



Pointers for companies in Berlin

A family-friendly policy

pays!



A family-friendly approach is increasingly a determinant factor for the future of our society. The ability to combine work and family life is becoming a necessity not only for women and men but also for the health of companies. In Berlin we have considerably improved the necessary conditions with an extension of childcare facilities and all-day schools. What is important is a business culture that offers mothers and fathers who want to work sufficient flexibility. This brochure is intended to give companies pointers for putting in place family-friendly conditions. After all, children enrich life in our city, and the economy will rely on the next generation.

Klaus Wowereit

Governing Mayor of Berlin



A family-friendly policy makes Berlin companies attractive for qualified workers. This is what I have learnt in discussions with businesses. On the basis of flexibility and individual arrangements, companies of all sizes and in all sectors exploit the potential of their current and future employees. Investments in a family-friendly personnel policy produce scope for savings, and that pays. Your business works actively for a balance between family and the world of work, and generates a decisive competitive advantage thanks to this forward-looking policy. This brochure gives pointers for companies in Berlin and shows the positive effects of family-oriented measures for your business.

Harald Wolf

Berlin Senator for Economics, Labour and Women's Issues

A family-friendly policy pays – this brochure shows you how:



This brochure is intended to serve as a toolbox for family-friendly models of work.

We have put together a range of models and proposals among which you can seek out solutions for the particular needs in your business – which will vary with sector and company size. This creates a “win-win” situation for businesses in Berlin: employees and companies benefit in equal measure.

Please note that many of the Internet sites and brochures referred to may only be available in German.

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Family-friendly measures generate potential for savings



The decision to create a family-friendly work environment has numerous positive economic effects for a company. Many businesses have already learned this from experience. We present some of these effects in this brochure.

Family-friendly measures introduced in a company can reduce some personnel costs:

- Costs of filling a vacant position
- Bridging costs
- Reintegration costs
- Costs for productivity losses
- Costs for absences and illness

Less personnel fluctuation: for most companies, an experienced team that knows the business is an elementary factor for success. The departure of an experienced employee can have considerable consequences, especially in small and medium-sized enterprises. Family-friendly options in the company bind employees to the business, ensure continuity of staff and reduce costs of filling a vacant position.

Reduce personnel costs

Shorter absence on parental leave: many parents would like to return to their job in a part-time capacity as soon as possible after the end of the statutory maternity period. If the company offers the option of organising working time flexibly, parents will be quick to return. This reduces reintegration costs or bridging costs.

More rapid return

Fewer absences, less sick leave. The double burden on employees with children can lead to greater stress and more susceptibility to illness. This can have a negative effect on productivity at work and more absences. Such sources of stress can be considerably reduced with family-friendly measures and costs for paying employees on sick leave decrease.

Reduce sources of stress

Greater motivation and satisfaction: motivation and satisfaction result in a better performance and greater willingness, strong identification with the business and its objectives, as well as a good level of continuity.

Strong identification with the business

A more attractive company: the introduction of family-friendly measures increases the employer's attractiveness. The company becomes interesting for existing and future employees. This enables it to catch the attention of potential personnel members. This attraction effect is not limited to the target group of parents, but has effects across the board. Increased attractiveness and the improved image help a company to distinguish itself from the competition.

Improved image as an employer

Even if a quantitative consideration of the savings effects is not always possible because it involves "soft" factors with a long-term impact, a positive cost-benefit ratio can be demonstrated for family-friendly measures. This is confirmed inter alia in a 2004 study by Prognos AG "Effects of family-friendly measures for the company", where it shows that costs of filling a vacant position can be considerable.

