

Guide to Childcare for Treptow-Köpenick



day care voucher

The **day care voucher** (Kita-Gutschein) can be obtained at the Youth Welfare Office (Jugendamt) of the district in which the parents reside, even if the child will attend day care in another district.

Online daycare voucher procedure:
<https://service.berlin.de/standort/123613/>

Please note! The day care voucher remains with the person with custody. The day care centre receives a copy.



Search for a daycare place

Please note: The day care voucher must already have been applied for.

It is recommended that you **present yourself in person** at the facility. Get on the waiting list at the institution of your choice and stay in regular personal contact with the institution. It is very important to ask again and again and to show interest. You can find support in finding a place via the **daycare coordination of the Youth Welfare Office** in Treptow Köpenick.

Pay attention to opening hours! Does the institution cover the scope of care you need?

Important: Registration must take place at the earliest 4 months and at the latest 2 months before the desired start date of the day care attendance.

Kitas in Treptow Köpenick and the surrounding area:

<https://kita-navigator.berlin.de/>

Contact us by e-mail if you need support:

kita-platzsuche@ba-tk.berlin.de

- The registration should be made **at the earliest 9 months and at the latest 2 months before** the desired start of the day care attendance
- The day care voucher is valid indefinitely for part-time care.
- In the case of a need of 7 to 11 hours per day, the need will be reassessed eventually.
- The voucher can be extended on application if the search lasts longer than 7 months.
- Please note: Processing currently takes a long time

Office hours: :

<https://service.berlin.de/dienstleistung/324873/standort/123613/>

There are currently no open office hours. Hand in your registration by post:

Postal address:

Bezirksamt Treptow-Köpenick von Berlin
Abteilung Jugend und Gesundheit
Kitagutscheinverfahren
PF 910240
12414 Berlin

Office building: Groß-Berliner Damm 154, 12489 Berlin



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Fast processing of the day care voucher application

Seek support from the **Kitagutscheinstelle** or send an informal e-mail.

Under which circumstances can the application be processed faster?

- Taking up a job or training / further education at short notice
- Social pedagogical reasons (to be assessed by the Youth Welfare Office)
- Undergoing an active application phase (employment agency / job centre)



Looking for a day care place

A place in a day care institution includes a place with a so-called "Tagesmutter" or "Tagesvater" (caregiver).

An application for a day care voucher is a prerequisite. If you are looking for a place with a caregiver, please contact the child day carers directly - just as if you were looking for a day care centre place.

Contact child day carers:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/jugendamt/ueberuns/artikel.109067.php>



Increase & decrease of hours

Prior clarification with the day care management / day care worker is recommended.

Provide proof of the increased need: <https://service.berlin.de/standort/123613/>
In case of actual need, a prompt approval is possible. The application for an increase in hours is made at the youth welfare office of the district of residence.

In the event of a **reduction in hours**, an **informal written notification** is sufficient. Notice period is usually one month to the end of the month (it's stated in the contract), generally always with the respective daycare provider.

For supplementary care: The application is required including proof of work (e.g. shift work), approval will only be granted in case of need. Contact the child day care counselling department of the Youth Welfare Office

