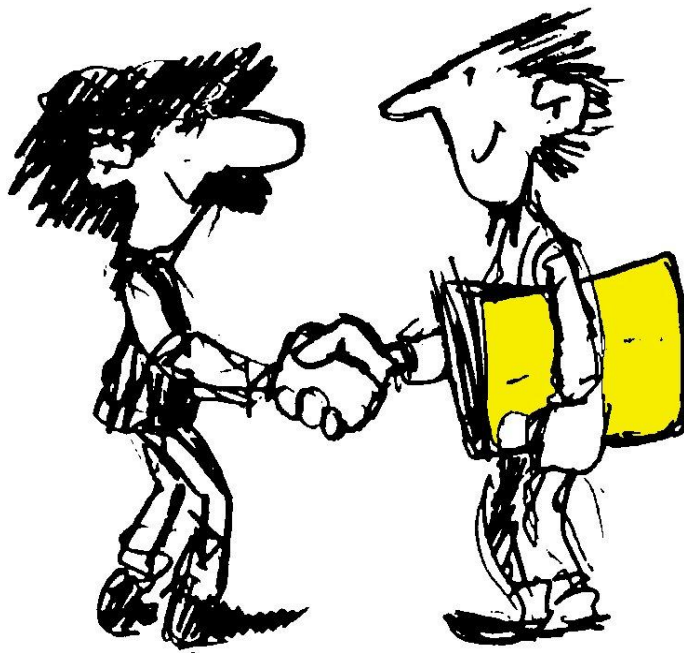




# Information and special offers concerning life in Ostermundigen



[www.ostermundigen.ch](http://www.ostermundigen.ch)

## **Welcome to Ostermundigen**

Dear Readers

I am pleased to welcome you here on behalf of the Ostermundigen Municipal Administration. We hope you will settle in quickly and that you will then like your new life in Ostermundigen.

In this short brochure, we have collected some information concerning everyday life in Switzerland and especially in Ostermundigen that might be of special importance for you. Our main aim is to inform you in the best possible way to make you able to find out which offers are most suitable for you.

Beside each entry you will find a short description of what the offer contains. Moreover, you will be provided with contact details and information on where to find out more about the offer as well as where to enrol.

If you have any further queries, please do not hesitate to call in at the Ostermundigen Municipal Administration's desk, Schiessplatzweg 1, at any time, to send us an email or to phone us.

I hope you will enjoy reading our little brochure! May you find a lot of useful information and many beneficial contacts with the various institutions mentioned!

*Chr. Zahler*

Christian Zahler  
Council Leader

... To find out more about Ostermundigen, please see: [www.ostermundigen.ch](http://www.ostermundigen.ch)

Gemeindeverwaltung (Municipal Administration), Schiessplatzweg 1:

Monday: 08.00 to 11.45 a.m. and 01:45 to 06:00 p.m.

Tuesday to Thursday: 08.00 to 11.45 a.m. and 01:45 to 05:00 p.m.

Friday: 08.00 to 11.45 a.m. and 01:45 to 04:00 p.m.

On the other days as well as on public holidays, the Municipal Administration is closed.

Telephone no.: 031 930 14 14

email: [info@ostermundigen.ch](mailto:info@ostermundigen.ch)

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## **1. Children and adolescents**

### **1.1 Kindergarten and school**

Attending a group at our local kindergarten is free of charge, voluntary and highly recommendable. Therefore, nearly all children attend groups at the kindergarten.

If a child reaches the age to attend such a group, the parents are sent a letter to enrol their child.

From the 1<sup>st</sup> to the 9<sup>th</sup> form, attending classes at school is also free of charge but obligatory. Parents are obliged to regularly send their child to school as well as to take part in parent-teacher conferences and interviews. If there are any questions concerning your child and school, please do not hesitate to contact the teacher.

For details about school holidays, please see [www.ostermundigen.ch](http://www.ostermundigen.ch) (from here, please continue by clicking on the following links: "Leben und Arbeiten" ("Life and worklife"), "Schule" ("School"), "Ferienkalender" ("Holiday Calendar").

At least once a year, the Educational Directorate (German term: "Erziehungsdirektion") organises an informational event for parents speaking foreign languages. On these events, you are provided with all important information concerning our educational and training system. Please find the next date for such an event on the internet by clicking on [www.erz.be.ch](http://www.erz.be.ch), "Fachportal Bildung" ("Portal on educational topics"), "interkulturelle Bildung" ("Intercultural Education") / "Kurse" ("Courses") / Veranstaltungen ("Events").

