

Information on the childcare contract (as of May 2026)

Childcare is free of charge for pupils in Years 1–3.

The application for supplementary support and after-school care (“after-school care application”) is submitted at the same time as the school enrolment and handed in to the coordinating staff member (“after-school care manager”). The school forwards the applications to the Youth Welfare Office. The Youth Welfare Office then issues a certificate of need and a notification of entitlement and sends these documents to the parents or guardians.

What happens next:

New pupils (initial application before the start of school):

As soon as the voucher office receives the school lists from the Education Authority, contracts will be sent by post to parents who have applied for childcare and have a valid decision. Parents who have not received a contract by the end of June despite having a valid notification should contact the voucher office to finalise the childcare contract.

For children already attending school or for applications for changes submitted before the start of the school year: it is no longer necessary to have the certificate of need stamped and signed by the coordinating officer at the school, following consultation with the Youth Welfare Office

For everyone:

- The Youth Welfare Office will send two copies of the contract.
- All legal guardians must sign both copies, which are then returned to the Youth Welfare Office. You will receive one signed copy back.
- You will receive two notifications regarding the registration of a contract: one for your records and the second copy for the after-school care centre management. Please hand this over to me immediately. If the scope of care and the contract term are not noted on the notification for the school, I will also need the first page of the contract.

Care is provided only within the times agreed in the contract.

The childcare contract can be terminated at the Youth Welfare Office with four weeks’ notice to the end of the month. Please keep an eye on the duration of your contract.

Instructions for completing the application

Holiday care is generally included. Please tick the ‘Holiday care’ box only if you do not require care during term time. Under section 2.2 ‘Child with a disability’, at least two boxes must be ticked (referring to sections § 99 or § 35a).

All legal guardians must sign the application or provide a corresponding power of attorney.

From Year 4 onwards, childcare is subject to a fee. The contribution is calculated on an income-based basis. When submitting the application, the “Declaration for the Determination of Costs” and proof of income must be provided. This is not required if the maximum rate is paid voluntarily.

At the end of Year 3 or Year 6, the after-school care contract expires automatically and does not need to be terminated.

S. Eichler

Koordinierende Fachkraft

Grundschule am Kollwitzplatz