Costs of filling a vacant position

Source: Prognos AG 2004

	lower income	middle income	higher income
<i>Costs of vacant position (€ per month)</i>	€ 900	€ 1,600	€ 2,700
Costs of vacant position (effective)	€ 900	€ 3,600	€ 10,800
Advertising costs	€ 1,800	€ 5,500	€ 10,500
Selection costs	€ 1,200	€ 2,400	€ 3,900
Recruitment costs	€ 800	€ 1,300	€ 1,900
Training costs	€ 800	€ 1,800	€ 3,700
Costs linked to initial period	€ 2,800	€ 6,000	€ 7,600
Reduced performance during initial period	€ 1,200	€ 2,600	€ 4,800
Total costs of filling a vacant position	€ 9,500	€ 23,200	€ 43,200
Average			
Time to fill a vacant position	1.0	2.3	4.0

An example from Berlin

“I can count on the fingers of one hand the number of times I have been absent in the last eight years because of my children...” says Ines Decker, an employee of the Berlin firm micro resist technology GmbH – a business that works actively and in exemplary fashion to achieve compatibility of family and working life, and even benefits from it. For founder and managing director Gabi Grützner, a family-friendly approach pays off in many ways. She believes that it is mainly the continuity that contributes to the success of the business.

The employees of micro resist have a long-term commitment to their work, essential to build up customer relationships. Always having the same discussion partner creates trust, dependability and closeness.

**Strong
commitment and
team-building**

Businesses that create family-friendly working conditions for their employees have similar experiences to micro resist: strong commitment among employees, strong team-building and greater identification with the business.

There is no standard recipe for reconciling family and working life in a way that benefits all sides. Solutions will be shaped by the size of the business, the sector in question and market situation, and geared to individual needs.

**Family-friendly
working conditions
bind workers to the
business**

When valuable employees are obliged to stop work for several years due to the absence of family-friendly working conditions, companies lose knowledge and experience that is specific to their business. Their investments in training and qualification produce no return, at least for a certain period. The associated recruitment of new employees and the time it takes for them to become familiar with the business costs money and disrupts the continuity of the business.

There are already shortages of skilled workers in many sectors. The same problem is looming for the years ahead in other sectors. The main causes are changes in the structure of society and the falling birth rate. Businesses in Berlin are also becoming aware of this development, and therefore face the challenge of aligning working conditions and structures on the new realities of society.

Interview

*Family-friendly working:
micro resist technology GmbH in Berlin*



**Gabi Grützner,
managing director and founder**

of the Berlin firm micro resist technology GmbH, a small technology company with 35 employees. Set up in 1993, the business develops, produces and sells photo resists and photo polymers for semi-conductor and micro-technology.

How much does your business benefit from family-friendly measures?

G.G.: Continuity and a low level of fluctuation among employees are important for me. We know what is going on in our business. We can invest in training our employees during working hours and reap the benefit over the long term. This is confirmed by the example of how employees like Ms Decker have developed. Thanks to family-friendly working conditions, we were able to support her, train her and finally promote her to a management position.

Ines Decker, head of department



She heads the business units Finance/Controlling, Personnel and Purchasing, and has been with micro resist for eight years. She is the mother of two children.

What family-friendly options can you use?

I.D.: When the children were still small, I was allowed to work flexibly and could adjust my working hours in such a way that there was always somebody at home. When the children were ill, I also took work home with me. In addition, I have been given training during working hours and have gradually learnt everything here in the business: financial management, controlling and personnel management.

What do you see as the benefits for you?

I.D.: Motivation at work and knowing that the family is cared for, and enjoying financial security – without working myself into the ground. If you are motivated by your work, you are not absent very often. Sick leave is very low in our company.

Flexibility at the workplace



“For us, parents have priority...” The firm Kapella Baustoffe GmbH practices flexibility at the workplace through individual agreements which are aligned on the needs of employees and their family situation. Company management and employees address their needs actively and in partnership, and together develop models for solutions. The success lies in a direct approach. This requires neither regular meetings, nor co-determination, nor company-level agreements. The solution lies in discussing things together and making individual arrangements.

Family and working life can be rendered compatible if work is organised flexibly in such a way that the needs of the business and employees are in harmony. Models for solutions considered by Anne Keding, managing director of Kapella GmbH involve looking at working time, different workplaces and work organisation. For each of these three areas, measures are described below which companies can apply and which show good effects.

