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# Children, young people and family

# Pregnancy, birth and Early Help

Pregnant women and families are under special social protection. They are entitled to information, counselling, medical care and treatment as well as support (financial benefits, benefits in kind and assistance).

# Parent information app elina3

The parent information app provides comprehensive information for pregnant women and parents with newborns or toddlers from 0 to 3 years of age and presents services on all aspects of childcare. Pregnancy, early childhood and parenthood. This includes, for example, information on birth preparation, maternity clinics, midwives, family and parent-child centres, family counselling centres, day care facilities and day care for children. The parent information app can also be used as an organisational and reminder medium as well as a source of information for upcoming check-ups during pregnancy, vaccinations, early detection examinations or other errands during and after pregnancy. Overall, the parent information app functions as a factual guide with many additional support functions. The service is free of charge and is funded by the Federal Foundation for Early Support (Bundesstiftung Frühe Hilfen).





# Landeshauptstadt Potsdam

Koordination Frühe Hilfen / Marco Kelch

@marco.kelch@rathaus.potsdam.de

https://vv.potsdam.de/vv/produkte/eltern-informat...

# **Pregnancy counselling centres**

Pregnancy counselling centres offer free and varied counselling and support services to parents who wish to have a child, expectant parents, pregnant women and parents with children up to their 3rd birthday. These are in particular counselling and information on social, financial and legal assistance and benefits (maternity protection, parental allowance, child benefit, maintenance, housing benefit, citizen's income, foundation allowances, childcare options, contact rights and parental care), counselling and information during pregnancy (preventive check-ups, (preventive examinations, maternity clinics, midwifery care), psychosocial counselling (counselling in the event of a miscarriage, stillbirths, confidential births, separation during pregnancy, mental illness during pregnancy or after birth), pregnancy counselling for





unwanted pregnancies and counselling on mother-child therapy.

#### **Caritas Archdiocese of Berlin**

Potsdam pregnancy counselling service

**Q**Zimmerstraße 7, 14471 Potsdam

**\**0331710298

www.caritas-brandenburg.de/beratung-hilfe/schwang...

## donum vitae

Potsdam advice centre

**Q** Jägerallee 31, 14469 Potsdam

**4**033160018111

Thttps://berlin-brandenburg.donumvitae.org/

# Protestant Youth and Welfare Organisation (Evangelisches Jugend- und Fürsorgewerk; EJF)

Lindenstraße advice centre - pregnancy counselling service

Friedrich-Engels-Straße 24, 14473 Potsdam

**\**03312807324, 03312807343

www.ejf.de/arbeitsbereiche/beratung/schwangerenbe...

## pro Familia

Potsdam advice centre

Charlottenstraße 30, 14467 Potsdam

<u>0331860668</u>

www.profamilia.de

# Gynaecologist - Pre- and postnatal care, maternity card

Gynaecologists examine and advise pregnant women on the health and development of the unborn child (antenatal and postnatal care). The primary goal of prenatal care is the early detection of risks and dangers for the unborn child and its mother. Gynaecologists issue maternity cards, in which illnesses, examination results, the date of birth and information about the birth are entered. The maternity card should always be carried to all medical outpatient and inpatient examinations as well as for emergencies. Six weeks after the birth of the child, every mother is recommended to have a health check-up with a gynaecologist.

# List of gynaecologists

https://arztsuche.kvbb.de/

# **Midwives**

Midwives support women (and their families, if applicable) during pregnancy and after the birth of the child. Midwives provide advice on pregnancy and birth, accompany the birth, care for mothers in the postpartum period, provide support in caring for the child and offer various courses before and after birth. The costs of counselling and support by a midwife are covered by the statutory health insurance.

# List of midwives in the state of Brandenburg

www.hebammen-brandenburg.de/hebammensuche.html





# **Delivery**

Expectant mothers or parents-to-be can give birth to their child at home accompanied by a midwife (home birth), in a birth centre or in a birth clinic. To do this, you must register early with the midwife or the relevant birthplace before the birth of the child.

