

Information sheet regarding official complementary care and supervision notice

A. You live in the Federal State of Berlin

Do you already have an official complementary care and supervision notice that is valid for the duration of the forthcoming contract?

a) **Yes**

Please enclose this official complementary care and supervision notice (“Bescheinigung zur Vorlage in der allgemeinbildenden Schule” or “Bescheid über die ergänzende Förderung und Betreuung an allgemeinbildenden Schulen”) with these contractual documents. If your child already attends another school and you are going to change schools, please terminate the care and supervision contract you have there and ask to be given your official complementary care and supervision notice. You can then submit this notice to us.

b) **No**

Please apply as quickly as possible to the youth welfare office – the office for day care – at the relevant local authority for an official complementary care and supervision notice (at least 3 months before the start of the care and supervision).

The application form can be downloaded here: <http://www.berlin.de/sen/bjf/service/formulare/>

(Here you can find a link to the download page and the following forms as Pdf files: „Neu ab 1.8.2019: Antrag auf ergänzende Förderung und Betreuung (Hort)” (Application for complementary care and supervision for Years 1 to 6), “Antrag auf ergänzende Förderung und Betreuung in den Ferien” (Application for care and supervision during the holidays) only applicable for Years 5+6, “Erklärung für die Festsetzung der Kostenbeteiligung” (Statement regarding determination of contribution to costs) only applicable from Years 3 onwards.

A list of local borough offices can be found here: <https://service.berlin.de/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;
- a mutual authorization of both parents or guardians
- if applicable, proof of sole custody
- for foster children, copy of the care contract
- a completed “proof of employment” form with the stamp and signature of your employer or – where self-employed – with your declaration of the nature of your work as well as an endorsement of the school if one of the guardians is not working (only if day care until 6 pm is needed)
- a completed form regarding your income during the last calendar year with corresponding copies of supporting documentation or a simple statement regarding your estimated income; (only applicable from Years 3 onwards)
- In the case of care and supervision during the holidays in Years 5 and 6, you need to provide special reasons. In such a case, you have to prove a significantly higher need for care and supervision. Our school can help in individual cases with letters of support.

The processing time for this application can be at least 12 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. Notwithstanding this, families with a registration address in Berlin Mitte must submit the application to their responsible primary school.

c) Your official complementary care and supervision notice is no longer valid

As a rule, official complementary care and supervision notices are valid from Year 1 to the end of Year 4. Before the start of Year 5, you have to make a new application for an official complementary care and supervision notice as explained under A. b) above.

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 complementary 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 complementary care and supervision notice using the form „Neu ab 1.8.2019: Antrag auf ergänzende Förderung und Betreuung (Hort)“ (Application for complementary care and supervision for Years 1 to 6).

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 Süd), for the attention of the officer for Brandenburg.

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

Important: All official complementary care and supervision notices must have been sent to us by 1st July or one month before the commencement of the contract. If we do not have a valid complementary care and supervision notice at the beginning of the contract, the costs for the care and supervision place shall be borne in the full amount by the parents or guardians according to the care and supervision contract IV.5.

C. You are moving from Berlin to Brandenburg

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

D. Information for parents who have just moved to Berlin/Brandenburg

In order to be entitled to an official complementary care and supervision notice, at least one of the parents or guardians and the child must be registered with the police at a Berlin or Brandenburg address. The application procedure is then as described in A. b) or B. above.

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