

# Child Care Provision

Enrol your child in a nursery or children's day care centre



## Care Provision

If your child is at least one year old they are legally entitled to early years education and care. Younger children may also be entitled if parents cannot look after their child themselves, for example if they are both working. The individual elements of early years provision are education, development and care. The places for early years provision for children under 3 years are nurseries and day care centres.

## Nurseries

At a nursery, your child will be looked after by a childminder. This care is usually provided at the childminder's or the child's home. One childminder looks after up to five children at any one time. The care may also be provided in external child-friendly rooms. In this case, two childminders jointly look after up to ten children. The work is organised together, similarly to a day care centre.

In Bremen, childminders are arranged by PiB – Pflegekinder in Bremen [Bremen children in care]. PiB ensures that all childminders are trained and supervises their work. All of them have an official licence to provide care.

## Children's Day Care Centres

In Bremen, a total of 320 public day care centres provide places for children under 3 years' old. These may be crèches, toddler groups, mixed-age groups, socio-educational play groups or company facilities. In most groups, up to ten children are looked after at any one time; in the mixed-age groups up to ten pre-school children between 3 and 6 years old and five children under 3. The children's day care centres in Bremen are either run by the municipal undertaking, KiTa Bremen, or by church communities, charities, parents' associations, or other independent providers. All children's day care centres, with the exception of a few privately run commercial facilities, receive financial support from the City of Bremen. In all facilities, trained educational and educational/care workers are responsible for the early years education and care.

## Parental contribution

The amount of the parental contribution depends on your family income and the length of daily care. The contribution is always based on the Bremen contribution table. This is available from the facilities and on the internet at [www.bildung.bremen.de](http://www.bildung.bremen.de).

The parental contribution is an annual amount, which is paid in monthly instalments.

There is no parental contribution for care in socio-educational play groups.

## Day Care Hours

Every child under 3 years is entitled to four hours' care a day. The individual entitlement may be more, for example when both parents work.

Childminders offer a flexible form of day care which can be arranged according to individual families' time requirements. The care may be provided for up to 60 hours a week.

Day care centres with more than one group usually offer places with up to 8 hours' care a day plus early and late care. In single-group facilities, all places have the same length of care. Child day care centres are usually open Mondays to Fridays according to the longest attendance time of children. In socio-educational play groups, children are cared for on two to three days a week for 3 to 4 hours each time.

Apart from a total closed time of four weeks a year, children can always attend their day care centre or nursery, so they can also attend during school holidays. The day care centres coordinate their closed times within the city district so that at least one centre remains open to be able to care for children from neighbouring day care centres too.



## Enrolment

For a place at a day care centre, you enrol your child directly with the facility. To attend a nursery (childminder) enrolment is done through PiB – Pflegekinder in Bremen. You must always submit your “day care pass” with the application. Therefore, you can only apply to one place for your child. To do this, you should use the registration period in January and state your preferred start date on the registration form. The main starting date is 1 August every year when the new kindergarten year begins. Most new places are offered simultaneously at this time. You can also register your child for a different date, for example if you move home. Then you should do this at least three months before the requested start date.

## Allocation of Places

Each centre and nursery has a limited number of places. For this reason, it may be that your child cannot be accepted at the place you have applied for. When enrolling your child, you also decide whether the arrangement of an alternative place in a neighbouring nursery or day care centre is an option for you. The day care centre managers and expert services at PiB coordinate among themselves so that as many children as possible get a place near to where they live. If this regional placement service is unsuccessful, the next step is to apply to the employees of the authorities to look for a place in all parts of the city. If you are set on one particular facility your child will be accepted there as soon as a place becomes free.

Please note that in both cases you may have to wait before a place can be arranged.

---

## Who to contact

### City of Bremen:

Public service telephone Bremen

☎ 115

The Senator for Children and Education

Use our hotline for children’s day care if you have any questions or wish to make an appointment for a meeting:

☎ 0421 361-92000

🕒 Hotline times:

Mondays and Thursdays from 9:00 to 11:00 hrs

Tuesdays and Wednesdays from 13:30 to 15:30 hrs

You are also welcome to email us:

✉ tagesbetreuung@kinder.bremen.de

### Advice centre with city-wide arrangement of nursery places:

PiB – Pflegekinder in Bremen gemeinnützige GmbH

☎ 0421 958820777

✉ info@pib-bremen.de

🌐 www.pib-bremen.de

### Advice centre for children’s day care centres run by parents’ associations:

Beratungsstelle bei der Paritätischen Gesellschaft für soziale Dienste

☎ 0421 79199-38

✉ kitaberatung@paritaet-bremen.de

Verbund Bremer Kindergruppen – zusammen groß werden e.V.