# List of midwives in the state of Brandenburg

www.hebammen-brandenburg.de/hebammensuche.html

## **Geburtshaus Apfelbaum**

**Q**Tuchmacherstraße 17, 14482 Potsdam

**\\_**03317112240

www.geburtshaus-apfelbaum.de

## **Geburtshaus am Neuem Garten**

**Q** Große Weinmeisterstraße 57, 14469 Potsdam

<u>01777996721</u>, <u>015231810104</u>, <u>015255932736</u>

www.geburtshaus-am-neuen-garten.de

## St. Josefs Krankenhaus

Allee nach Sanssouci 7, 14471 Potsdam

**\**033196824000

www.alexianer-potsdam.de/geburt-im-stjosefs/gebur...

# Klinikum Ernst von Bergmann

Clinic for gynaecology and obstetrics (Building F)

Charlottenstraße 72, 14469 Potsdam

**4.**033124135604 , 033124135602

www.evb-gesundheit.de/klinikumevb/geburtshilfe

#### **Paediatricians**

Paediatricians treat your child for possible illnesses, carry out preventive examinations (**U examinations**), advise you on vaccinations for your child and carry them out and refer your child to a clinic or specialist if necessary. The costs for preventive medical care and treatment for your child are covered by the statutory health insurance.

#### List of paediatricians

https://arztsuche.kvbb.de/

# **Standesamt (Registry Office)**

The maternity clinic or birth centre will issue a birth confirmation letter for each newborn child and report the birth of the child to the competent Registry Office (municipal authority). In the case of a home birth, they must register their child at the Registry Office within one week. The Registry Office issues a birth certificate for every newborn child and registers your child with the Residents' Registration Office. With the birth certificate, they can apply for individual benefits or a child passport (for travel abroad).

## **Landeshauptstadt Potsdam**

Registry Office





# @neugeborene@rathaus.potsdam.de

Please bring the birth certificate for your child, your identity card / passport and, if available, your original marriage or divorce document to the appointment. Foreign language documents / certificates must be submitted together with a German translation (by a publicly appointed and sworn translator).

# Paternity and custody - notarisation

If parents are not married to each other at the birth of their child, the biological father is not automatically the father. The man can acknowledge his paternity. If the mother agrees to the acknowledgement of paternity, the man is considered the father of her child.

If the parents are not married when the child is born, the mother automatically receives sole custody. If they wish to exercise parental care jointly, a custody declaration is necessary for this purpose. The declarations can be made before or after the birth and must be publicly certified. You can do this at the Youth Welfare Office (for a fee), at a notary (for a fee) or at a local court (without a fee, only declaration of paternity). The father and mother must be present in person. If the parents are not sufficiently proficient in German, an interpreter is required for the notarisation. This person must be able to identify themselves and must not be related to the parents by blood or marriage.

## Landeshauptstadt Potsdam

Youth Welfare Office (Jugendamt)

Am Palais Lichtenau 3-5, 14469 Potsdam

**4**03312892278 , 03312892246

@Beurkundung@rathaus.potsdam.de

# **Family Welcome Service**

As a service of the state capital Potsdam, the Family Welcome Service sends all families living in Potsdam a welcome greeting for the birth of their child by post. In a personal welcome visit by the colleagues of the Family Welcome Service or with the option of counselling on their premises, young families receive a welcome bag with information and suggestions on their child's development and can find out about services in their area on the topics of everyday life, leisure, day care and financial assistance.

# Landeshauptstadt Potsdam

Family Welcome Service

PHegelallee 6-10, 14467 Potsdam (Haus 1, Raum 519/520)

**\**03312892310

@familienbegruessungsdienst@rathaus.potsdam.de

www.potsdam.de/familienbegruessungsdienst

# Family midwives

The deployment of family midwives and family health and paediatric nurses is in addition to the usual midwifery work and offers support for (expectant) families in stressful life situations up to the child's 3rd birthday. The specialists answer questions about pregnancy and birth as well as the development and health of the child and advise on suitable, further services and contact persons if required. The service is free of charge and confidential and is funded by the Federal Foundation for Early Support (Bundesstiftung Frühe Hilfen).





Landeshauptstadt Potsdam

PHegelallee 6-10 (Haus 1), 14467 Potsdam

**\**03312892373

www.potsdam.de/familienhebammen

# Early advice

Parents with infants are often unsettled in the first phase of parenthood as they have to adapt to the new and rapidly changing conditions. If infants also show regulation disorders, cry a lot or cannot sleep, professional and low-threshold counselling is often helpful. The early counselling service offers parents with children up to three years of age the opportunity to receive counselling in crisis situations, including in the home context. The service is free of charge, confidential and is funded by the Federal Foundation for Early Support (Bundesstiftung Frühe Hilfen).

