

# Our child is going to Kita (nursery)

## Kita (nursery) and Tagespflege (childminders) in Schwerin

Childcare information



# Welcome!

In this brochure, you'll find information about 'early years education' in Schwerin.

## What does 'early years education' mean?

'Early years education' is the education, childcare and support of children from birth until they begin school.



## Why is 'early years education' important?

Children learn how to use language.

They learn to communicate with others.

Children make friends.

They learn and play together.

This teaches them to share and stick to the rules.

'Early years education' also includes exercise and music.

Exercise and music are great for preparing children for learning.

Children can paint and craft.

They can be creative and design things themselves.

They can try things out and gain experience.

Children can also play a lot.

Early years education promotes

Motor skills

Creativity

Concentration

Intelligence

Language development

Positive interaction with other people

Early years education prepares children for school.

## **‘Early years education’ options**

There are two different childcare options, ‘Kita’ (nursery) and ‘Tagespflege’ (childminders).

### **What is Kita?**

Kita is an abbreviation, and means Kindertagesstätte. It is also sometimes called Kindergarten. For younger groups, the word Kinderkrippe may be used. Boys and girls are looked after together. They don’t go to school yet.

Kitas are run by nursery school teachers. The children are split up into groups. There are usually many different groups at a Kita.

There are two age groups:  
Groups with children aged 0 to 2 (Kinderkrippe).  
Groups with children aged 3 to 6 (Kindergarten).

### **What is Tagespflege?**

The Tagespflege is also for boys and girls. The children don’t go to school yet. This form of childcare is provided by Tagesmütter and Tagesväter (childminders). They all have permits to look after children. At a Tagespflege, there is usually only one group with up to 5 children. Children looked after at a Tagespflege are usually 0 to 3 years old.



## **Eingewöhnung (settling in period) for your child at Kita**

Starting at Kita is an exciting time for children and parents. That's why we have an Eingewöhnung.

Your child can get used to Kita gradually and settle in.

You and your child can get to know these new surroundings and the nursery school teachers.

To begin with, you'll attend Kita with your child.

Your child will then attend Kita alone.

These first few visits are shorter.

You arrange these first few visits with the Kita.

Your child will then learn to stay at Kita alone.

You'll say goodbye to your child and head into a different room.

You'll then come back after a few minutes.

The intervals will get longer and longer until your child stays at Kita alone.

If your child cries when you leave, go back and console them.

It can take several weeks for a child to settle in to Kita.

The nursery school teachers will explain anything you want to know.

## A day at Kita

You drop off your child at Kita in the morning and say goodbye.

The children have breakfast.

The children can now

play

learn

sing

do arts and crafts

do sport and exercise

They can do this indoors or outdoors. Even if it's raining.



The children eat lunch together.  
Some children will be picked up now.  
The children now rest and have a nap.

Now the children can

play

learn

sing

do arts and crafts

do sport and exercise

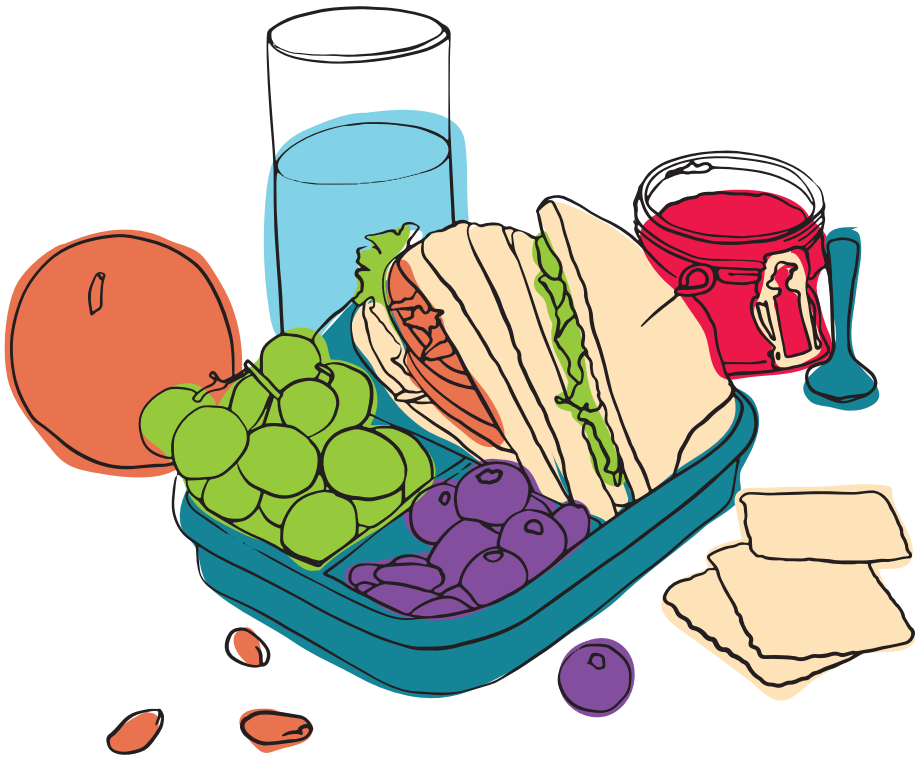
You pick your child up. You will often have a short conversation with the nursery school teachers about what your child has done that day.



