

# Application for Additional Supervisory Care

## at schools/primary schools with a special educational focus

To be filled out by the Jugendamt (Youth Welfare Office)

Date of entry:

District:

Division:

File number:

Caseworker: Mr./Mrs. \_\_\_\_\_ (Telephone)

### To be filled out by the applicant(s)

**Note:** All information contained in the application form falls under privacy protection regulations.

**Applications are generally to be submitted upon first enrolment in primary school.**

Please use an X to mark the appropriate information boxes and fill out the form neatly.

Should any information regarding your family- or work situations change between the time of submission and completion of assessment of your case, you are required to promptly communicate these changes to us.

Submission date: \_\_ / \_\_ / \_\_

**1. I am / we are applying for a place for the school year beginning on August 1 \_\_\_\_ / \_\_\_\_**

**OR from the date \_\_ / \_\_ / \_\_ for**

1.1 Surname, first name of the child \_\_\_\_\_

Date of birth \_\_ / \_\_ / \_\_

male  female

Child's residential address \_\_\_\_\_

Nationality \_\_\_\_\_

1.2 Information about the Parents/Legal Guardians

(Note: If the Legal Guardians live separately but share custody rights for the child, please appoint only one as the authorized receiving agent)

(cross out any unnecessary boxes/lines)

Mother/Guardian	Father/Guardian
Authorized receiving agent <input type="checkbox"/> Surname Surname at birth Date of birth	Authorized receiving agent <input type="checkbox"/> Surname Surname at birth Date of birth
Official place of residence (also the address of the child <input type="checkbox"/> )	Official place of residence (also the address of the child <input type="checkbox"/> )
Street/Number Postal Code 1_____, Berlin Daytime telephone number	Street/Number Postal Code 1_____, Berlin Daytime telephone number

### 2. Information on prior care of the child

a) The child is enrolling in school for the first time  Currently attending a "Kita" or daycare Yes <input type="checkbox"/> No <input type="checkbox"/> Applicable address:	b) The child is already attending school (and has not yet been receiving additional supervisory care)  School: Grade level:
c) The child is already receiving additional supervisory care at school; the scope of care is now to be extended. Yes: <input type="checkbox"/>	d) The child is already receiving additional supervisory care at school, and is to continue receiving it in Grade 5 or 6. Yes: <input type="checkbox"/>

School: Grade level:	School: Grade level:
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### 3. Additional required information

3.1 Is German the primary language spoken in the family? Yes  No

3.2 Is the child disabled? Yes  No

3.2.1. Please specify whether one of the following two classifications apply and attach copies of the necessary documentation:

Classification to §§ 53/54 SGB XII or § 35a SGB VIII? Yes  No

Please also specify whether the necessity of additional educational personnel has been determined by the Jugendamt (Youth Welfare Office) on the grounds of a preexisting or impending disability, and if so, in what amount.

Have additional educational needs been determined? Yes  No

### 4. Reasons for application for additional supervisory care

4.1 Work/educational situation of the parent or guardian with whom the child lives

	Mother/Guardian	Father/Guardian
Are you employed or enrolled in an educational program? (e.g. completing a degree, vocational training, career qualification scheme – please attach documentation)	Employed <input type="checkbox"/> Studying <input type="checkbox"/>	Employed <input type="checkbox"/> Studying <input type="checkbox"/>
Time spent per day	From _____ Until _____	From _____ Until _____
Commuting time (per day)	_____ Hours	_____ Hours

4.2 Do you have plans to take up work/educational obligations and for this reason require supervisory care for your child that extends past the half-day primary school?

Mother/Guardian Yes  No

Father/Guardian Yes  No

Please provide sufficient explanatory reasons.

