



Growing up  
together!

Information for parents

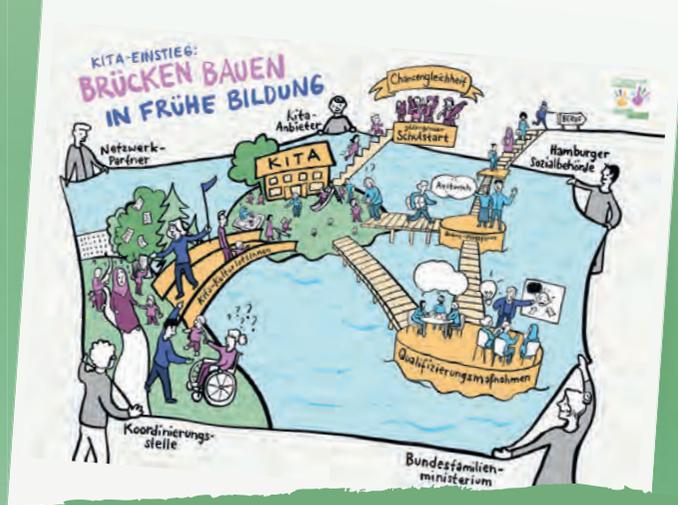
KITA-EINSTIEG  
HAMBURG



Gemeinsam  
groß werden!

[www.kita-einstieg-hamburg.de](http://www.kita-einstieg-hamburg.de)





## What is the German government's Kita-Einstieg programme and how is it put into practice in Hamburg?

Not all children currently attend a daycare centre. There are various reasons for this. The federal programme aims to provide support and assistance. It tries to build 'bridges' between families and the daycare centres. Joining a daycare centre is easier this way. For more information about the federal programme, visit: [www.fruehe-chancen.de/kita-einstieg](http://www.fruehe-chancen.de/kita-einstieg)

### What's happening in Hamburg

In Hamburg, Kita-Kulturlotsinnen and -lotsen (Daycare Culture Guides) are hard at work to help with the early days at a daycare centre. They answer questions and organise activities. For instance, there

are play groups or excursions. The children can play. Parents can share their experiences.

There are also seminars for pedagogical staff to provide better support in the sensitive phase of joining a daycare centre. All professionals working in Hamburg can take part in these free seminars. They address issues such as bonding, trauma pedagogy, language acquisition, cultural diversity and many more.

For a programme of events, more information and a sharing platform, visit [www.kita-einstieg-hamburg.de](http://www.kita-einstieg-hamburg.de)



## Why is attending daycare important for my child?

### Early education is important for your children!

Children who don't yet speak German or need to improve their skills will quickly learn how to communicate in this environment.

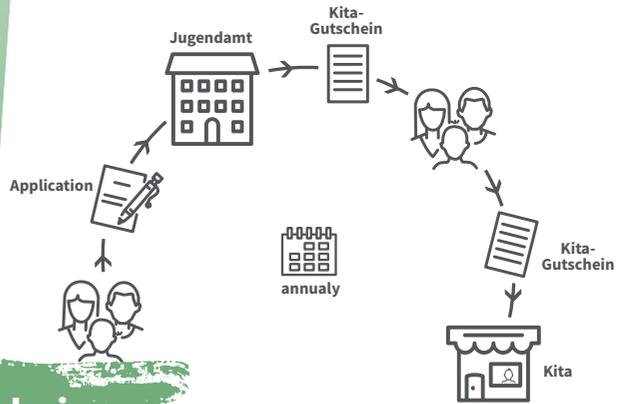
Children who start daycare or nursery early on are more likely to do better at school.

Children need to acquire quite a few skills before starting school. They learn these things in daycare:

- playing with others
- independence
- listening to others
- voicing their opinions
- being considerate
- resolving conflict
- being attentive
- being tidy and following rules
- handicrafts

These skills help to get your child ready for school.

And while your child is well looked after, you, as the parent, have time for your own education, work, household chores and other things.