Further information as well as leaflets and brochures in various languages are available at Erziehungsdirektion des Kantons Bern (Educational Directorate of the Bern canton), Sulgeneckstrasse 70, 3005 Bern, telephone no.: 031 633 85 11, [www.erz.be.ch](http://www.erz.be.ch) (on this website, please click on the links "Fachportal Bildung" ("Portal on educational topics") / "interkulturelle Bildung" ("Intercultural Education") / "Dokumente" ("Documents")).

### **1.2 All-day school**

The all-day school is a type of school where children are looked after and cared for from 07:15 a.m. to 05:30 p.m. Here, children are provided with help on doing their homework, looking after in their spare time as well as, of course, with a lunch.

Information and registration:

Gemeinde Ostermundigen, Abteilung Bildung, Kultur und Sport (Department for Education, Culture and Sports of the Ostermundigen Municipal Administration); Mitteldorfstrasse 6; 3072 Ostermundigen, telephone no.: 031 930 14 14.

School fees to be paid for the all-day school are charged depending on the parents' income.

### **1.3 Day-care centre**

The day-care centre is an institution created and thought for children at pre-school age (from 15 weeks up until entering school). Children of such parents working during the day can ask for day-care here, too.

Opening hours: Monday to Friday, 06:15 a.m. to 06:15 p.m.

Location: Bernstrasse 66, 3072 Ostermundigen

Telephone no.: 031 931 63 03. email: [kindertagesstaette@ostermundigen.ch](mailto:kindertagesstaette@ostermundigen.ch)

Fees to be paid for the day-care centre are charged depending on the parents' income.

#### **1.4 Day mothers (day care)**

This offer was also created for working parents who are not able to look after and care for their children during the day themselves. Together with other children, the child is cared for at the day mother's place. A day mother's work is checked and controlled by the Youth Welfare Office.

Our contact person for day care can be contacted when looking for an appropriate day-care place: Ms Gabriele Krebs, Mitteldorfstrasse 6a, 3072 Ostermundigen; telephone no.: 031 930 11 41.

Fees to be paid for the day care are charged depending on the parents' income.

#### **1.5 Lunch special**

Children at kindergarten age and schoolchildren up to the 9<sup>th</sup> form are looked after during their lunch break and served a meal. After this meal, they can play, do handicrafts, paint pictures, listen to music, relax or do their homework.

Opening hours: The lunch special is available Monday to Friday, 11:00 a.m. to 01:30 p.m.

Location: Obere Zollgasse 15, on the basement at Reformierte Kirche (Protestant Church).

Information and registration: Jugendamt (Youth Welfare Office), Mitteldorfstrasse 6a, 3072 Ostermundigen; telephone no.: 031 930 12 77. email: [jugendamt@ostermundigen.ch](mailto:jugendamt@ostermundigen.ch)

Costs charged for the lunch special are calculated according to cantonal guidelines.

#### **1.6 Playgroups for children**

For children of 3 years up to kindergarten age.

In a group of about 8 children, your child's skills and abilities in playing, exercising and expression are supported and improved. The playgroup takes place twice a week from \*09:00 to 11:00 a.m. and on Mondays from 02:30 to 04:30 p.m. If possible, parents are given a say when defining the day of the week when the morning playgroup takes place.

Locations: Reformierte Kirche (Protestant Church), Obere Zollgasse 15 and Katholische Kirche (Catholic Church), Obere Zollgasse 35, 3072 Ostermundigen.

Information and registration: Giovanna Eggimann: telephone no.: 031 932 03 49

Costs: For members of the Parents' Club Sfr. 140.--, for non-members Sfr. 165.—per quarter.

### **1.7 Forest playgroup**

For children from the age of 3. In this playgroup, children get many opportunities to experience nature with all their senses. Here, telling and experiencing are given special importance. Such forest playgroups are available on Tuesday and Thursday, in the morning for three hours at a time.

Woodwork/doing handicrafts in the forest for children aged between 5 and 9 years takes place on Friday afternoon from 02:00 to 05:00 p.m.

Information and registration: Christine Röthenmund 031 782 04 44, email [daschis@bluewin.ch](mailto:daschis@bluewin.ch). Costs: calculated by agreement

### **1.8 German courses for pre-school children**

Children from the age of 2½ who do not speak much or any German yet, get the opportunity to learn German in a playful way. In these lessons, each child is being accompanied by a parent.

The German course is taking place on Monday from 09:30 to 10:30 a.m.

Location: In the playgroup's common room at Reformierte Kirche (Protestant Church), Obere Zollgasse 15, 3072 Ostermundigen

For registration and further information: Janine Bieri, telephone no.: 031 931 23 82.

