

# Parental contribution for the care of children in a day care facility or in day care centers for children

Your child attends a daycare center or a group of a childminder in Bremen? Find out about the costs you will incur.

Currently: Online appointment allocation only possible for the daycare contribution service!

## Competent Department

- [Kita-Beitragsservice](#)
- [Die Senatorin für Kinder und Bildung | Elternbeitragsstelle](#)

## Basic information

For the care of your child in a KiTa or with a childminder (Kindertagespflegestelle), you will share in the costs. This contribution to the costs is called the parental contribution.

In addition to the parental contribution, you must also pay part of the cost of the midday meal.

For children before their 3rd birthday and for children in after-school care, parents pay parental contributions and the lunch flat rate.

For children older than 3 years, you do not pay parent contributions. However, you still have to pay the lunch flat rate.

The amount of the contribution is based on your financial and family situation. The following circumstances are taken into account:

- Your income situation,
- Your household size,
- The number of siblings in childcare that is subject to the contribution,
- The number of hours of care.

The contribution is either collected monthly from your account or transferred monthly by you.

If you have your child cared for in a parents' association or a private institution and pay contributions there, you can apply for a subsidy for the contribution charged. There is a separate service description for this, see "Further information".

If you receive social benefits or have a so-called Bremen Pass, you do not have to pay a parental contribution. In this case, you also do not have to pay the costs for lunch. However, you must still provide information and send this proof to the responsible office, only then can the contributions be waived. There is a separate service description for this, see "Further information".

The kindergarten year always begins on 01.08. and ends on 31.07. of the following year. The child may enter and leave the daycare center during the course of the kindergarten year. In the case of withdrawal, notice of termination must be given in due time.

The maximum contribution can be paid voluntarily by checking the appropriate box in the application. The submission of further documents is then not required.

The income conditions from the year before last before the start of care are decisive for the calculation and determination of the cost contribution. If the income situation has significantly improved or worsened, the last year or the last 12 months before the start of care can be used as the basis for calculation. A substantial change is when the change in income results in a higher or lower income bracket. This may be the case, for example, due to loss of employment, birth of a child or separation.

Subsequent documents to the application can be submitted by e-mail or mail.

The parental contribution is an annual fee, which is to be determined before the beginning of the current kindergarten year in a legally secure way for the parents.

The annual fee (divided into 12 months) must be paid in full even if a child is partially unable to attend care, for example because he or she is ill or the parents are on vacation with the child.

## Requirements

- You and your child live in Bremen
- You have a place in a day care center or at a day care center in Bremen

## Procedure

The calculation of the parental contributions is done by 2 different responsible agencies:

- If your child is cared for in a daycare center run by "KiTa Bremen" or by independent providers (for example, the churches), the "Kita-Beitragsservice" is responsible for you.
- If your child is cared for in a day care center, a parents' association or a privately run facility, the "Elternbeitragsstelle" is responsible.

### Online service

The easiest way is to use the online service "Kita-Portal". There you will find all the necessary information. Your information will be sent directly to the responsible office. You will find the link under "Further information".

After the calculation you will receive a notice.

Paper application

Submit the application or the self-disclosure form to the responsible office.

If your child is cared for in a daycare center, a parents' association or by a purely private institution, additional documents are required. These must be submitted together with the application. For this purpose, there is a separate description "Applying for a subsidy for the parental contribution". You will find the link to this under "Further information".

After the calculation you will receive a notification.

## Legal bases

- [Ortsgesetz über die Beiträge für die Kindergärten und Horte der Stadtgemeinde Bremen](#)
- [§ 60 Mitwirkungspflichten SGB I](#)

## More information

If your child goes to a daycare center run by "KiTa Bremen" or by independent providers (for example, the churches), you do not have to submit any further documents at first. This is only necessary upon request.

If your child is cared for in a day care center, a parents' association or a privately run facility, the following documents are required:

- Current household certificate
- Birth certificate of the child
- All proofs of income of all types of income of the persons of the household belonging to the income community (mostly the parents)
- If applicable: proof of public benefits
- If applicable: Bremen passport
- If applicable: notice of contribution for siblings
- If applicable: matriculation certificate
- If applicable: residence permit

## What are the costs?

The amount of parental contributions can be found in the Local Law on Contributions for Kindergartens and After-School Care Centers of the Municipality of Bremen.

# Frequently asked Questions

## • **How is the Kita fee determined?**

The cost contribution will be determined provisionally on the basis of your self-disclosure. The information you have provided will be verified at a later date, if necessary, by submitting proof of your income.

If it is determined during this recalculation that parents have paid too high or too low a contribution, the decision can be changed retroactively. In such cases, there may be a refund or an additional payment of contributions.

In order to avoid high additional payments on your part in particular, you should take the greatest possible care when calculating your income, if you cannot find this out from the income tax assessment.

## • **Who belongs to the income community?**

The income of the parents living in the same household and their children entitled to child benefit is used to calculate the contributions. If the child lives with only one parent, his or her income and, if applicable, the income of a new spouse is taken into account. The income of the new partner's natural children is then also included in the calculation if they use day care, as well as the income of joint natural children.