Flexible working hours

Flexitime is the most effective form of flexible working time.

It can be deployed with or without core periods. The advantage of variable starting and finishing times is that they can be managed flexibly by employees. Even without core periods, it can be ensured that particular tasks are completed through team-oriented arrangements, which are organised on the basis of individual responsibility.

Make team-oriented arrangements

The timing and length of breaks represent an easy flexibility tool, because they can be organised in order to allow work to tie in better with unforeseen or regular private obligations. Corresponding arrangements in the team ensure that employees can be reached.

Working time accounts are a transparent and easy tool to open up the possibility of offsetting overtime flexibly against family tasks, for instance in order to work less during long school holidays. The interests of business and employee can coincide if both sides agree that overtime credits should be scaled back during slack periods.

Scale back overtime credits during slack periods

Special leave which is granted unbureaucratically when a child or relative is ill can make your employees' lives easier by not obliging them to use large portions of their normal leave due to such unpredictable circumstances, leave which they very much need to recuperate. Performance will not suffer, and abuse is largely ruled out since this special leave is unpaid.

Part-time work is the most frequently chosen form of work if people have children to bring up or other family duties. But there is part-time work and part-time work, as demonstrated by the many possibilities for its organisation. Part-time work can be transformed with different numbers of hours, for instance close to full-time with more than 25 hours a week or at the other end of the scale with far fewer hours. It is also possible to have a variable distribution of hours, for example a shortening of daily, weekly or monthly working time, or part-time in a block.

Part-time employment limited to parental leave is an attractive possibility for employees to maintain their skills, avoid income loss and keep up contacts with colleagues and employer. It is also a good variant for companies, since there will be fewer costs for selection and recruitment of the replacement who would otherwise be needed, and for the time he or she needs to become familiar with the business.

Maintain skills, reduce personnel costs

Use of different workplaces

Taking work home has the advantage that the employee has the choice of when to be at home and can work more productively and concentrate better for certain tasks – without being interrupted.

Alternating tele-work at home can take place regularly on particular weekdays and as previously arranged. Time and money are saved thanks to modern technology. By working at home, employees have the possibility of continuing to work for the business also after a child is born, cutting down on long commuting. In tandem with specified, previously agreed presence times in the business and good coordination, family and working life can be reconciled well via tele-work at home.

Tele-work at home as a family-friendly alternative

A parent-and-child office for short-term childcare needs offers the opportunity to work in the company, also when regular childcare arrangements fall through without notice. An investment in an area with office technology, play area and nappy-changing facilities for small children as well as a writing desk for schoolchildren is modest as compared with the potential cost of absences.

Optimal work processes and content

Team work will result in greater time flexibility above all if workers are broadly free to agree their working and presence times independently in the team. It is also an advantage if employees can occasionally stand in for each other or exchange work periods. Arrangements as to who can work when can usually be organised well with a conveniently situated work timetable on which employees fill in their wishes. Companies have had good experience with having regular team discussions at a time when all those involved can be present.

Employees stand in for each other at short notice

The job-sharing model, whereby employees share a job, also allows time to be organised more freely, without work in the business remaining unfinished or a job remaining unfilled. However, the condition for this is functioning teams in which all members have the same or at least similar skills.

Efficient work organisation

Regular communication and information are fundamental for efficient organisation of work. Clarity about tasks, methods and processes contributes to smooth functioning. Carefully agreed handover arrangements are particularly necessary for flexible working and become important instruments in the interest of family-conscious work organisation.

Measures to reduce stress take account of times for undisturbed working. Services offered by the occupational health promotion service such as sport and relaxation training, which can be provided by students of therapeutic gymnastics as part of their courses, can help to reduce absences due to illness and cost the business nothing.

Interview

Flexibility at the workplace:
Kapella Baustoffe GmbH in Berlin



Anne Keding, managing director

Sharing success with the customer, that is the slogan of Kapella Baustoffe GmbH, which has been run as a family business since 1947. Thanks to its service orientation, the business with 180 employees is regarded as one of the most innovative specialist construction materials companies in Germany.