Costs: charged depending on a quarter's length (between 6 and 12 sessions), between Sfr. 30.—and Sfr. 60.--.

### **1.9 Purzelbaum: outdoors playing for children with lots of fantasy**

In this playgroup, children get the chance to move freely and having lots of fun outdoors. There is also some playground equipment available: swings, hills, stones, a stump as well as a car with playground equipment.

This playgroup aims at providing 6-year-olds with a room to play and with a place where they can grow up as well as develop their skills on playing in a close-to-nature environment. Here, fantasy and creativity are in great demand, and there are always two adult guardians present to look after the children. Advance registration is not necessary. Children younger than 6 are requested to be in company of their parents or elder brothers or sisters.

Opening hours: Wednesday and Friday from 02:00 to 05:00 p.m., from 01 April to 31 October (not open during the summer school holidays).

Location: Close to the "Seepark" (Zoss-Strasse/Mitteldorfstrasse) in Ostermundigen, Bus No. 10, bus stop Zollgasse, then please ask for "Purzelbaum".

Management and information: 031 931 02 51.

The "Purzelbaum" offer is a free-of-charge service provided by the Ostermundigen Municipal Administration.

### **1.10 Youth club "Hangar"**

This centre is a place where children and young people can play billard, table tennis, tabletop football and other parlour games. Moreover, it is possible to play basketball outdoors. If boys and girls want to spend some time just amongst themselves, there is a separate room for girls and one for boys available.

Furthermore, there are often students' theatre performances, concerts and parties taking place and offered here. On such events, there is at least one adult person present to invigilate.

Opening hours:

Students' meeting times: Wednesday and Friday from 02:00 to 05:00 p.m.

Meeting times for young people having finished school: Wednesday from 07:00 to 10:00 p.m.

Location: Oberfeldweg 48, 3072 Ostermundigen; telephone no.: 031 931 02 51 or 031 931 02 52.

The students and youth club meeting hours are a free-of-charge service offered by the Ostermundigen Municipal Administration.

It is also possible to rent the rooms at the "Hangar" youth club. Telephone enquiries can be made on Tuesday and Thursday from 10:00 a.m. to 12:00 p.m. as well as on Wednesday from 01:00 to 04:00 p.m. Telephone number: 079 224 13 92.

### **1.11 Street dance for girls**

Dancing classes taking place every Tuesday: for girls up to 12 years from 06:30 to 07:30 p.m. and for young women from the age of 12 years from 07:15 to 09:00 p.m.

Location: Hangar Youth Club.

Costs: Sfr. 5.- per training session

Free trial sessions available

### **1.12 Weekly "Stock Exchange" ("Wochenplatz-Börse") to earn some pocket money**

By doing small jobs, adolescents can polish up their pocket money. The "Stock Exchange" acts as an agent helping young people to find small jobs close to their homes.

Age group: For adolescents from the age of 13 years on.

Interested? Please contact:

Jugendamt (Youth Welfare Office) Ostermundigen, Urs Imhof, Mitteldorfstrasse 6a, 3072 Ostermundigen.

Telephone no.: 031 930 12 74

Agency's direct line: 079 489 35 74

email: [jugendamt@ostermundigen.ch](mailto:jugendamt@ostermundigen.ch)

## **2. Leisure time and education**

### **2.1 Clubs/Associations**

There are many sports clubs as well as the "Time Out" Fitness Centre in Ostermundigen. Currently, there are sports such as badminton, fistball, football, handball, judo, karate, gymnastics, swimming, tennis, table tennis, exercise, floorball as well as volleyball offered in Ostermundigen.

In Ostermundigen, there are the following music clubs: a music club for young people, three music clubs making music for brass instruments, an orchestra, a tambourine group, a steel band as well as various choral societies.

All these sports and social clubs look forward to welcome new members. Please find all information related to the "where's" and "when's" on the [www.ostermundigen.ch](http://www.ostermundigen.ch) internet website (by clicking on "Vereine" (Clubs)) or at "Abteilung Bildung, Kultur und Sport" ("Department for education, culture and sports"), Mitteldorfstrasse 6, telephone no.: 031 930 14 14.

### **2.2 Library**

From our library, you have got the opportunity to borrow books (specialised books and fiction), radio plays and movies. Furthermore, there are language-related and other teaching materials available.

Opening hours:

Tuesday, Thursday, Friday 03:00 to 06:30 p.m.

Wednesday: 02:00 to 06:30 p.m.

Saturday: 10:00 a.m. to 03:00 p.m.

