



Universität
Münster

Section: Family

Handbook for International Researchers

Dept. for Researchers & Staff (International Office)

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Family

Support from the University

If you are employed at the University of Münster, the Family Service Office is available to support you with all family-related matters. For scholarship holders, the first point of contact is the Welcome Centre. If you have any questions, especially about everyday life in Germany, you are also welcome to reach out to your host or colleagues.

Preschool Childcare

Preschool Childcare In Germany, childcare options for children up to the age of 6 include daycare facilities and childminders. While childminders typically care for small groups of up to 5 children, especially in the first 3 years of life, daycare facilities offer pedagogical care and support in larger groups until the age of school enrollment. Every child between the ages of 1-6 is entitled to a place in a childcare facility, which is subject to fees.

The fees are determined based on the parents' gross annual income, number of hours of care, and the child's age. You can find a detailed overview of the respective parental contributions on the website of the city of Münster.

Kindergarden Registration

It is advisable to apply for a place at one of the mentioned facilities **before** your arrival. The registration for attendance at a daycare facility at the beginning of the kindergarten and school year must be completed **no later than January 31 of the same year**. You can find a suitable daycare center through the “Kita-Navigator” tool of the city of Münster, where you can also submit your application.

If you have any questions about the Kita-Navigator, the Welcome Centre will be happy to provide you with detailed information.

If you are a scholarship holder and submit a search request, please ensure to have your work at the University confirmed by your host and mention in the comment field of the search request that you are a scholarship holder and therefore do not receive salary through an employment contract.



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CITY OF MÜNSTER: PARENTAL CONTRIBUTIONS (GER)



UNI MÜNSTER: CHILDCARE

School

In Germany, school attendance is compulsory from the age of six. All children must attend school for a minimum of ten years. There are various different types of school. In general primary school (years 1 to 4) is followed by secondary school, which takes the child through to year 10 or, if studying for the Abitur (the university entrance qualification), through to year 12 or 13.

Attendance at public, i.e., state schools is free of charge in Germany. However, there are also some fee-paying private schools available. Registration at a school should be **completed before your arrival** to ensure that your child can immediately fulfill the compulsory schooling requirement upon arrival. School attendance of your child in Germany can also be recognized in your home country. If your child has attended a German school for some time and wishes to have this period recognized in your home country, you should obtain certification of the schooling time in Germany from the school and retain the German certificates. In most cases, the classification into the subsequent school year in your home country is possible.

The Education Advisory Service of the city of Münster can assist you in choosing a school. The registration of a child at a school is generally done by submitting a letter to the school in the previous year. Only in individual cases is short-term registration possible.

School Holidays

School holidays in Germany are divided like this: 6 weeks summer holidays, 2 weeks Christmas and Easter holidays and 2 weeks fall holidays. The dates vary in each state.

For younger children, the city of Münster and the Family Service Office of the University of Münster also offer extensive, sometimes full-day holiday programs. In addition, there are numerous playgrounds, parks, swimming pools, and recreational facilities in Münster. Various museums, cinemas, theaters, zoos, and clubs also offer special programs for children.

The departments of the University of Muenster also offer holiday programs.



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[OVERVIEW: GERMAN SCHOOLSYSTEM](#)



[SCHOOLSYSTEM NRW](#)



[SCHOOL DATABASE \(GER\)](#)



[EDUCATION ADVISORY SERVICE \(GER\)](#)



[HOLIDAY PROGRAM CITY OF MÜNSTER \(GER\)](#)



[FAMILY SERVICE OFFICE](#)



[SCHOOLHOLIDAYS](#)

General Information on staying with children

a. Registration of Children

When you register at the Münster Citizens' Office, your children will also be included, so you must have their birth certificates or passports ready. If you have general questions about family and children, the Family Service Office of the University of Münster will support you.

b. Financial Support

In Germany, you and your partner have several options to receive financial support within the German welfare state. Particularly for the maintenance of your children, the following benefits are available. An overview of the possible benefits is provided by this tool of the Federal Ministry.



FAMILY BENEFITS

(1) Child Benefit

Child benefit provided by the federal government supports families with children and contributes to their financial relief. Child benefit is paid regardless of income. Child benefit is generally available for all children up to the age of 18. Under certain conditions, child benefit can be extended. It amounts to 250€ per month (in case of a very low income can be applied up to 292€)



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For employees of the University of Münster, the Landesamt für Versorgung und Besoldung (*State Office for Pensions and Salaries*) of the State of North Rhine-Westphalia is responsible. Scholarship holders without an employment contract must generally submit their application for child benefit in writing to the family benefits office. For the city of Münster, this is the family benefits office of the Rheine Employment Agency.