## What is a Kita-Gutschein and where do I get one?

In Hamburg, you need a **Kita-Gutschein** (daycare voucher) for your child to attend daycare. You apply for the Gutschein with the **Jugendamt (Youth Welfare Office)** in your **Bezirksamt (District Office.)** Daycare centres cannot issue the Gutschein. The parents take the Gutschein to their preferred daycare centre. Once there, they sign a **Care Contract** with the centre.

### Applying for a Kita-Gutschein

You submit the application for a Kita-Gutschein to the **Jugendamt in your Bezirksamt** (HH-Mitte, Altona, Eimsbüttel, HH-Nord, Wandsbek, Bergedorf or Harburg). The children are looked after for 5, 6, 8, 10 or 12 hours, depending on what the parents need. In Hamburg, children aged 1 and over receive **5 hours of care per day and lunch free of charge.**

### The Kita-Gutschein states...

- how many hours your child can remain in daycare
- how much the City of Hamburg pays for the service
- how much the parents are required to pay.

### How much the parents must pay depends on

- the size of the family
- how much the parents earn
- how long the child spends in the daycare centre each day.

The Kita-Gutschein is valid for 1 year at most. Parents must **apply for a new Kita-Gutschein each year.**

Information from the City of Hamburg:

[www.hamburg.de/kita](http://www.hamburg.de/kita)



## Which language is spoken at the daycare centre?

**Language unlocks the door to the world!** The staff at the daycare centre speak German with your child. Learning and speaking German are essential for success at school.

Children can play with other kids at the daycare centre. They learn the language **almost effortlessly**. There are many great ways to learn new words: singing together, finger games, movement games, reading aloud and storytelling, charades, picture books and many more.

### **Language experts at the daycare centre**

The daycare staff are proficient speakers of the language. They help with and nurture language acquisition. The specialists at the daycare centre

provide direct assistance if a child has difficulty with language.

### **Learning German as a native speaker**

Children learn their native language in their first few years. But children can learn several languages at the same time. Beyond the age of 5, children learn new ones as a foreign language. That's more difficult.

**Our tip:** Children should learn German **from age 3 at the latest**. That way they learn the language as native speakers. Children can hear and speak German in parent-child courses or at the daycare centre. The longer a child attends daycare, the better their German skills will be.



## What does 'settling in' mean and what happens?

The initial period at daycare is called **Eingewöhnung (settling in)**. Your child should **gradually** get used to the daycare centre. Initially together with you, then alone. You will stay at the daycare centre with your child during the initial phase.

The first visits are shorter. You agree the times with the daycare staff.

One of them will be assigned to **look after your child especially**. He or she is your contact if you have any questions. This helps you and your child to **acclimatise in the new setting**. You also build trust with the staff.

**Then comes the next step:** You say goodbye to your child. You wait in another room at the daycare centre, but you return to your child after a few minutes.

After that, your child remains without you for longer. Until the child is ready to attend daycare on their own.

**If your child cries when saying goodbye:**

You come right back and comfort your child. The period of settling in at daycare can last several weeks.

# What happens at the day care center?

Here's a typical day at daycare.



**Pick-up**



**Arrival**



**Breakfast**



**Games & learning**



**Lunch**



**Nap**



**Outdoor activities**





Foto: © Jutta Knoke

## How do I find a daycare centre?

Joining a daycare centre in 6 steps:

### 1 Orientation & information:

- Multilingual information materials
- FAQ at hamburg.de: [www.hamburg.de/kindertagesbetreuung-allgemein/](http://www.hamburg.de/kindertagesbetreuung-allgemein/)

### 2 Applying for a Kita-Gutschein:

Fill out the application, enclose a photocopy of your ID and send it to the Bezirksamt:  
<https://www.hamburg.de/antraege/>

### 3 Finding a daycare placement:

- Daycare finder: [www.hamburg.de/kita-finden/](http://www.hamburg.de/kita-finden/)
- Call the daycare centre, then drop by and make an appointment

### 4a Free place – Get to know the daycare centre (make an appointment)

### 4b No free place

- Collect at least five rejections
- Send list of rejections to the Bezirksamt

### 5 If you like the daycare centre: Register, discuss questions, sign the contract. Please bring: vaccination card, your child's medical record booklet, Kita-Gutschein

### 6 Settling in: Accompany your child for 4 weeks

Whatever you need, **Kita-Kultur-lotsinnen und -lotsen (Daycare Culture Guides)** are there to help! He or she can fill out forms, make phone calls, accompany you to appointments, explain everything in detail and organise an interpreter.