## Food at Kita

Not all children can eat everything.  
You have to tell your Kita what your child can  
and can't eat.

Kitas take all allergies and eating habits into  
account.







## **Working with the Kita**

The nursery school teachers will speak with you about your child and report back on their learning.

The nursery school teachers will tell you who your child has made friends with.

You should also speak to the nursery school teachers.  
Tell them what your child is especially good at at home.  
Tell them what your child needs help with.

The Kita may need to contact you sometimes.  
You should be available via telephone.

## What does my child need at Kita?

Your child needs various things for a day at Kita.

Your Kita will give you a list.

This list explains all the things you need.

Here are some examples:

Children's bag/backpack

Change of clothes (onesie or underwear and vest, socks, trousers, T-shirt, jumper)

Slippers

Waterproofs (jacket and trousers or suit)

Rubber boots

Sports bag (shoes, T-shirt, trousers)

Important: your child must be wearing suitable clothing for the time of year.

Nappies/diapers

Wet wipes

(Rash cream)

(Sun cream)

(Toothbrush cup)

Toothbrush

(Toothpaste)

Towel

(Dummy/pacifier)

Favourite soft toy/stuffed animal

Cuddly blanket





## How can I find a Kita?

It's the parents' job to find a Kita place.

Ask family, friends or neighbours for help.

You can find an overview of Schwerin's Kitas and Tagespflegepersonen (childminders) here:

<https://www.schwerin.de/mein-schwerin/leben/kinder-jugend-familie/kindertagesfoerderung/>

For Kitas click

→ *SCHWERINER KINDERTAGESEINRICHTUNGEN.*

For childminders click

→ *SCHWERINER KINDERTAGESPFLEGESTELLEN.*

Go to the Kita and ask for a place for your child.

The Kita management will tell you if they have any free places.

It's not always possible to find a Kita place near your home.

You can also ask at Kitas further away from your home.

There may not be places available at a Kita right away.

You may have to go on a waiting list.

So sign your child up for Kita as early as possible.

Only the child's legal guardians (generally the parents) can sign a child up for Kita.

If the Kita has places free, you will receive a written confirmation.

You'll then submit two applications at the Stadthaus (Bürgerbüro) (town hall (citizen advice service)):

1. Antrag auf Betreuung (Childcare application)
2. Antrag auf Übernahme der Verpflegungskosten (Application for free meals)



## Where can I get the application forms?

You can get the forms at the Bürgerbüro (Stadthaus) (citizen advice service (town hall)).

You can also find the forms at [www.schwerin.de](http://www.schwerin.de).

Submit your completed forms to the Bürgerbüro.

You'll also have to submit supporting documents with your applications.

## Childcare Times

Generally, children spend 6 hours a day at Kita (Teilzeit-Platz). At the parents' request, children can also attend Kita for just 4 hours (Halbtags-Platz).

If both parents work, children may attend Kita for up to 10 hours a day (Ganztags-Platz).



## How much does a Kita place cost?

Childcare itself is free.

Parents pay for meals at Kita.

In some cases, you can claim this money back.

If you get social welfare benefits or have a low income, the city may cover the cost of meals.

You'll have to submit an application.

PLEASE NOTE: a new application must be submitted each year!

PLEASE NOTE: you must declare any changes (no longer being eligible for social welfare benefits) immediately!

Some Kitas charge for additional services (trips, craft materials etc.).