# Family centre at the Potsdam University of Applied Sciences

Advice centre "Vom Säugling zum Kleinkind"

**♀** Kiepenheuerallee 5 (House 5), 14469 Potsdam

**\**03315802455

www.familienzentrum-potsdam.de

# Parent-child centre (AWO)

**Q** Röhrenstraße 6, 14480 Potsdam

**\\_**03316008773

https://awo-potsdam.de/standort/eltern-kind-zentr...

# Bisamkiez family centre (EJF)

PBisamkiez 26, 14478 Potsdam

03318171263

www.ejf.de/einrichtungen/kinder-und-jugendhilfe/f...

# **Early intervention centres**

Early intervention centres offer parents with children from birth onwards a wide range of counselling, health and integration services in case of developmental risks, developmental delays and disabilities of their child. The services are usually covered by the statutory health insurance.

Locations and contact

## National society of labour welfare (AWO)

Early intervention and advice centre

Neuendorfer Straße 39a, 14480 Potsdam

**\**033173041951

https://awo-potsdam.de/standort/fruehfoerder-und-...

# Protestant Youth and Welfare Organisation (Evangelisches Jugend- und Fürsorgewerk; EIF)

Early intervention centre

**♀** Konrad-Wolf-Allee 1-3, 14480 Potsdam

**\**033160060284

www.ejf.de/arbeitsbereiche/behindertenhilfe





# Klinikum Westbrandenburg children's and youth hospital Potsdam

Social paediatric centre (Sozialpädiatrisches Zentrum; SPZ)

Pehlertstraße 45a, 14467 Potsdam

**4**033124135973

www.klinikumwb.de/neuro-und-sozialpaediatrie-pots...

#### **Oberlin Lebenswelten**

Early intervention and advice centres

Rudolf-Breitscheid-Strasse 24, 14482 Potsdam

**Q** Graf-von-Schwerin-Straße 3, 14469 Potsdam

**4.**03317634913 , 03317635370

https://oberlin-lebenswelten.de/leistungen/beratu...

# Family and parent-child centres

Family and parent-child centres offer versatile and especially low-threshold counselling and support services for parents with young children. These are in particular group offers (parent-child groups, parenting groups, parenting courses), counselling on general health of children as well as parent-infant counselling. The offers and services are usually free of charge for parents.

# Family centre and parents' counselling "Vom Säugling zum Kleinkind"

at the Potsdam University of Applied Sciences

**Ŷ** Kiepenheuerallee 5 (House 5), 14469 Potsdam

03315802455

www.familienzentrum-potsdam.de

# Protestant Youth and Welfare Organisation (Evangelisches Jugend- und Fürsorgewerk; EJF)

Bisamkiez family centre

PBisamkiez 26, 14478 Potsdam

**4.**03318171263

www.ejf.de/einrichtungen/kinder-und-jugendhilfe/f...

# National society of labour welfare (AWO)

Parent-child centre

Röhrenstraße 6, 14480 Potsdam

**4.**03316008773

https://awo-potsdam.de/standort/eltern-kind-zentr...

## **KUBUS**

Leisure meeting place

Am Neuen Garten 64, 14469 Potsdam

**4.**03315058600

www.treffpunktfreizeit.de

# Parenting and family counselling centres

Parenting and family counselling centres offer a wide range of counselling and support services for parents with young children. These are, in particular, counselling on separation and divorce, counselling on parenting and child development issues, counselling on behavioural problems of children, psychosocial counselling in connection with the child as well as group offers on various





topics. The services are usually free of charge for parents.

#### **Caritas Archdiocese of Berlin**

Family and parenting advice centres Potsdam

**Q**Zimmerstraße 7, 14471 Potsdam

**\**0331710298

www.caritas-brandenburg.de/beratung-hilfe/kinder-...

# Protestant Youth and Welfare Organisation (Evangelisches Jugend- und Fürsorgewerk; EJF)

Lindenstraße counselling centre - parenting and family counselling

**♀** Friedrich-Engels-Straße 24, 14473 Potsdam

**└**<u>03312807320</u> , <u>03312807316</u>

www.ejf.de/einrichtungen/beratungsstellen/beratun...

