familienplanung.de
UNABHÄNGIG UND WISSENSCHAFTLICH FUNDIERT

Bundesinstitut für Öffentliche Gesundheit

Checklist: Organisational matters during pregnancy

The essentials at a glance

TIPS

For unmarried parents:

Also read Checklist for custody and child support

For rainbow families:

The Schwulen- und Lesbenverband in Deutschland (Lesbian and Gay Federation in Germany) (LSVD) **and the** Regenbogenportal (Rainbow Portal) **provide information on legal issues related to starting a family.**

	Who and when?	What?	Where? Who to contact?	Further information
○	**Pregnant women** After confirming the pregnancy	Appointment for the first **health check**	• Gynaecologist • Midwife	At this appointment, you will usually also be issued with your maternity record.
○	**Pregnant women / expectant parents with a low income** After confirming the pregnancy	Apply for **financial support**	Pregnancy information centres that can make an application to the Bundesstiftung Mutter und Kind (Federal Foundation for Mother and Child) and know other ways to provide financial support for pregnant women	Bundesstiftung Mutter und Kind To order or download: Brochure entitled "Help and support during pregnancy – Bundesstiftung Mutter und Kind" You can find information centres near you at familienplanung.de
○	**Pregnant women / expectant parents** Early pregnancy	**Find a midwife** for support during the pregnancy and after the birth, also if required to accompany you during labour	Addresses are available at: • Pregnancy information centres • Maternity hospitals and maternity facilities • Gynaecologist	Addresses of midwives throughout Germany can also be found at: The GKV (National Association of Statutory Health Insurance Funds) list of midwives and at the Deutscher Hebammenverband (Germany Midwifery Association)

	Who and when?	What?	Where? Who to contact?	Further information
○	**Pregnant women** Early pregnancy	**Inform your employer, training organisation, university or school** with respect to maternity leave and protection against dismissal **NOTE** You are obliged to inform your employer, training organisation, university or school about your pregnancy. However, it can be beneficial to protect you from hazards or damage to your health.	• Employer • Training organisation • University • School	To order or download: Brochure entitled "Maternity leave guide" Further information on "maternity leave" can be found at familienportal.de
○	**Pregnant women** As early as possible in the pregnancy	Apply for **maternity allowance**	• Health insurance company of the pregnant women if they are a member of a statutory health insurance scheme • Bundesamt für Soziale Sicherung (Federal Office for Social Security) if the pregnant woman has private or family insurance	A medical certificate is required confirming the pregnancy due date. Further information on "Maternity allowance" can be found at familienportal.de
○	**Pregnant women** If a prohibition of employment is applicable, for example in medical professions	Apply for **maternity pay**	Employer	A medical certificate is required. This certifies the prohibition of employment, its duration and whether it covers all or only some duties.
○	**Pregnant women / expectant parents** Early pregnancy	**Choose / register a place of birth** If you wish to give birth in a maternity hospital or with a midwife who will accompany you during labour, this needs to be registered at an early stage. Registration at the hospital is also possible later and not mandatory.	• Hospital or maternity facility • Midwife	Many hospitals and maternity facilities offer delivery room tours and information events.

	Who and when?	What?	Where? Who to contact?	Further information
○	**Pregnant women / expectant parents** Up to the 20th week of pregnancy	Register for **antenatal classes**	• Midwifery practices GKV list of midwives • Maternity hospital or facility • Gynaecologist • Pregnancy information centres	• In addition to antenatal classes solely for mothers, there are also couples classes as well as classes for fathers. • Baby care classes are also often available.
○	**Pregnant women / expectant parents** No later than 7 weeks before the pregnancy due date	Calculate your entitlement to parental allowance (basic parental allowance, parental allowance plus, partnership bonus)	For example, online using the parental allowance calculator	When planning parental leave, it helps to calculate the options before the birth. Applications and forms can now also be prepared.
○	**Father** or another person who is entitled to parental leave if they want to go on parental leave immediately after the birth No later than 7 weeks before the pregnancy due date **NOTE** The protection against dismissal begins at the earliest 8 weeks before the parental leave	Apply for **parental leave** **NOTE** When applying for parental leave, you must apply for the periods for which you want to take parental leave up until the 2nd birthday of the child. Information on who is entitled to parental leave can be found at familienportal.de	Employer of the father or the person who is entitled to parental leave	Written notification; a template is available here. • Send by registered mail • If you want to work part-time during parental leave, it is best to also apply for it directly • Further information on "parental leave" can be found at familienportal.de
○	**Pregnant women / expectant parents** In the last trimester of the pregnancy	Find a **paediatric practice**	Paediatric practices in the area	The first health checks of your child (U1 and U2) are often still carried out in the maternity facility. From the U3 health check onwards, you need a paediatric practice. These practices are often in great demand. It is therefore recommended to find a practice during pregnancy.

	Who and when?	What?	Where? Who to contact?	Further information
○	**Pregnant women** Approx. 4 weeks before the pregnancy due date	Final preparations for the birth, pack a **hospital bag**		You can find out everything that you need to pack in your hospital bag in our Hospital bag checklist
○	**Pregnant women or mothers** if they want to take parental leave directly after the maternity leave No later than 7 weeks before the end of the maternity leave, i.e. no later than in the first week after the birth	Apply for **parental leave** **NOTE** When applying for parental leave, you must apply for the periods for which you want to take parental leave up until the 2nd birthday of the child. Information on who is entitled to parental leave can be found at familienportal.de	Employer of the pregnant women	Written notification; a template is available here. • Send by registered mail • If you want to work part-time during parental leave, it is best to apply for it directly • Further information on "parental leave" can be found at familienportal.de
○	**Pregnant women** If required, if you have any ailments or illnesses due to the pregnancy	Apply for **home help**	Health insurance company	Make an application to your health insurance company before your home helper starts working. You will receive a certificate from your doctor stating the need and scope of the home help.
○	**Parents** who want a child-care place for their child No later than after the birth, but preferably before	Apply for a **childcare place** **NOTE:** There are waiting lists in some federal states / regions so it would make sense to apply at an early stage	• Jugendamt (Youth Welfare Office) • Voluntary organisations (e.g. charitable organisations and church institutions)	Get advice from the Jugendamt Link to the document: "How can I find a childcare place?" familienportal.de