The joint income does not include:

- Unmarried stepparents or stepparents not registered as domestic partners.
- Children of a new spouse/life partner, if they are not themselves cared for in a daycare center or in daycare for children
- Grandparents

## • **How is the income calculated?**

The following applies to all types of income:

The sum of the positive income within the meaning of Section 2 (1) of the German Income Tax Act (EStG) is offset. Offsetting with losses from other types of income and with losses of the jointly assessed spouse is not permitted.

- For non-self-employed persons

A lump sum of € 1,000.00 in income-related expenses is currently deducted from the gross annual income, unless higher income-related expenses are proven. Further special expenses or losses are not taken into account.

- For self-employed persons

Positive income from self-employed work (e.g. trade and agriculture and forestry) is the profit. Further special expenses or losses are not taken into account.

- **In which cases do I receive the sibling discount?**

The sibling discount is granted when several children in the family are receiving fee-based care at the same time. In such cases, each of the contributing siblings receives one of the following discounts:

1st sibling: 30%

2nd sibling: 40

3rd and further siblings: 90%.

The oldest child receives the lowest discount.

Children who are exempt from contributions are not taken into account.

- **My child will not be settled in the facility until the current month (or later). Do I have to pay the full fee for the month?**

Yes, because the cost contribution for care in a daycare facility is an annual contribution. It is fixed in advance for one year, namely the daycare year from August 1 to July 31, and is then payable in monthly installments. Therefore, a reduction of the monthly contribution due to non-utilization is not possible. This also applies to the flat-rate cost sharing for lunch.

- **My child will be 3 years old in the current kindergarten year and already attends kindergarten care. Do I have to pay contributions for the months up to the 3rd birthday?**

Yes, because the exemption from contributions relates solely to the age of your child and is independent of the form of care in the facility. Your child's care will only become non-contributory once he or she reaches the age of 3. This means that for birthdays in the current kindergarten year, you will pay monthly contributions until the month in which your child turns 3. From the month of birth, the contribution is no longer due.

- **A sibling was born in my family. Will the contribution be adjusted?**

In the event of the birth of a sibling, an application can be made for a contribution adjustment. The application form in the download area can be used for this purpose.

From the month of birth, the household size is increased, so this may result in an adjustment of the contribution.

Please note: Please always state the name, the care facility and the cash reference number of your child in care in the application.

- **Do I always have to submit new Bremen passports for my child immediately?**

Yes. Submitting current Bremen Passes ensures that the cost of lunch will be waived for your child even after the Bremen Pass expires.

In addition, if you submit a Bremen Pass, your child will be able to take part in excursions and outings at the institution within the framework of the education and participation package and will not have to pay the costs for these himself/herself.

For this reason, please always submit copies of new Bremen Passports to the Kita-Beitragsservice, stating the name, the childcare facility, and the cash reference number.

You can find more information about the Bremen Pass here: <https://www.bremen.de/leben-in-bremen/bremen-pass>

- **I have received a reminder. Who can I contact with my questions?**

Information about the payments you have made can be obtained from the Landeshauptkasse Bremen.

- Phone daycare contribution: +49 421 361 97773
- Phone day care: +49 421 361 97772
- Fax: +49 421 361 4909
- E-Mail day care contribution: buchfuehrung3.bkz700-999@lhk.bremen.de
- E-mail day care: buchfuehrung2.bkz100-399@lhk.bremen.de

Information about the reason for the claim can be obtained from the Kita-Beitragsservice:

- Phone: +49 421 361 31112
- E-mail: kitabeitrag@performanord.bremen.de

or the parent contribution service:

- Phone: +49 421 361 10304
- E-mail: tagespflege@kinder.bremen.de

- **I cannot meet the deadline for submitting the Bremen Pass (or the benefit notification for housing allowance/ALG II/social assistance) because I do not have it yet. What can I do?**

Please submit the Bremen passport/notification as soon as you have it (copy by mail or e-mail). A new notification will then be issued.

- **What if in the meantime until the Bremen Pass is submitted (or the benefit notice for housing allowance/ALG II/social assistance) the contribution for lunch is due?**

You must pay this contribution first in order to avoid reminders from the state main cash office. Please submit a copy (mail/mail/fax) of the Bremen Pass or the notice of social benefit as soon as possible. Subsequently, the contribution already paid for lunch will be refunded for the corresponding period. You will receive a notice of change.

- **I am supposed to submit the Bremen Passport, but I do not receive any social benefits. Do I have to re-register now?**

If you are not eligible for a Bremen Pass, notification of this to the Kita-Beitragservice is not necessary.

- **Why do I have to pay the additional contribution for lunch, my childminder already gets a monthly contribution for lunch from me?**

The contribution for lunch is a fixed part of the cost contribution from 25 hours of care per week, with which the parents participate in the costs of day care depending on their income. Any agreements with the daycare provider that go beyond this are of a private law nature and do not change the amount of the parental contribution.