# Protestant Youth and Welfare Organisation (Evangelisches Jugend- und Fürsorgewerk; EJF)

Lösungsweg advice centre

Pehlertstraße 27, 14469 Potsdam

**\**03316207799

www.ejf.de/einrichtungen/beratungsstellen/beratun...

# STIBB - Sozial-Therapeutisches Institut Berlin-Brandenburg e.V. (STIBB)

Family and parenting counselling

**Q** Goethestraße 39, 14482 Potsdam

**\**03317046500

www.stibbev.de

# Services via the "Gesunde Kinder" network

The Gesunde Kinder Network is a state policy programme of the state of Brandenburg with the aim of promoting children's health and child-oriented development as well as parental skills. The free services in Potsdam include support by volunteer family mentors, group services (parent-child café, twins' meeting, pregnancy meeting, baby meeting), parenting knowledge and information events, the children's clothing rummage shelf and the family handbook.

## **Ernst von Bergmann Sozial gGmbH**

Gesunde Kinder Network Potsdam location

**Q**<u>Jägerallee 37 h, 14469 Potsdam</u>

**\**033124147551

www.netzwerk-gesunde-kinder.de/potsdam

#### Childcare in Potsdam

## General information on needs-based day care for children in Potsdam:

Childcare facilities have the task of supplementing and supporting the education, upbringing and care of children in families in order to ensure all children good social, emotional, physical and mental development. At the day care centre, your child can learn the German language, strengthen their skills and try out things for themselves such as body, health and movement, maths and science, social life, music and performing and designing. Give your child the opportunity to learn through play and to start school well prepared. Attending day care is





important for your child's future. Parental contributions are based on the parents' income. If you are a low-income earner, you are exempt from paying parental contributions.

# **Demand-oriented services in child day care**

# Pedagogically supervised parent-child groups

This service is aimed at mothers and fathers who want to organise their own everyday lives together with their child. A socio-educational specialist provides support for this. Parents eat together with their children and exchange ideas and talk together. The service usually runs from 9:00 am to 3:00 pm.

# "Kindertagespflege"

Five children are cared for in a family-like structure and atmosphere by a state capital Potsdam-certified childminder. There are about 60 child day care workers in different districts in Potsdam. The care takes place in their own home or in rented premises. The registration and placement for places is done by the three independent providers:

#### **Kinderwelt GmbH**

Marlene-Dietrich-Allee 15, 14482 Potsdam

**4**0331704760

@kindertagespflege@die-kinderwelt.com

www.die-kinderwelt.com

#### FidL Frauen in der Lebensmitte e.V.

Alleestraße 1, 14469 Potsdam

**\**033186750087

@tagespflege@fidl.de

www.fidl.de

## Treffpunkt Fahrland e.V.

• Ketziner Str. 52, 14476 Potsdam

**\\_**03320850357

@geschaeftsstelle@treffpunkt-fahrland.de

www.treffpunkt-fahrland.de

## Day care centres (Kita) - crèche and kindergarten

In a Kita, children from 0 to 3 years are cared for in the crèche area. Children over the age of three attend the Kita section until they start school. Pedagogical staff look after your children in small groups to promote the development of the children. As parents, you are welcome to share your experiences and commitment to your children's day-to-day life at the nursery and to talk to the teachers about your children's development.

# Children's after-school care centre

The after-school care centre is an extracurricular service for the care of primary school children. There is an early morning after-school care before school starts and an afternoon after-school care that immediately follows the children's school hours. Children have the option of eating lunch either at school or in the after-school care centre. In accordance with the concepts, the after-school care facilities offer various sporting, musical and social activities. After-school care centres also promote social interaction between children and the acquisition of the German language. During the school holidays, they offer holiday care. The registration for your child takes place at the respective after-school care provider.





## Other day care for children of primary school age (AKI)

There are seven other day care facilities (AKI) in Potsdam. AKIs are suitable for children from the fourth grade upwards who can already organise their afternoon very independently. Often the children are privately involved in clubs, so they do not need daily care. Here too, the children are offered sporting and creative after-school activities in which they can participate.