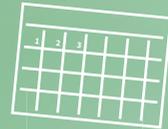
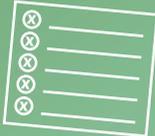
# What can I do if I am unable to find a daycare placement?

1 You need a valid Kita-Gutschein.



2 Assistance is **not** available until 3 months before the Gutschein becomes valid. The validity period is stated on the Kita-Gutschein. For example: The Gutschein is valid from 1 June 2020. You can approach the Bezirksamt for help from 1 March 2020.

3 Collect at least 5 rejections from daycare centres. You can use a printed form for this. It is sufficient if you receive a rejection by telephone. The daycare centres don't need to sign the form.



4 Arrange an appointment with your caseworker at the Bezirksamt. You will find their name, phone number and email address on your Kita-Gutschein. Bring the printed form to the appointment.

5 The caseworker will then start searching for a placement. He or she will ask all daycare centres located close by. They must be accessible by bus or train within 20 minutes.



6 This search can last up to 3 months. The caseworker will write to you if a free place is found.

7 The process is complete once a free place was assigned to you or you have rejected 2 free places.

For more information about this Kitaplatz-Nachweis-Verfahren (Placement Entitlement System), visit [hamburg.de](http://hamburg.de):





## How can I get involved at the daycare centre?

Mothers and fathers want their child to enjoy themselves and feel at home at the daycare centre. By becoming involved at the daycare centre, you can directly influence how your child experiences the time.

You can talk briefly to the staff when you drop off or pick up your child: “How did my child sleep?”; “did my child eat properly?”.

It is important for the staff and the parents to talk. The staff can describe how the day went at the centre.

**Parent meetings** are a good opportunity to ask additional questions. The staff will tell you how

your child is getting along at the daycare centre.

**Elternabende (parent evenings or afternoons)** are used by the daycare centre to give important information to parents. Parents can also suggest and discuss topics. An **Elternsprecherin or -sprecher (parent representative)** is also elected.

This person represents the interests of the parents at the daycare centre.

The daycare centre will be delighted if parents help and get involved during celebrations and excursions. Usually, grandma and grandpa are warmly invited to tag along as well!

## Our Daycare Cultural Guides

### in Hamburg

#### Osdorf/Lurup

**Nilgün Validzic**

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#### Billstedt

**Barbara v. Oertzen**

Kath. Pfarrgem. St. Paulus

Kath. Kita St. Paulus

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#### Neu Allermöhe

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Kath. Pfarrei Heilige Elisabeth

Kath. Kita Edith Stein

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#### All of Hamburg

for children with special needs

**Steffen Wendt**

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steffen.wendt@kinderkompass-hamburg.de

#### Jenfeld

**Martina Sinnen**

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#### Borgfelde/Hamm/Horn

**Karuan Otmann**

Kita-Eiffekinder

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## Farmsen-Berne

### Nils Zemella

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Berner Heerweg 162

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## Mümmelmansberg

### Marion Koch

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## Neugraben-Fischbek

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## Groß-Borstel

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## Harburg

### Inken Zacher

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## Coordination Centre

### Maya Landshut

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Space for your notes!

Find out more in our Digital Daycare Information in easy (german) language on [www.kita-einstieg-hamburg.de](http://www.kita-einstieg-hamburg.de)

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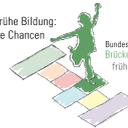


Bundesministerium  
für Familie, Senioren, Frauen  
und Jugend



Hamburg | Sozialbehörde

Frühe Bildung:  
Gleiche Chancen



Bundesprogramm Kita-Einstieg  
Brücken bauen in  
frühe Bildung

Arbeitsgemeinschaft  
der Freien Wohlfahrtspflege  
Hamburg e. V.

# AGFW

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**A joint project by the daycare providers in Hamburg:**