However, entitlement to child benefit is not applicable if you hold a residence permit for the purpose of studying (§ 16 AufenthG), for the purpose of company training and further education (§ 17 AufenthG), or in connection with a work permit exclusively for a maximum period of time.



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STATE OFFICE FOR PENSIONS AND SALARIES (GER)



FAMILY BENEFITS OFFICE OF THE EMPLOYMENT AGENCY RHEINE (GER)

(2) Parental Allowance

Allowance Parental allowance is a family benefit designed to replace parents' income for a maximum of 14 months after the birth of the child. It amounts to 65-67% of the lost net income based on the previous income. Parental allowance is paid during parental leave. During this period, you are exempt from work.

You are entitled to parental leave until the child reaches the age of three. The registration deadline is generally 13 weeks. Each parent can divide the period between themselves.

However, parental allowance is only paid if both you and your partner work in Germany and one of you is no longer working due to a newborn. The entitlement to parental allowance also expires if you hold a residence permit for the purpose of education (students or doctoral candidates according to § 16 AufenthG) or if your residence permit is only valid in connection with a work permit for a maximum period of time.

Parental allowance is applied for in writing at the Elterngeldstelle (parental allowance office). For the city of Münster, this is the Amt für Kinder, Jugendliche und Familien (Office for Children, Youth, and Families).

(3) Childcare Sickness Benefit

In some cases, if your children become ill, you are entitled to unpaid leave from your employer and child sickness benefit from the health insurance fund. However, this only applies if you or your partner are employed.

1. The child has not yet reached the age of twelve or is disabled and dependent on care.
2. Care by another person living in the household is not possible.
3. There is no entitlement to paid leave by the employer.

For this, both the caring parent and your child must be insured with the statutory health insurance fund. If these conditions are met, there is an entitlement to leave for 10 working days per year for each child. For at least three children, each parent has the option of taking 25 days off per year. For single parents and if both parents work, the double duration applies (20/50 days).



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OFFICE FOR CHILDREN; YOUTH AND FAMILIES (GER)



OFFICE FOR EQUALITY TREATMENT



PARENTAL ALLOWANCE CALCULATOR (GER)

Pregnancy and Giving Birth in Germany

a. Giving Birth in Germany

If you realise that you are pregnant, contact your general practitioner or directly a gynecologist. The pregnancy and childbirth care in Germany provided by the gynecologist and the midwife as well as the hospital will prepare you for childbirth. As part of this, you will receive a maternity record and the birth certificate of your child, which you should keep safe.

This childbirth preparation is **strongly** recommended so that you and your child can be adequately cared for. After giving birth, your child must be registered with the registry office within 7 days. There, they will also receive a tax number, and you can apply for an identity card.

b. Maternity Protection and Parental Leave

When you have children, you are legally protected by the Maternity Protection Act (MuSchG). The Maternity Protection Act provides for protection periods for pregnant women of 6 weeks before childbirth and 8 weeks, or in the case of premature or multiple births, 12 weeks after childbirth.

Furthermore, your work must be checked for a risk to your person and the unborn child. For this, please contact the University of Münster's Occupational and Environmental Protection Department, which will initiate protective measures. After the maternity protection period, the Federal Parental Allowance and Parental Leave Act (BEEG) applies. During parental leave, you are still allowed to work, but the agreed weekly working hours must not exceed 30 hours.

c. Choice of Doctor

If you need a doctor, the Association of Statutory Health Insurance Physicians Westphalia-Lippe has developed a search engine with which doctors of various specialties can be found in Münster depending on language skills. Enter your address and the field of expertise "Pediatrics and Adolescent Medicine" and click "search". If you wish to be treated in another language, you can specify the language under "More search criteria". Please note, however, that only doctors paid by statutory health insurance are listed here. Additional private doctors may also be available to you.



REGISTRATION OF A FOREIGN BIRTH



OCCUPATIONAL HEALTH AND ENVIROMENTAL PROTECTION



MATERNITY PROTECTION



CHOICE OF DOCTOR (GER)



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Impressum

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