☎ 0421 502663

✉ kontakt@verbundbremerkindergruppen.de

### Publisher:

The Senator for Children and Education

Rembertiring 8-12 · 28195 Bremen

🌐 www.bildung.bremen.de

# Children's Day care Provision in Bremen



What you need to know after enrolment

## First enrolment or continuation

---

### Enrolment at your chosen place

If your child is of kindergarten age, that is between 3 and 6 years old, enrol them at your chosen child care centre stating your requested start date. If your child is under 3 years old, you also decide on your preferred type of care when registering by choosing between a nursery or day centre, crèche, or socio-educational play group.

The main start date for all day care provision is 1 August every year. Most new places are taken up on this date.

You can enrol your child to start on another date. You should then do this at least three months before your requested start date. When your child can be accepted depends on if and when free places become available.

### Continuation of Day Care

If your child is already enrolled, they can generally retain their place at their child care centre in the following kindergarten years. If you require extended hours of care you must, however, re-register this every year and provide updated proof of your needs annually.

The regular care time without proof is 4 hours a day for a child under 3 and six hours for children between 3 to 6 years old.

Children who reach their third birthday by the end of the year switch to a kindergarten place if there is no provision for 3-6 year olds in their current centre. If this is the case, you must enrol your child in another child day care centre when they are 3 years old.

## Acceptance and arrival

---

### Acceptance decision and selection criteria

Irrespective of the acceptance date: if there are more applications than free places, then the day care centre management must decide which children are accepted. The statutory selection criteria are taken into account in this process. Preferential treatment is given on the basis of proximity to home, whether a sibling already attends the centre or if social services confirms that attendance at the child day care centre is particularly urgent and important to help care for the child.

### Confirmation of place and parents' confirmation

When your child has been given a place, you will receive an acceptance letter from the day care centre. You then have ten working days to confirm that you will accept the place. If you do not respond in time, the place will automatically be given to another child.

If you cannot be given confirmation of a place by three weeks after the end of the registration period for a start date of 1 August, you will be notified of the situation by the children's day care centre where you have registered your child.

### Arrival and settling in

A child who is accepted on 1 August for the first time will always spend their first day in the children's day care centre after the summer holidays have finished.

Each child needs their own varying length of time to settle in to daily childcare. Accompanied by their parents, they are familiarised with their new surroundings, the new rooms, children and adults. Depending on the age of the child and whether they cope well with their new situation, it can take them up to six weeks to settle in. During this time of settling in, parents must expect that they will not be able to leave their child alone there yet, especially in the case of children under three.



# Help with finding a place

---

## Regional placement

Each centre and nursery has a limited number of places. It may be that your child cannot be accepted at the place you have applied for. It is important that you decide when enrolling your child whether the arrangement of an alternative place in a neighbouring nursery or day care centre is an option for you if this case should arise.

If you can only contemplate your child being accepted where you have applied to, you will have to wait until a place becomes available there. Until then, your application will be kept on a waiting list at the centre.

If you can contemplate your child being accepted at a neighbouring centre, regional placement will be tried. To do this, the day care centre managers and expert services at PiB coordinate among themselves within the city areas so that as many children as possible get a place near to where they live.

If this regional placement is unsuccessful, your application can be passed on to the offices of the Senator for Children and Education for a central city-wide arrangement if you so wish.

## Placement across the city

The Children's Day Care department ["Tagesbetreuung für Kinder"] at the offices of the Senator for Children and Education is responsible for arranging a day care place for your child. Irrespective of where you live, free or soon to be free places at children's day care centres across the city are arranged for children in this process.

To begin with, parents receive a confirmation when their application for the city-wide arrangement of places has been received. Afterwards, parents receive written notification if there is a place available for their child. This includes the names and contact details of the day care centre as well as a deadline for contacting them and confirming the place. The final decision regarding the award of a place will, however, be made by the management of the day care centre or the childminder.

Who to contact if you have any questions or wish to make an appointment for a meeting:

Hotline for children's day care:

0421 361-92000

Hotline times:

Mondays and Thursdays 9:00 to 11:00 hrs

Tuesdays and Wednesdays 13:30 to 15:30 hrs

Email: [tagesbetreuung@kinder.bremen.de](mailto:tagesbetreuung@kinder.bremen.de)

# Parents and parental rights

---

Cooperation between the expert staff and parents in relation to your child is a matter of course. In addition, parents have the right to information concerning all matters of the work in children's day care centres.

Informal conversations when dropping off or collecting children are a spontaneous part of the individual cooperation between the day care staff and parents while parent meetings in the afternoon or evening are the scheduled part.

Group parents' evenings, the parents' council of a child care centre and the joint parents' council of the centres run by one provider are the parents' committees. You have the right to be informed about all matters concerning the care of children by day care centres and providers, to dis-

cuss matters with them and to table your own ideas. The joint councils of the various providers send delegates to the Central Parents' Representation ["Zentralelternvertretung" – ZEV]. The ZEV represents the interests of the parents at children's day care centres in the City of Bremen.

In day care centres whose providers are parents' associations, the parents of the children who have a place there have a very direct influence on everything that happens in the children's groups. The parents here are responsible themselves and/or together with the trained staff who they have hired independently, for ensuring that all conditions are met in order to be able to provide qualified care for the children.