How do you see your role as a family-friendly employer?

A.K.: We refer to ourselves as a family business and I think that, to be authentic, you also need to start with yourself. The way I see myself in private is also how I think in business terms. The family is my service station - that is also my starting point as an employer. I am happy about every child, because that is the future - also the future of the business! It is important to address needs. The shape of flexible working hours has to keep pace with the development of the children. Reinsertion after parental leave is also flexible with us. Parents with small children have priority!

Ute Becker, employee

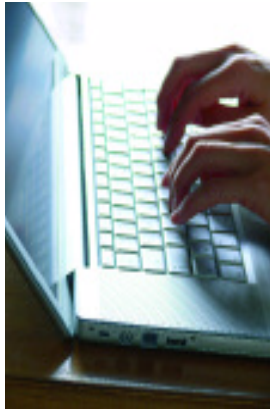


She works in the distribution department and takes care of running the external relations service, processing, mailings and coordination of training courses. She is the mother of two children.

What are the benefits of a family-friendly personnel policy for you?

U.B.: It was particularly the shorter working hours that were important for me, and the fact that I could work at home when my second daughter was a baby. The return to work after parental leave - and also to an interesting job - always worked well. When the children were ill, I could either work at home, or sometimes start two hours later so that I could take the child to the doctor. After parental leave, I was able to get back into the rhythm of my job, only working 4.5 hours a day to start with. It is wonderful when you can reconcile work and family life.

Family-oriented personnel policy



“During parental leave I was constantly in touch with colleagues and customers by e-mail. So I always knew what was happening in the firm” says Claudia Kedor, an employee of Projektron GmbH. Practice shows that constant communication is an important factor for a seamless return to work after parental leave. Training during parental leave is also an essential element in order to maintain or extend the qualifications of employees.

Talk about it, sort things out together!

Planning and feedback discussions are important for exploring with employees during parental leave the possibilities for a return to work, the statutory provisions and the job options.

It costs little to keep in touch and there are many benefits.

Employees should continue to know what is happening in the business during parental leave, and to maintain exchanges with colleagues. This can take place via the in-house e-mail system or via an invitation to personnel meetings, staff receptions or company excursions.

Replacing colleagues who are on holiday or ill, and so-called 400 euro jobs, are suitable for keeping up contact and specialist knowledge. Also, there are often small tasks in the business for which nobody can find time but which nevertheless require company-specific knowledge. Employees on parental leave might be prepared to take on these tasks, and thus maintain contacts with the company.

Encouraging training and additional qualifications

Offering occupational training measures also to part-time employees and employees on parental leave has advantages for both sides. Companies benefit from the additional qualifications and skills of their employees, and the return to work is facilitated. In this way, parents

do not lose touch with their professional tasks, are kept up-to-date and do not need to be trained separately at a later stage.

Flexibility in planning of training courses: ideally, family duties should be taken into consideration. If necessary, training institutes that also offer childcare will make it possible for employees to take part without complications. Various service providers in Berlin also take care of children on site (see page 21: Flexible childcare).

Pro-family management

Managers have an important function as multipliers. They can actively support family-oriented company agreements and implement them in the business. It is therefore important that managers initiate conversations and devise family-friendly solutions with employees. Managers are determinant for the acceptance of family responsibilities in the business. If they show by example that they are also committed to their families outside the professional sphere, they are more convincing in their personnel leadership function.

Training courses for managers on the theme of reconciliation of work and family life give them support in their dealings with employees and for implementation of family-friendly measures. Managers acquire additional skills in promoting individual responsibility, working in a team and moderation of coordination procedures, for instance regarding the organisation of working time, planning leave, etc. Applying new team-oriented processes or identifying flexibility potential can be themes for personnel development measures.

Managers who can themselves take up part-time possibilities, and actually do so, send a signal for the company culture. Managers who reconcile family and working life are credible, in particular “active fathers” in management positions who, despite family duties, are still regarded as effective workers, responsible and loyal. A positive image of fathers benefits the company culture, helps to promote equal opportunities and will increase identification of the staff with the company.

