

**Partial reimbursement of paid parental contributions for day care in Potsdam
for the period from 01.01.2015 to 31.07.2018**

Dear Sir/Madam,
dear parents,

If your child attended a day care centre in Potsdam run by Internationaler Bund Berlin-Brandenburg gGmbH **in the period from 01.01.2015 to 31.07.2018** and all the necessary conditions have been met, you can assert claims for parental contributions paid in excess.

For all relevant information, the necessary conditions for the partial reimbursement of paid parental contributions and the application form, please see the website of the State Capital of Potsdam at:

<https://www.potsdam.de/elternbeitrag>

Please send the completed application form, the corresponding settlement agreement as well as the declaration of consent regarding the processing of personal data, signed by **all** guardians, by post no later than **31.12.2019** to the following address:

**Internationaler Bund
Berlin-Brandenburg gGmbH
Verwaltungszentrum
Rigaer Str. 44
10247 Berlin**

You will then receive a timely confirmation of receipt by post. Your application will be reviewed and processed.

Should you have any questions about the application process, you can also contact the IB Administrative Centre during the dedicated telephone times that have been set up: **030 / 629 017 50** (Tuesday 2 p.m. - 5 p.m. and Thursday 9 a.m. - 12 p.m.).