If you have any questions about child day care, please <u>read here</u> or contact the staff of Kita-Tipps of the state capital Potsdam.

## Questions and answers about childcare in Potsdam

#### What day care services are available in Potsdam?

Childcare facilities have the task of supplementing and supporting the education, upbringing and care of children in families in order to ensure all children good social, emotional, physical and mental development. At the day care centre, your child can learn the German language, strengthen their skills and try out things for themselves such as body, health and movement, maths and science, social life, music and performing and designing. Read more about the services here.

Is there a central registration and allocation office for child day care in Potsdam? No. If you would like to have a childcare place for your child, please register directly with the childminder and/or daycare centre or after-school care of your choice.

# When is the earliest date I can register my child?

Registration for a place in a day care centre can only take place after the birth of the child. However, you can already make initial contact with care facilities during pregnancy.

## How do I find a place in a crèche, day nursery or after-school care centre?

Take advantage of the information events and use the "Kita-Suchportal" and the "Kita-Karte" to find out about suitable daycare options. You can find these under www.potsdam.de/de/kindertagesbetreuung. Registration with several childcare facilities is recommended. The childcare placement service "Kita-Tipp" of the state capital of Potsdamis the point of contact for parents seeking advice. Here you will receive support in finding a childcare place. This also applies in particular to parents with children with disabilities and/or special needs.

# What information do I get from the Kita-Tipp?

- Initial counselling in pregnancy individually or as a digital video conference format
- Information on settling in at the day care centre
- Information and advice on profiles of childcare facilities and principles in pedagogical work
- · Adjudication of legal claims

# What is a legal claim?

A legal entitlement is a declaratory decision by the authorities that determines how many hours your child can be cared for in a day care centre. If you have a commitment for a childcare place, apply for a legal entitlement notice at the childcare place service Kita-Tipp. if you need care in the day care centre/crèche for more than 6 hours or in the after-school care centre for more than 4 hours per day. You can find the applications at <a href="https://www.potsdam.de/de/kindertagesbetreuung">www.potsdam.de/de/kindertagesbetreuung</a>.





# Will I get a childcare place at any time?

Childcare places are allocated throughout the year. However, most childcare places are available at the change of the day-care year (August). Open capacities at the respective locations can be requested from the childcare place service Kita-Tipp.

# What do I do if I cannot find a place for my child?

If, despite all your efforts, you have not been able to obtain a childcare place for your child, please contact the childcare place service Kita-Tipp. You will then be sent a declaration of consent for the processing of personal data. This declaration allows the staff members to make enquiries and placement interviews with independent providers on your behalf. You can also find the consent form at <a href="https://www.potsdam.de/kita-tipp">www.potsdam.de/kita-tipp</a>.

# Do I have to pay money for the childcare place?

In Potsdam, parents have to pay a parental contribution for a childcare place. Parental fees are set and collected by the provider of the respective facility. No contributions need to be paid for the last year before the child starts school. From August 2023, this will also apply to the penultimate year of kindergarten.

Parents with a net annual household income of up to 35,000 euros are exempt from parental contributions from 1 January 2023 to 31 December 2024. For parents with a medium income of up to 55,000 euros net annual household income, the parental contributions per child and month are limited to maximum permissible contributions for the same period, differentiated according to the extent of care.

Information can be obtained from the respective provider of the childcare facility.

# I have a child with a disability. What support services are available?

One measure to support your child's social participation is early remedial education. Early remedial education aims to identify abnormalities or impairments as early as possible. The aim is to prevent the occurrence of disabilities and to alleviate or remedy disabilities and their consequences. These support measures can take place in and outside the day care centre. These early intervention measures must be applied for by the parents at the working group on participation for children and adolescents. Part of the application process is a medical diagnosis. This w, which is carried out by the early intervention centres in Potsdam, the Social Paediatric Centre (SPZ) or the child and youth medical health service of the state capital Potsdam. Support services for primary school children are also possible.

Parents of children with disabilities can apply for integration assistance/early support at the locally responsible social welfare agency or youth welfare agency. Potsdam parents who wish to apply for this assistance should contact the Health Social Services and Senior Citizens Department. Staff of the working group on participation for children and young people with disabilities are available for free advice and support.