Training also possible with children

Managers who visibly combine family and working life are credible

“Active fathers” in management positions

Taking on tasks during parental leave

Internal communication

Information about what the business offers in terms of family and working life should be communicated actively both internally and externally. The intranet or a blackboard are suitable for an exchange of information, also for employees. Depending on the size of the business, there may in addition be an in-house journal which employees continue to receive during their parental leave, or the intranet, to which access from home also remains possible. Personal contacts are the simplest way of exchanging information. Many companies also offer a “family afternoon” every three months, to which employees on parental leave are invited (possibly with their children).

Designating a contact person for “work-life balance” may be helpful, depending on the size of the business. As an interface between work and private life, this is where possible solutions for family-friendly organisation of working time can be discussed and planned, taking account of the other career wishes of employees. This makes parents feel that their individual situation is being taken into account, and at the same time they gain an insight into and understanding of the company’s requirements.

External communication

Encouraging cooperation at local level

Local Alliances for Families offer companies the possibility of becoming involved externally, in their local neighbourhood, for instance by promoting cooperation at local level and improving the situation of families, say through care facilities for children or other relatives (see page 23: Local Alliances for Families).

Participation in local competitions to identify particularly family-friendly companies, in the competition to identify female entrepreneurs in Berlin or in the country-wide “Work and Family” Audit is an active strategy for raising your profile as a company with family-conscious management. The certificates awarded can be used for external communication and also contribute internally to identification with the business.

Interview

Family-oriented personnel policy:
Projektron GmbH in Berlin



Marten Huisinga,
managing director and founder

Projektron GmbH is a Berlin software producer with 16 employees. In cooperation with users, a web-based project management software package has been developed. The central element of this development is: “user-friendly software with modern technology”.

How do you keep employees in the business, also during parental leave?

M.H.: The aim is that employees are always kept in touch with what’s going on. The company mobile phone is still paid for, so that we can establish contact quickly at any time if questions arise. The link with the in-house e-mail system is maintained. For important decisions which relate to the employee’s former area of expertise, we also seek out views. In concrete terms, the return to work after parental leave is planned as a half-day position in the former work sphere. It just makes more sense to keep a valued employee. Our efforts have been repaid many times over.

Claudia Kedor, employee



She works in marketing, PR and internal organisation and is on parental leave with her first child.

How is contact maintained with the business during your parental leave?

C.K.: When my son was two months old I took him with me into the office so that I could arrange some new organisational work processes with my new colleague. Thanks to the e-mail system, I can find out about the present work processes at any time and also give my views. When my son is one year old, he will be going to the crèche and I will then work half days. For me it is important to know that my colleagues and my job are waiting for me.

Companies support Family Service



“Investitionsbank Berlin used to have its own in-house kindergarten which has now been transferred to an outside provider. This enables our employees to place their children in any of this provider’s kindergarten facilities across Berlin. This has the advantage that children do not go to a central location in the city but can go to a kindergarten near where they live” explains Professor Dieter Puchta, chairman of the board of Investitionsbank Berlin (IBB).

The child minder is ill, the kindergarten is closed during the holidays, overtime or a business trip is planned for the near future. The public service offer is inadequate for employees who regularly work in the late afternoon and evening. Seen from the angle of companies, there are always situations when there is a particular need which can be covered by partnerships between companies and care institutions. IBB has reached a cooperative arrangement with a private provider. If a company manages to adapt the existing family service to the needs of company and employees through professional support and cooperative arrangements, there is a “win-win” situation for companies, parents, children and the institutions in question.

Berlin offers a range of care possibilities for all age and need groups in numerous public and private institutions. Many of these institutions already work successfully with companies. As a result, childcare has grown into a locational advantage in Berlin.