Closed on Sunday and Monday.

Location: Untere Zollgasse 1, 3072 Ostermundigen, telephone no.: 031 931 93 27

### **2.3 Ludothek**

This is where games and toys can be borrowed from.

Opening hours:

Monday and Wednesday: 02:30 to 06:00 p.m., Friday: 05:00 to 07:00 p.m.

Location: Zoss-Strasse 2, 3072 Ostermundigen; telephone no.: 031 931 13 13

## **2.4 Writing service**

With its staff members doing their work voluntarily, the writing service is there to support you on understanding texts as well as on reading and writing in German (for example, on filling in a public form, writing a letter or your application)

Opening hours:

The writing service is there for you every Thursday between 05:00 and 07:30 p.m.

Location: Mitteldorfstrasse 6a (Gemeindeverwaltung (Municipal Administration)).

Due to staff members working as volunteers, the writing service is a free-of-charge offer.

## **2.5 Language and conversation courses in Ostermundigen**

### **2.5.1 German courses**

German courses are offered on two different levels.

Classes take place either on Monday from 05:15 to 06:45 p.m. or on Saturday from 10:00 to 11:30 a.m. The minimum number of participants for courses to take place is 8.

Course location: Schulhaus Mösli, Kirchgrundstrasse 25, 3072 Ostermundigen.

Length of a lesson: A lesson is 90 minutes and costs Sfr. 12.--.

There are 16 teaching units per course. Advance registration is obligatory.

Please register by contacting the following address:

Anmeldung Erwachsenenbildung

Frieda Notter

Mitteldorfstrasse 6

3072 Ostermundigen

email: [frieda.notter@ostermundigen.ch](mailto:frieda.notter@ostermundigen.ch)

Telephone no.: 031 930 12 82.

### **2.5.2 "Deutsch-Treff" (German club) with the oecumenical action group**

There are several study groups each having its own teacher. After the lessons, a "Zvieri" snack (*small afternoon snack*) is offered. Having fun and staying in contact are of special importance here.

The German club takes place every Tuesday from 02:00 to 04:30 p.m.

Location: In the rooms of the "Guthirt" Church Centre.

For information please contact: Anny Hug, telephone no.: 031 932 15 00

The German club is a free-of-charge offer provided by the oecumenical action group.

## **2.6 Open-air swimming pool**

The open-air swimming pool is located at Dennigkofenweg 120.

Opening hours:

In May and September: from 09:00 a.m. to 07:00 p.m.

In June, July and August: from 09:00 a.m. to 08:30 p.m.

The open-air swimming pool season starts at the second weekend of May and finishes on the third Sunday in September.

## **3. Habitation**

When looking for an apartment, you can find ads on several internet web pages and in newspapers.

By phone, you make a viewing appointment. After this appointment, you will receive a form which you fill in and send off to the address stated on it if you are interested in renting the flat.

When you have received the confirmation of being accepted as future tenant and if you then still want to rent the flat, you have to sign the rental agreement.

After having signed it, such a rental agreement and thereby the duration of renting the flat can only be terminated by certain predetermined times and dates per year. Furthermore, an at least three-months notice of termination has to be addressed to the landlord in most cases. Please see the rental agreement for all further detailed information and regulations.

The rental agreement also contains information about the amount of the so-called "Mietzinsdepot" (rent deposit). The rent deposit's amount must not exceed the sum of three monthly rents. This money is paid into a separate amount by the landlord. When the rental agreement is terminated or dissolved, you will receive this rent deposit back provided that you always paid your monthly rents before.

For further information concerning your tenancy, please contact the Mietamt (authority for all questions around tenancy), Mitteldorfstrasse 6a, 3072 Ostermundigen; telephone no.: 031 930 12 60

Important: The Mietamt is not an agent helping you to find an apartment or a flat but it is only responsible for all questions around rental agreements.

## **4. Waste disposal in Ostermundigen**

We aim at as much waste prevention and, where this is possible, at as much waste recycling as possible since this is a way to protect the environment. So, for example, it is possible to produce new paper from used paper and cardboard or to produce new similar materials from used tins and aluminium. Only those types of waste that cannot be recycled are incinerated.

In the Ostermundigen community, there are various facilities to collect recyclable waste (for example paper and cardboard, waste glass, PET bottles, batteries, organic waste, textiles, tins and aluminium).

Only non-recyclable waste must be put into the rubbish bags that are subject to a fee. As most recyclable materials can be brought to the collection places free of charge and since rubbish bags are subject to a fee, you can save money by trying to prevent as much waste as possible and by bringing your rubbish to the collection places, separated by the type of rubbish (for example waste paper, ....)