# School for children aged 6 to 18

There are different types of schools for children and young people. They can achieve different school-leaving qualifications at different schools. There are five different degrees in total.

## **Grundschule (primary school)**

All children who turn 6 by 30 September must start primary school in the same year. In the state of Brandenburg, children attend primary school in grades 1 to 6. In various subjects such as German, mathematics, sports, English, economics, work and technology, for example, the children learn the most important things (basic education) for secondary schools from grade 7 After grade 6, they get a primary school report and can go to a secondary school.





## These are the primary schools in Potsdam.

After primary school, a child can attend an achievement class, gifted class, Oberschule, Gesamtschule or Gymnasium.

## **Oberschule**

The Oberschule is a secondary school for grades 7 to 10. In the Oberschule, you can achieve various qualifications at the end of Year 10. With the various school-leaving qualifications, you can start vocational training or take your Abitur. After the 10th grade, you acquire the extended vocational training maturity (erweiterte Berufsbildungsreife; EBR) or the advanced technical school-leaving certificate (Fachoberschulreife; FOR) and can do an apprenticeship.

# These are the Oberschulen in Potsdam.

## Gesamtschule with gymnasiale Oberstufe

At the Gesamtschule with gymnasiale Oberstufe you can attend grades 7 to 13. After the 10th grade, you acquire the extended vocational education entrance qualification (erweiterte Berufsbildungsreife; EBR) and the advanced technical college entrance qualification (Fachoberschulreife; FOR) and can thus do an apprenticeship. After the 13th grade, you acquire the general Hochschule entrance qualification (Hochschulreife) and can study at a university.

# These are the Gesamtschulen in Potsdam.

## **Gymnasium (grammar school)**

At a Gymnasium, you attend grades 7 to 12. Afterwards, you acquire the general Hochschule entrance qualification (Hochschulreife). With the Allgemeine Hochschulreife (Abitur) you are allowed to study in Germany. Up to the 10th grade, lessons are held together as a class. This is followed by an introductory phase and a qualification phase of one year each. You can also attend classes 11 to 13 at a Berufliches Gymnasium at an Oberstufenzentrum (OSZ) in order to obtain the Allgemeine Hochschulreife. In doing so, you can determine a professional focus: Work, economy or technology. One year of introductory phase is followed by two years of qualification phase.

## These are the Gymnasien in Potsdam.

## Förderschule (special needs school)

A Förderschule is for children and young people with special support needs. They receive special support in Potsdam. Parents can choose between two options for special needs education:

- Inclusive teaching at a mainstream school
- Teaching in a Förderschule

To do this, they must apply for a test to determine special educational needs (Förderausschussverfahren).

# These are the Förderschulen in Potsdam.

The school often gives children written information to take home with them and give to their parents. It is important that you read this information.

# **Private tutoring**

If you need support in learning a particular subject, you can get tutoring outside of the usual school or university events. This assistance can be intermittent or regular. Tutoring can take





place in individual lessons or small group lessons.

The Student Cultural Centre offers support for children and young people from migrant families with tutoring and homework supervision.

# Potsdam Student Cultural Centre (KUZE)

Phermann-Elflein-Straße 10, 14467 Potsdam

**\**03316471014

@info@kuze-potsdam.de



Website of the KUZE

# Financial support services for pupils

School materials, excursions or additional learning aids cost money. Under certain circumstances, these costs can be covered by the city administration. Talk to teachers or the school social work at the school. They will support you in the application process. The following support options are available in Potsdam:

**Education and Participation Package (BuT; Bildungs- und Teilhabepaket):** Children and young people up to the age of 25 can receive benefits from the BuT if they attend school and do not receive an education allowance. There are financial subsidies or the costs are paid in full, for example for school trips, learning materials, lunch, membership in clubs, extra tuition or bus and train tickets. The BuT is for young people in low-income families. You can apply to the city of Potsdam if you receive one or more of the following benefits: Unemployment benefit II, social assistance, social allowance, benefits under the Asylum Seekers Act, child supplement and/or housing assistance.