Helping to shape childcare

Companies can offer their employees grants for care costs. Under the legislation (§3 Nr. 33 EstG), this is exempt from tax and social contributions for pre-school children. A further condition is that the grant has to be paid in addition to the wage and that parents have to prove that it is actually spent on childcare. Tax-deductible benefits are set out in the brochure “Costs of in-company and company-sponsored childcare” (see contacts, page 24: Company-sponsored childcare)

“Win-win” situation for companies, parents and children

Tailor-made care solutions are offered in special company consultations for Family Service. Apart from regular childcare, these agencies also develop solutions for care for old people, additional coaching or holiday programmes. The costs of these consultations are generally paid by the employer. Parents pay the actual care costs.

Family Service also for older people

Places in existing care institutions can be purchased by companies in the municipal kindergarten or private institutions. In exchange, the company obtains rights to places for its employees’ children. The financial participation can consist of donations, intensive-cost grants and/or work-cost grants. Expenditure on places can be deducted for tax purposes.

Alone or in cooperation with one or more companies, businesses can regularly contribute to the costs of private kindergarten, for instance via donations, grants or making space available. Or the companies found a new kindergarten themselves. Public allocations for places and parents’ contributions constitute the basic financing. Through additional joint investments and on-going financing, networks and alliances of businesses add value to the quality of care services offered.

A company’s childcare facilities can comprise care for children under three years of age (crèche) and from three years of age to school age (kindergarten) for on-going care. These institutions can also be used as emergency institutions to meet short-term needs. If only children of employees are cared for, the company pays all the costs after deducting the parents’ participation in the costs. In cooperation with a private provider and open to children from the neighbourhood, these institutions can also claim public allocations for places. This has the additional advantage that the children can build up “outside-company” relationships.

Emergency institution for short-term needs possible

Flexible care before and after regular opening hours can be organised in cooperation with a private provider in such a way that relatives or children can be cared for at home as a special extra service. Furthermore, a homework service can be envisaged, for example with academic coaches for older schoolchildren.

Booking blocks of hours in emergency institutions: very flexible care institutions offer “packages” with a variable number of care hours or days a year, which companies can use for the children of their employees. For this, cooperation with a special Family Service or Child Minder Club is available which can help your employees to find a care person rapidly and without complications (see contacts: page 22: Care round the clock).

Holiday programmes can be offered in the form of day activities or trips for children or schoolchildren. In most cases, companies buy in the services of external providers. Here, too, cooperation is valuable, so that the services are open to several companies.

Cooperation with other companies is valuable

Provision of care for elderly relatives

Around five million people in Germany require care services.

Their number will increase rapidly in coming years as a result of demographic change. This development, together with childcare, will have a strong effect on family situations in the future. Whether this care for older members can be provided within the family or day care or a home for older people or care home is more suitable depends on the individual situation. The everyday lives of employees determine what solutions are possible.

Payment of the fees for advice and organisation of care services can offer great support for employees with relatives who need care.

Places in short-term care institutions can also be reserved for relatives who need emergency care for short periods.

Particularly in the case of unexpected care needs, it provides a relief and saves time if knowledge about accommodation possibilities and care at home is available within the company or if employees can otherwise be helped in their search.

Interview

Companies support Family Service
Investitionsbank Berlin (IBB)



Professor Dieter Puchta, executive board Investitionsbank Berlin (IBB) is the central support bank in Greater Berlin. It focuses on stimulating economic activity, especially among innovative small and medium-sized enterprises in Berlin.

Family and working life - does that rule out a career?

D.P.: Absolutely not. We have a whole range of different part-time models. A career is also possible for part-time workers - for instance, two female IBB employees share the management of a department.

Do you offer additional services for families?

D.P.: Investitionsbank Berlin has transferred its own former in-house kindergarten to an external provider. This means that our employees can place their children in any of this provider's childcare facilities in the various districts of Berlin. This has the advantage that parents can choose whether they want to leave their children close to IBB or near where they live.

Bettina Appel, employee



She works in the risk controlling department, is the mother of three children and has been with IBB for twelve years.

How can you coordinate your work and the family?

