at home**.

### On the Internet there are the following helpful websites:

♦ On the website **Aduis** you will find **worksheets for German, mathematics** and some other school subjects. ⇒ [www.aduis.at/arbeitsblaetter](http://www.aduis.at/arbeitsblaetter)

♦ On the website Learning Apps you will find many **tasks for learning German**. There are also **games**, a collection of puzzles and cloze texts in various languages. ⇒ [www.learningapps.org](http://www.learningapps.org)

- ◆ This website is a **dictionary of synonyms**. Here you can find other words for a source word and thus expand your vocabulary. ⇒ [www.anderes-wort-fuer.de](http://www.anderes-wort-fuer.de)
- ◆ On the website "[mulingula-praxis.de](http://mulingula-praxis.de)" you will find **books** for primary school **to read and listen** to in **seven different languages**. You can read the books yourself or have them read to you. For all books there are also **tasks for listening carefully**. ⇒ [www.mulingula-praxis.de](http://www.mulingula-praxis.de)
- ◆ On the **Amira website** you will find **stories to read and listen** to as well as **games for primary school**. The books are available in **9 languages** and they can be downloaded. ⇒ [www.amira-pisakids.de](http://www.amira-pisakids.de)
- ◆ On the website [Lingonetz.de](http://Lingonetz.de) you will find **texts for reading and listening** and instructions for **experiments**. Many **nice photos** illustrate the site. ⇒ [www.lingonetz.de/kids](http://www.lingonetz.de/kids)
- ◆ On the website **Ohrka** you can find many **audio books in German** for **children** between five and eight years. The **audio files** can be **downloaded** and can also be transferred to mobile phones and tablets. ⇒ [www.ohrka.de](http://www.ohrka.de)

**The following helpful apps are available for the mobile phone:**

#### **Dictionaries:**

- ◆ The "**LEO Dictionary**" translates words into different languages. Additionally, there is a **learning game** for learning vocabulary in a playful way.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

- ◆ In the "dict.cc dictionary" you can translate words into different languages.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

#### **Vocabulary training**

- ◆ With the app "**Learn German**" you can learn German **vocabulary** with the **help of pictures** and **correct pronunciation**. It is suitable for children and beginners.

⇒ [to download for Android mobile phone](#)

#### **Learning games and movement games**

- ◆ Learning German with Mumbro & Zinell is an **interactive learning game for children** of primary school age from "Planet Schule" of SWR (Süd-Westdeutscher Rundfunk).

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

- ◆ The "**Kitu-App: Play and move together**" brings fun, games and exercise for the whole family. Simple and effective **movement exercises** from the Kinderturnstiftung Baden Württemberg and the Auerbach-Stiftung from about **4 years** of age.

---

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

### Audio books and radio

◆ With the **LibriVox audio books** app, you can listen to over **24,000 audio books**. Volunteers read them, not professionals. But the many audio books are available in over **30 languages**.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)

◆ With the **ARD Audiothek App** you can listen to content from the radio programmes of ARD and Deutschlandradio. Here you can find **audio books for children**. But there are also **many offers for adults**, such as thrillers, podcasts, comedy, documentaries and much more.

⇒ [to download for Android mobile phone](#)

⇒ [to download for iPhone](#)