## **Landeshauptstadt Potsdam**

Fachbereich Soziales und Inklusion (Department of Social Affairs and Inclusion)

Pehlertstraße 3a (House M/N), 14467 Potsdam

@BuT@Rathaus.Potsdam.de

**School social fund:** The school social fund is for pupils from low-income families. Support is provided for school-related costs, for example class trips, paid work groups, learning materials, sportswear or exercise books. They can receive support if they receive benefits from the Education and Participation Package (BuT). Financial support is also possible if you are temporarily in a financial emergency, for example as a result of illness. Please contact the class teacher or the school administration.

**Textbooks (teaching aid exemption):** An annual contribution must be paid for school books. Families with low incomes can apply to the school for free textbooks. An application can be made by anyone who receives one or more of the following benefits: Unemployment benefit, social assistance, social allowance, benefits under the Asylum Seekers Act, child supplement and/or housing assistance.

**Lunch:** Financial support for the contribution to the cost of school lunches is available through the education and participation package (BuT). Are you not eligible for the BuT but in financial need? Then you can apply to the school for support for the cost of lunch.





**Disadvantage compensation:** If German is not your child's first language, you can apply for a disadvantage compensation for one school term at a time. Please inform the class teacher that you wish to do this. It is best to do this right away when registering at the respective school. Within the framework of disadvantage compensation, the conditions for oral or written performance can be changed.

# Recognition of qualifications (school)

You can have school-leaving qualifications and vocational qualifications from abroad recognised at the Education Authority (Schulamt) in Cottbus. If you are a pupil, trainee or experienced professional and would like to do vocational training or reorient yourself professionally, you can have your qualifications recognised here. Please bring all existing copies of documents, testimonials and certificates with you.

# **Cottbus State Education Authority (Staatliches Schulamt)**

Palechenstraße 1, 03046 Cottbus

<u>03554866418</u>

@Zeugnisanerkennung.CB@schulaemter.brandenburg.de



Website of the Cottbus Education Authority (Schulamt)

# Family benefits

# **Elterngeld (Parental allowance)**

Parental allowance (Elterngeld) compensates for the limitation to parents' income that results from working less or not at all after the birth of their child. Even parents who are separated and do not live together can receive parental allowance. The amount of parental allowance depends on the respective parent's income before accessing the allowance. You can receive parental allowance if you have a residence permit in Germany. You can find more detailed information in German, English, Turkish and Russian <a href="here">here</a>.

You can apply for parental allowance at 
Bundeselterngeldstelle der Landeshauptstadt
Potsdam.

#### **Address for visitors:**



Am Palais Lichtenau 3/5, 14469 Potsdam

## Mailing address

Landeshauptstadt Potsdam Bundeselterngeldstelle (Federal Parental Allowance Authority) Friedrich-Ebert-Straße 79/81, 14469 Potsdam





#### **Contact:**

0331289842249

@Bundeselterngeld@rathaus.potsdam.de

# Opening hours

#### Office hours

Tuesday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 6:00 p.m. Thursday 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

## **Telephone consultation hours**

Monday 9:00 a.m. - 10:00 a.m. Wednesday 9:00 a.m. - 10:00 a.m.

# **Child benefit**

All parents with a "Niederlassungserlaubnis" or an "Aufenthaltserlaubnis" in Germany have the right to receive child benefits (Kindergeld). This benefit is paid for every child between birth and (at minimum) age 18. You must apply for child benefit yourself at the family benefits office (Familienkasse). You can find more detailed information in German, English, Turkish and Russian here.

## **Q** Address for visitors:

Schlaatzweg 1, 14473 Potsdam

# Mailing address:

Familienkasse (Family Benefits Office) Berlin-Brandenburg 14465 Potsdam

 $\bigcirc$  08004555530 (The call is free of charge)



familienkasse-berlin-brandenburg@arbeitsagentur.de

# Opening hours

Monday 9:00 a.m. - 12:00 p.m Tuesday 9:00 a.m. - 12:00 p.m Closed on Wednesday Thursday 8:00 a.m. - 12:00 p.m. and 2:00 p.m. - 6:00 p.m Friday 9:00 a.m. - 12:00 p.m

# Advance maintenance payments

Advance maintenance payments are a special financial aid for single parents who receive no maintenance or insufficient maintenance from the other parent and are single, divorced or living separately. Under certain conditions, there is an entitlement until the age of 18.

# Landeshauptstadt Potsdam

Working group on advance maintenance payments

Am Palais Lichtenau 3/5, 14469 Potsdam





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