4.3 Are there other educational, social or familial reasons for your application for supervisory care? Yes, and they are: (please provide information in point form)

4.4 Does the child spend a length of time living with someone else/another guardian? Yes  No

4.5 Do you live together with the child in a facility for the homeless, or in another kind of emergency or collective accommodation (e.g. home for refugees or emigrants)? Yes  No

### 5. Details of supervisory care requirements

I/We require supervisory care for the following times (inclusive of school holidays)

Care beyond the period of the primary half-day school day of 7.30 – 13.30 is subject to costs \*)

(Please take into account your commuting times from work)

6.00 – 7.30

13.30 – 16.00

13.30 – 18.00

beyond 18.00 (Note: care past 18.00 takes place at children's daycare facilities)  
Please provide reasons for this particular need:

\_\_\_\_\_

I require supervisory care for my/our child **only during periods of school holiday** for the time span of a **half-day primary school** schedule, i.e. 7.00 – 13.30 (**subject to costs**)

In the case that my/our child attends a **full-day school**, I/we require supervisory care **only during periods of school holiday** for the period of 7.30 – 16.00 (**subject to costs**)

\*) At full-day schools, supervisory care beyond the period of 7.00 -16.00 is subject to costs

\*) Note: At schools with a special focus on mental development, only the following periods of care will be offered: 6.00-8.00 and 15.00-18.00, as well as 8.00-15.00 during holidays.

**I/we hereby certify that the information contained in this application is accurate and complete.**

Data will be collected for the applicable purposes as set by statutory ordinances according to § 19 Paragraph 7 of Berlin's school law as relating to § 7 of the law for facilitation of child care (Kindertagesförderungsgesetz – KitaFöG), in connection with all other applicable laws. Accordingly,

-- all relevant facts and information relevant to the requested benefits are to be declared;  
-- the Youth Welfare Office (Jugendamt) can request proof of the accuracy of the submitted information and can defer processing the application until the incomplete or inaccurate information is completed or corrected;  
--the aforementioned information may be collected, processed and used by the responsible department of the Youth Welfare Office (Jugendamt) and the education authority (Schulamt) for the purposes of space verification and planning. Acquired data will be made anonymous when used for planning purposes and for statistical analysis.

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

Note: We recommend you keep a copy of this application for your records.

## Declaration for the Assessment of the Division of Costs for Additional Supervisory Childcare (Hort)

Particulars of the child/children to receive care:

Surname – First Name – Date of Birth

Surname – First Name – Date of Birth

Surname – First Name – Date of Birth

Child's/children's place of residence

Particulars of the Mother:

Mother's surname:

First name:

Date of birth:

Official place of residence –  Same as that of child,  or \_\_\_\_\_

Daytime telephone:

Particulars of the Father:

Father's surname:

First name:

Date of birth:

Official place of residence –  Same as that of child,  or \_\_\_\_\_

Daytime telephone:

If applicable, an email address for additional questions regarding the "Kita" or daycare certificate:

### Please mark the appropriate boxes with an X:

1.  We live together with our child/children  
(in this case, **both** parents must sign this declaration form!)  
My child/children lives/live only with me.
2.  I/we **voluntarily** pay the highest applicable cost share according to the pertinent section of the Daycare cost sharing law (Tagesbetreuungskostenbeteiligungsgesetz, or TKBG).  
(The highest cost share is assessed on annual income from 81,060 Euro [for example: one child, care time supervisory care 13.30 – 18.00, **266 Euro**]). In this case, no further documents pertaining to income calculation are required. Only information point 7 needs to be completed  
**Documents from both parents must be from the same calendar year!**
3.  Income tax assessment(s) from the past calendar year are included.  
In the case that these are not yet available:

Alternatively, a pay slip for the month of December **with the accumulated gross annual income from the last calendar year**, or the **wage tax certificate (Lohnsteuerbescheinigung) or wage tax card (Lohnsteuerkarte) of the last calendar year** (only possible in the case that no income was earned through self-employment) **in conjunction with evidence** of income from “Mini-Jobs,” pension payments in the last calendar year and/or foreign income (in the case that such income is obtained). We allow for a flat allowance for income-related professional costs in the amount of (maximum) 920 Euros per jobholder.