Speak to your Kita about this.

Speak with the Integrationslotsin (she'll help you with any questions about Kita and school) in the state capital of Schwerin. She'll explain which costs may be covered by the state.

# More information

Questions about finding a Kita place?

There are advice centres:

## Contact persons for information about Kitas Landeshauptstadt Schwerin

### Application processing:

Nursery funding (Kita)

Ms Ramona Fischer

Am Packhof 2-6

19053 Schwerin

 +49 385 545-2157

 [kita-foerderung@schwerin.de](mailto:kita-foerderung@schwerin.de)

### Advice:

Tagespflege

Ms Julia Patzelt

Am Packhof 2-6

19053 Schwerin

 +49 385 545-2184

 [jpatzelt@schwerin.de](mailto:jpatzelt@schwerin.de)

### Advice on finding Kita places:

Integrationslotsin for Kita and school

Room: 2.101

Am Packhof 2-6

19053 Schwerin

 +49 385 545-2127

 [kita-foerderung@schwerin.de](mailto:kita-foerderung@schwerin.de)



## Overview of Kitas and childminders:

<https://www.schwerin.de/mein-schwerin/leben/kinder-jugend-familie/kindertagesfoerderung/>

## More important contacts Landeshauptstadt Schwerin

### Health service:

Children and youth health service

Ms Gabriela Reimuck

Am Packhof 2-6

19053 Schwerin

 +49 385 545-2851

 greimuck@schwerin.de

### Youth service:

Certification, maintenance and assistance

Ms Juliane Rickert

Am Packhof 2-6

19053 Schwerin

 +49 385 545-2213

 jrickert@schwerin.de

General social services

Mr Tim Piechowski

Am Packhof 2-6

19053 Schwerin

 +49 385 545-2022

 tpiechowski@schwerin.de



## Interpreter

SPuK Sprach- und Kommunikationsmittlung

Ms Gunhild Nienkerk

Caritas für das Erzbistum Hamburg e.V.

Schwerin region

☎ +49 176 84 900 608

✉ [vermittler-mv@caritas-im-norden.de](mailto:vermittler-mv@caritas-im-norden.de)




**You can find a brochure with lots more contacts  
for advice on further topics here:**

[https://www.schwerin.de/export/sites/default/galleries/  
Dokumente/Gesellschaft-Soziales/Integration/HfSH-Ratgeber\\_  
druckreif-3.pdf](https://www.schwerin.de/export/sites/default/galleries/Dokumente/Gesellschaft-Soziales/Integration/HfSH-Ratgeber_druckreif-3.pdf)



## Emergency contacts



General social services (ASD) hotline:

-  +49 385 545-2033
-  +49 385 545-4444
-  [ja-bereitschaftsdienst@schwerin.de](mailto:ja-bereitschaftsdienst@schwerin.de)

Schwerin emergency paediatric services:

-  +49 385 520-3601

HELIOS clinic Schwerin:

-  +49 385 520-0 (general)
-  +49 385 520-2197 (accident & emergency)



Poisons hotline:

-  +49 361 730730

Women in need:

-  +49 385 5557356

Telephone counselling:

-  +49 800 11 10 111 (free)
-  +49 800 11 10 222 (free)

## Impressum:

Landeshauptstadt Schwerin  
Der Oberbürgermeister

Am Packhof 2-6  
19053 Schwerin  
Telefon: 0385 545-0  
Telefax: 0385 545-1019  
E-Mail: [info@schwerin.de](mailto:info@schwerin.de)  
Internet: [www.schwerin.de](http://www.schwerin.de)

## Kontakt:

Landeshauptstadt Schwerin  
Dezernat für Jugend, Soziales und Kultur  
Fachstelle Integration

Am Packhof 2-6  
19053 Schwerin  
E-Mail: [integration@schwerin.de](mailto:integration@schwerin.de)  
Internet: [www.schwerin.de](http://www.schwerin.de)

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für Familie, Senioren, Frauen  
und Jugend

Frühe Bildung:  
Gleiche Chancen



Bundesprogramm Kita-Einstieg  
Brücken bauen in  
frühe Bildung



Unter Mitarbeit von:



„Kita-Einstieg: Brücken bauen in frühe Bildung“ ist ein Programm des Bundesministeriums für Familie, Senioren, Frauen und Jugend (BMFSFJ).