

## Contact

For all-day care, a "Betreuungsbescheid" [notice of need] is required from the youth welfare office. A notice of need is necessary for legal and insurance reasons.

Please don't hesitate to contact us via e-mail or phone for further questions or information:

### Nadine Merten (all-day care management)

Tel.: (030) 555 79 67 42

[ganztag.optimus@diebildungspartner.de](mailto:ganztag.optimus@diebildungspartner.de)

### Office address

OPTIMUS – Die Bildungspartner gGmbH

Reichenberger Straße 107

10999 Berlin

Tel.: (030) 555 79 67 40

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[www.optimus.diebildungspartner.de](http://www.optimus.diebildungspartner.de)

Management: Hasret Özkan, Udo Glaß

Registered at Charlottenburg HRB 160594

Tax ID: 29/100/63522



## Parent leaflet for all-day care

All-day care  
at schools  
since 2015



## Welcome!

We are happy that you have chosen "OPTIMUS – Die Bildungspartner" [the education partners] as your all-day care provider.

Our goal is to have your child enjoy the best possible learning and leisure conditions. An educational partnership is realised through dynamic communication and an openness between family and school. This requires mutual trust and respect – an attitude that has a positive impact on your child.

### This leaflet contains information on:

- the application for the "Bescheid zur ergänzenden Förderung und Betreuung" [notice of supplementary support and care] or short "Betreuungsbescheid" [notice of need] for the youth welfare office,
- the contract for all-day care at OPTIMUS,
- a list of things your child needs during all-day care and other points to consider,
- contact details of the all-day care administration



Hasret Özkan (Managing director)

**FUN  
AT SCHOOL  
ALL DAY LONG!**



## Signing the Contract ...

### Is as easy as that:

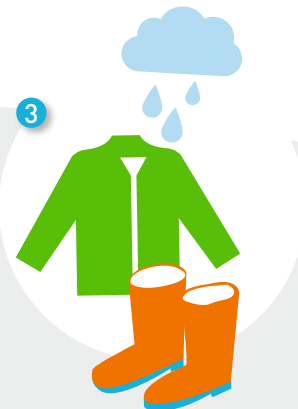
1. Fill out the form "Antrag auf ergänzende Förderung und Betreuung" [application for supplementary support and care]. You can find it in the download section of our website:  
[www.optimus.diebildungspartner.de/downloadbereich](http://www.optimus.diebildungspartner.de/downloadbereich)
2. Hand in the **completed form** to the all-day care office at the school.
3. You will receive the "**Betreuungsbescheid**" [notice of need] from the youth welfare office via mail. Hand it in at the all-day care office at school or send it to our OPTIMUS head office.
4. We will send you the **care contract** via mail.
5. **Sign the contract.** Leave one copy with the all-day care office at school or send it to the OPTIMUS head office via mail.
6. **Bank details for the parental fee**  
Bank für Sozialwirtschaft  
IBAN: DE89 3702 0500 0001 3801 01  
BIC: BFSWDE33XXX

Please include this information with your bank transfer:  
Verwendungszweck: Eltern Nr.... / Name des Kindes / Name der Schule  
[Reference: Parent Nr.... / Name of the child / Name of the school]

### During the all-day care your child needs:

- 1 **sturdy** slippers
- 2 **In summer:** sunscreen, headgear, drinking bottle
- 3 **Rainwear** and rubber boots  
(If it gets wet and muddy)

→ The school will tell you exactly what your child needs.



## What else is important?

- **Make sure nothing gets lost**  
Please **label** your child's clothing and objects with their **first and last name** as well as their **class**.
- **Make sure your child gets home safely**  
If other people (for example friends or relatives) pick up your child, we need that information **in writing**. Please write a permission slip and don't forget to **sign** it. Give the note to your friends or relatives. To be safe, the teachers will also need to see the **personal ID** of the other person. Without it, we won't dismiss your child.
- **Make sure you do not miss anything**  
Sometimes you will need to sign important forms and send them back to us. Otherwise, your child may not be able to take part in a field trip. Please always make sure to **read all letters** we send you. You can find current information (like closing times) on our website:  
[www.optimus.diebildungspartner.de](http://www.optimus.diebildungspartner.de)
- **Make sure your child stays healthy**  
In case your child needs to take medicine, we need the information in writing. Please get a medical certificate and give it to the teachers on site.