4.  Income from the last calendar year cannot yet be established; only a provisional assessment of costs can be carried out. The sum of my/our positive income of the last calendar year as defined by § 2 Para. 1 and 2 of the Income Tax Law (Einkommensteuergesetz, or EstG) amounts to approximately:  
Mother: \_\_\_\_\_ € ; Father: \_\_\_\_\_ €

I/we will promptly forward copies of income tax assessment(s) of the last year as soon as I/we receive them.

On the grounds of my/our low income in the current calendar year, I/we am/are requesting a provisional assessment of costs. The amount of my/our positive income in the current calendar year, as defined by § 2 Para. 1 and 2 of the Income Tax Law (Einkommensteuergesetz, or EstG), amounts to approximately:  
Mother: \_\_\_\_\_ € ; Father: \_\_\_\_\_ €

(Please enclose relevant evidence demonstrating why you anticipate having a low income in the current calendar year.) I/we will promptly forward copies of income tax assessment(s) from last year as soon as I/we receive them.

5.  During the year for which cost assessment is being evaluated, I/we received no additional income other than from the declared foreign and/or income taxable sources (for example from Mini-Jobs, returns on capital investments, property rentals, leasing, non-self-employment, operating a business, agriculture and forestry, or self-employment, benefit payments, pensions or other forms of income as defined by § 22 of the EstG). (When yes, then include details on separate sheets of paper.)

I/we am/are contesting my/our living from the following sources, e.g. BAFöG (Federal Ministry for Education and Research), parental benefits, unemployment benefits I and II.  
(Please enclose relevant evidentiary documents, e.g. benefit certificate from the Jobcenter or Federal Employment Office.)

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I/we are aware that the information I/we have provided may be checked.

## 6. Income of the Child

Type(s) of income - §2 Par. 1 of the EstG ---- Amount ---- Applicable Professional Costs ---- Total

## 7. Enforcement of the Sibling Reduction

In the case of support payments made for children not living in the household, include supporting documentation for payments made in the last three months as well as proof of the legal requirement for these payments (e.g. support order, decree of divorce with the stipulation of mandatory support payments,

certification of paternity, decision of family court).

Declaration of other children under the age of 18:

Surname, First name of Child	Date of birth	Living at the same address on page 1? Yes <input type="checkbox"/> No, at:
		Yes <input type="checkbox"/> No, at:
		Yes <input type="checkbox"/> No, at:

I/we hereby declare that all the information provided in this application is complete and accurate.

I/we are aware that

-the deliberate submission of false or incomplete information will result in the retroactive adjustment of required costs and the difference will have to be paid in full

-a provisional assessment can result in the reimbursement of over-payments, or in the levying of additional costs in the case of under-payments

-authorities are to be contacted promptly, in writing, when grounds for a reduction in costs cease to apply

-the highest cost-sharing amount will be set should no justifiable documentation for a reduction in costs be submitted.

Berlin, signed on (date) \_\_\_\_\_ (Signature of mother) (Signature of father)

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## Senate Administration for Education, Science and Research

### Annotations and Remarks

for assessment of the division of costs for daytime childcare

The division of costs for childcare in nursery schools, daycare facilities and as additional supplementary care in schools (Hort) is regulated in the Tagesbetreuungskostenbeteiligungsgesetz (TKBG).

The parents (and the child, in the case that he/she has his/her own income) are responsible for sharing the average costs of childcare in a daycare facility or as additional supplementary care in school (§ 1 Sentence 1 of the TKBG). The costs are based on both proportional usage and an across-the-board subsistence share. The latter currently amounts to 23 Euro/month. The share of proportional usage operates on a sliding scale according to family income and based on the breadth of care as laid out in § 2 Sentence 1 of the TKBG and in the legally regulated conditions for reductions (sibling reductions, reductions for foster children).