B.A.: My children were all in IBB's in-house kindergarten, one child is now still in a childcare facility that cooperates with IBB. The opening times are aligned with my working hours. It is a relief for me personally to be close to my children, especially when something happens, I can be there in five minutes. I would like to be with my children as much as possible - including during the journey to the office or back home.



Berlin's excellent
childcare offer
is a locational
advantage
for parents
and companies

Pick up the phone:

Childcare offers

New edition of the brochure "Childcare in Berlin - Recommendations for Parents and Companies with Special Requirements"
(Brochure available in English)

Senatsverwaltung für Wirtschaft, Arbeit und Frauen, contact: Tel: +49 30 9013 8933

Content: Various forms of care -
Finding a childcare place - Childcare for
workers, students or the unemployed -
Needs outside normal kindergarten
opening times - Individual offers - Service

Bilingual childcare facilities

Tel: +49 30 9026 5996
www.fmks-online.de

A selection of childcare facilities with special opening times:

*Addresses of further municipal
kindergartens with special opening times
is available from the Youth Office in the
area where you live. Private kindergartens
or child hotels also offer care outside
normal opening times.*

Kinderhaus am Kreuzberg Mehringdamm 115

10961 Berlin
Tel: +49 30 7050 9195
Opening times 8:00 to 20:30 hours
www.kinderhaus-am-kreuzberg.de

Kindergarten KIEKE MAL

Rigaer Straße 54, 10247 Berlin
Tel: +49 30 4261 815
Opening times 6:00 to 20:30 hours

Kindertagesstätte im Rudolf-Virchow-Klinikum

Cooperative venture between several
private providers
Augustenburger Platz 1
13353 Berlin
Tel: +49 30 4505 7810 1
Opening times 5:45 to 20:15 hours
and every second Saturday
from 8:00 to 15:00 hours

Advice on setting up and obtaining a permit for a company-sponsored childcare institution

**Senatsverwaltung für Bildung,
Jugend und Sport Referat III F**
Beuthstraße 6–8
10117 Berlin
Tel: +49 30 9026 7

Flexible care outside normal kindergarten opening times in the family home

**Individual childcare at home, child
supervision service, grandparent services**

SHIA e.V. Selbsthilfeinitiative–
Alleinerziehender
Landesverband Berlin
Tel: +49 30 4280 0901

www.shia-berlin.de

Care round the clock

Reservation of care hours for emergencies, short-term care, regular care outside normal kindergarten opening times

Kinderpension Kleine Vagabunden

Benjamin-Vogelsdorff-Straße 3
13187 Berlin-Pankow
Tel: +49 30 4171 9054
www.kinderhotel-berlin.de

Familienservice und Nachtmütterservice im Nachbarschafts- und Selbsthilfezentrum

NUSZ in der UFA-Fabrik
Tel: +49 30 7550 3122

Provision of childcare and care for the elderly

Information also available from the service company Family Service

Familien für Kinder gGmbH

Advice on day care and full-time care, training for child minders, help with finding child minders
Tel: +49 30 2100 210
www.familien-fuer-kinder.de

Familienservice und Nachtmütterservice im Nachbarschafts- und Selbsthilfezentrum

NUSZ in der UFA-Fabrik
Tel: +49 30 7550 3122

Help at home and care in cases of illness

Arbeiterwohlfahrt, Mitte/Wedding

Hochstedter Straße 1
13347 Berlin
Tel: +49 30 4550 8720

AFB Ambulante Familienpflege Berlin

Wilsnackerstraße 58
10559 Berlin
Tel: +49 30 3983 9212

Ambulanter Familienpflegedienst

Berlin-Neukölln
Hermannstraße 214 – 216
12049 Berlin
Tel: +49 30 6272 7580

Diakonie-Pflege, Reinickendof gGmbH

Alt-Wittenau 32 A
13437 Berlin
Tel: +49 30 4081 0912

Familienpflegedienst, Doris Wepler

Klausener Platz 19
14059 Berlin
Tel: +49 30 3265 761

Familienpflegevermittlung, Sabine Werth

Ebersstraße 77
10827 Berlin
Tel: +49 30 2138 223 / +49 30 8824 611

NBH Schöneberg e.V. Sozialstation

Friedenau, Tübinger Straße 1
10715 Berlin
Tel: +49 30 8540 1940

NUSZ UFA Fabrik e.V.

