



PHORMS  
BERLIN MITTE



PHORMS  
BERLIN SÜD

Phorms Berlin gemeinnützige GmbH

---

### Information sheet regarding nursery voucher

#### A. You live in the Federal State of Berlin

Do you already have a nursery voucher that is valid for the duration of the forthcoming contract?

##### a) Yes

Please enclose this nursery voucher with these contractual documents.

If your child already attends another nursery school with a nursery voucher, please terminate your contract there in accordance with the statutory period of notice of one month following the end of the month in which the termination is declared. It is important that the old contract should have come to an end before the commencement of our care and supervision contract. Please send us the confirmation of termination and a valid nursery voucher together with these contractual documents.

##### b) No

Please apply as quickly as possible to the office for day care at the youth welfare office in the relevant local borough for a nursery voucher (at least 2 months before the start of the care and supervision) and send it to us in time.

The necessary application forms can be downloaded here:

<http://www.berlin.de/ba-pankow/service/dienstleistungen/service.92287.php/dienstleistung/324873/>

(At the bottom of the webpage, you can find the following application forms as Pdf files: "Antrag Anmeldung zur Förderung von Kindern" (Application to register for support for children).

A list of local borough offices can be found here: <http://www.berlin.de/politik-und-verwaltung/bezirksaemter/>

The local authority offices only accept complete application documents for further processing. The application is complete if it consists of the following documents:

- a completed application form, signed by both parents or guardians;
- proof of agreement of second legal guardian or proof of sole custody
- identification card with address or passport with notification of registration (copy)
- child's birth certificate (copy)

The processing time for this application can be at least 8 weeks. To be on the safe side, you should hand in your application at the relevant authority during its opening times and in person. If you choose to send your documents by post, please register your letter for your own security.



### **B. You live in the Federal State of Brandenburg**

Please apply to the relevant district office in accordance with the federal state agreement between Berlin and Brandenburg for:

- **A statement of your requirement for care and supervision**  
This is a simple application in which you enclose proof of your income and employment to enable the local authority to determine the scope of care and supervision to be provided and the fee which you must pay to your local authority.
- **Consent to assume costs for care and supervision at a facility in Berlin**  
Please state as the reason for your application the special bilingual provision at our facility or the proximity of the facility to your place of work if you work in Berlin.

As soon as you have these two documents, please apply for a Berlin nursery voucher using the form “Antrag Anmeldung zur Förderung von Kindern” (Application to register for support for children).

Please complete the Berlin application form in full and enclose the two documents supplied by your local authority. Then send all these documents by email or by post to the youth welfare office of the Berlin borough of Mitte (for Phorms Berlin Mitte) or the youth welfare office of the Berlin borough of Steglitz/Zehlendorf (for Phorms Berlin-South), for the attention of the officer for Brandenburg.

You will then receive a Berlin notice which you should then submit to us immediately.

### **C. You are moving from Berlin to Brandenburg**

If you already have a Berlin nursery voucher and are moving to Brandenburg, this voucher loses its validity on the day on which you register your new address with the police. Please make an application for a new nursery voucher in the district where you have moved to as described in B. above.

### **Important**

- A checklist is enclosed with your contractual documents. Please complete the information required about your nursery voucher and your termination of your current nursery place carefully.
- The entire application procedure can take a very long time. For this reason, we would ask you to make your nursery voucher applications as soon as a nursery place has been confirmed.
- You will receive the nursery voucher from the youth welfare office by post. Please forward this to us immediately – by post, fax or email – or deliver it to us in person.
- The care and supervision in our nursery school can only begin at the earliest as of the date which is established in your nursery voucher and as soon as we are in possession of this voucher.

**Further information can be obtained from our Admissions Team:  
Telephone: +49 (0)30 467 986 315, Email: [admissions.berlin@phorms.de](mailto:admissions.berlin@phorms.de)**