The sibling reduction (§ 3 Par. 3 TKBG) is automatically granted for all children who are established in the system of the local Jugendamt authority for daycare. Until their 18th birthday, all biological children living in the family or who are the subject of a legal requirement for child support payments will be taken into account. It is therefore necessary to notify the aforementioned local childcare authority of any children under 18 who are not in daycare or Hort programs. Families with two children pay 80 percent of the monthly cost share per child; families with three children 60 percent, and families with four or more children 50 percent.

For children who are living on a continuing basis not with one or both parents but instead with someone else (**foster children** § 3 Par. 2 TKBG), the cost share is reduced irrespective of the income of the applicable party. If the child living in this home is in a childcare program, the cost share is reduced by the set amount of 15 Euro monthly, for either expanded full-day care or full-day or part-time care. No costs will be levied in the case of half-day care.

If the child is living with only one parent, only these two individuals are subject to the requirements of childcare cost sharing (§ 1 Par. 1 Sentence 2 TKBG).

You may also **voluntarily** pay the highest applicable cost share according to the pertinent section of the TKBG law (§ 5 Par. 1 ) (e.g. one child in expanded full-day care for 9 hours – **466 Euro** in a nursery school (Tageseinrichtung) or **385 Euro** in a daycare center (Kindertagespflege). In this case, we would require no additional documents for the purpose of income calculation. Only the submission of information regarding sibling cost reductions would be necessary.

### Parental Income

Income for the purpose of cost sharing assessment is the sum of positive earned income during the last calendar year, as defined by § 2 par. 1 and 2 of the Income Tax Law (**e.g. income not earned on a self-employment basis: gross income minus professional expenses**). Offsetting income with losses from other forms of income or from the income of the other parent or the child is not permitted (§ 2 Par. 2 TKBG). Please not that you must also declare income from returns on capital investments, should these not be included on the income tax assessment submitted with your documentation. In addition, **income from foreign sources** conforming to the legal terms laid out in Sentence 1 and which is not included in your German income tax filing must also be declared (§ 2 Par. 2 last sentence of the TKBG).

Should the income of the last calendar year not yet be determined, an assessment of cost sharing will **temporarily** be measured based on credible income circumstances for the current year until a more conclusive assessment can be made (§ 2 Par. 2 Sentence 2 TKBG). In the case of changes in circumstances of income during the current year, you can apply for a reassessment of your costs (§ 2 Par. 3 TKBG). In these cases, costs will be **temporarily** determined based starting in the month during which the request was made. If a cost sum is determined on a temporary basis, over-payments will later be reimbursed and under-payments will be levied retroactively.

Upon application and in exceptional cases, payments may be waived for a limited period of time, either in part of in

full, for the purpose of preventing hardship and ensuring the continuing support of the child (§ 4 Par. 4 TKBG).

If a situation arises in which cost share is adjusted, either for the reason of the family qualifying or becoming disqualified for a fee reduction, or for a change in income, adjustments will be factored in from the first day of the month in which a new assessment of costs is applied for or costs are officially checked by the responsible authority. For the time elapsed, overpayments will not be reimbursed, nor will the difference on under-payments later be required to be paid. However, charges will be levied on under-payments in the case that the parents/guardians did not fulfill their responsibility for full disclosure according to § 3 Par. 4, or if they misled the Youth Welfare Office (Jugendamt) into an inaccurate cost assessment.

**The documentation required for the assessment of costs (generally the applicable income tax statements) is to be submitted to the Youth Welfare Office as copies (§ 5 Par. 1 TKBG).** However, the Office may also request to see the original documents. You will be notified by the Youth Welfare Office if further documents are necessary. Additional information can be found on the website of the Senate Administration for Education, Science and Research: <http://www.berlin.de/sen/familie/kindertagesbetreuung/kostenbeteiligung/index.html>.

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