Haus- und Familienpflegedienst

Viktoriastraße 13
12105 Berlin
Tel: +49 30 7516 706

Verein für ambulante Versorgung

Hohenschönhausen e.V.

Am Berl 8–10
13051 Berlin
Tel: +49 30 9627 7112 4

Weg der Mitte

Help for all the family

Ahornstraße 18
14163 Berlin
Tel: +49 30 8141 067

Local Alliances for Families

Local Alliances for Families are a range of cooperative arrangements between municipal administrations, institutions, companies, individuals and many others which want to improve the situation of families in many areas, e.g. extension of childcare. The districts of Berlin have six Alliances for Families, and there is one Alliance for Families which covers the entire region of Berlin.

Charlottenburg-Wilmersdorf,

Bezirksstadtrat

Herr Naumann
Tel: +49 30 9029 1500 1

Marzahn-Hellersdorf, Bezirksamt

Herr Fischer
Tel: +49 30 9029 3426 2

Mitte, Kinderinsel GmbH

Frau Drews
Tel: +49 30 4171 6928

Lichtenberg, Jugend- und Familienstiftung

Frau Fleischer
Tel: +49 30 2175 1370

Neukölln, Bezirksamt

Frau Reiter
Tel: +49 30 6809 2004

Tempelhof-Schöneberg, Bezirksamt

Frau Pohl
Tel: +49 30 7560 6515

Berliner Bündnis für Familie

Jugend und Familienstiftung des Landes Berlin
Tel: +49 30 2355 6224

Prizes / Certification

Prize for female entrepreneurs in Berlin 2006

Senatsverwaltung f. Wirtschaft, Arbeit und Frauen
Tel: +49 30 9013 8903

Local competitions

“The family-friendly company”

Information available from the economy departments of district officials for women and equality

Country-wide certification

Audit Beruf & Familie gGmbH

Bahnhofstraße 26
82515 Wolfratshausen
Tel: +49 8171 9973 908
fokus@beruf-und-familie.de

Surf on the Internet:

Toolbox for networked childcare for companies
www.gendermainstreaming-it.de/ergebnisse/wirtschaft

Family-oriented measures
www.beruf-und-familie.de
www.mittelstand-und-familie.de
www.lokale-buendnisse-fuer-familie.de

Authorities, benefits and services for families
www.familien-wegweiser.de

More information:

Company-sponsored childcare

New edition of the brochure “Childcare in Berlin - Recommendations for Parents and Companies with Special Requirements”
(Brochure available in English)
Published by Senatsverwaltung für Wirtschaft, Arbeit und Frauen
Berlin 2005
Tel: +49 30 9013 8933

Company-sponsored childcare - concepts and practical examples,
Bundesministerium für Familie, Senioren, Frauen und Jugend (BMFSFJ)
www.bmfsfj.de

Costs of company and company-sponsored childcare
Deutscher Industrie- und Handelskammertag (DIHK), BMFSFJ

Family-oriented personnel management

Success with women in competition and the future
Senatsverwaltung für Wirtschaft, Arbeit und Frauen Berlin
Tel: +49 30 9013 8933

Family-oriented personnel policy – checklist for small and medium-sized enterprises
DIHK, Beruf&Familie gGmbH, BMFSFJ, www.dihk.de

Reconciliation of family and working life – guide for independent workers and family assistants, BMFSFJ

Effects for the company
Effects of family-friendly measures for the company – a cost-benefit analysis by Prognos AG
http://www.prognos.com/pdf/Kosten_Nutzen.pdf

Family-friendly measures in the craft sector – potential, cost-benefit calculations, best practices.
A study by Prognos AG
<http://www.prognos.com/pdf/Familienfreundliche-Massnahmen-im-Handwerk.pdf>

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