Please note that there is also a brochure available in many languages concerning the Ostermundigen waste disposal system. This brochure can be downloaded from the internet ([www.ostermundigen.ch](http://www.ostermundigen.ch)), and it is also available at the Gemeindeverwaltung (Municipal Administration), Schiessplatzweg 1 or Bernstrasse 65d.

Important: Inappropriate waste disposal can be fined.

## **5. Health**

### **5.1 Health insurance**

In Switzerland, everybody is obliged to have a basic health insurance contract with a health insurance company. You are free in your choice of which health insurance you select to cover your costs in case of a possible illness or an accident.

Please find an overview over the Swiss health care system as well as answers to various questions in the "Gesundheitswegweiser Schweiz" ("Swiss Health Guide") available on the internet website [www.bundespublikationen.ch](http://www.bundespublikationen.ch). There, you can find answers to questions such as "Am I entitled to consult a translator?", "What does the term *Hausarzt* (family doctor) mean exactly?" or "Does the patient's family have to provide him or her with food when in hospital?"

This "Health Guide" brochure is available in many languages.

It can also be ordered from: BBL, Vertrieb Publikationen, 3003 Bern or by phone: 031 325 50 50.

## **5.2 Outpatient/residential and health care system "SPITEX"**

SPITEX is there for people of all age groups who need support at home in residential care or in doing the household. The SPITEX organisation offers a broad variety of care services for people in need of care. Beside medical care services and support in doing the chores, meals can be delivered home.

Office hours:

Monday to Friday: 8:00 to 11:30 a.m. and 02:00 to 04:00 p.m.

Outside the office hours, you can leave a message on our telephone answering machine to make us able to ring you back.

Location: SPITEX-Zentrum, Untere Zollgasse 4, 3072 Ostermundigen;

Telephone no.: 031 932 14 14                      email: [Spitex@ostermundigen.ch](mailto:Spitex@ostermundigen.ch)

Costs: For health care services, costs are covered by the health insurance company, support in doing the chores and the household is charged according to the social tariff list ("Sozialtarif") and meals deliveries are to be fully paid by the clients.

## **6. Work**

Depending on your personal situation, the addresses of the institutions / authorities mentioned below might be helpful for you if you are looking for a job.

### **6.1 Contact point for unemployed people (Anlaufstelle für Arbeitslose)**

People interested in the employment agency's services or those requesting unemployment benefit payments, are registered at the local employment agency "RAV" via the local contact point for unemployed people (Anlaufstelle für Arbeitslose).

Location of the contact point for unemployed people: Bernstrasse 63, 3072 Ostermundigen; telephone no.: 031 930 12 45, email: [erwerbslose@ostermundigen.ch](mailto:erwerbslose@ostermundigen.ch)

The services of the contact point for unemployed people are offered free of charge.

## **6.2 TRiiO: Consulting and support during the process of looking for a job and in daily working life**

TRiiO, an independent organisation, provides help and consulting on writing applications, in the process of looking for a job as well as on questions concerning employment law. TRiiO is, moreover, there especially for those people not receiving support and consulting by the RAV.

Opening hours:

Monday	09:30 a.m. to 12:00 p.m. and	02:00 to 04:30 p.m.
Tuesday	09:30 a.m. to 12:00 p.m.	no opening hours in the afternoon

Location: TRiiO, Spitalgasse 33, 3011 Bern;  
telephone no.: 031 311 91 55. email: [info@triio.ch](mailto:info@triio.ch)

TRiiO consultations are offered free of charge.

## **6.3 Courses and consulting to improve changes to find a job**

The CFD Mentoring Project:

This project aims at supporting the integration process of well-qualified immigrants into the job market by mentoring and thereby providing and improving their access to information and networks related to the working world.

Telephone no.: 031 300 50 60.

email addresses: [theodora.leite@cf-d-ch.org](mailto:theodora.leite@cf-d-ch.org) or [info@cf-d-ch.org](mailto:info@cf-d-ch.org).

Internet website: [www.cfd-ch.org](http://www.cfd-ch.org) / "Migrationspolitik" ("Migration policy") / Aktivitäten ("Activities") / Projekte ("Projects").

## **6.4 Formazione**

Educational opportunities: Language and information technology courses as well as courses related to professional and general further education.

Location: Freiburgstrasse 139c, 3008 Bern;  
Telephone no.: 031 381 81 33, email: [info@formazioneberna.ch](mailto:info@formazioneberna.ch)

## **6.5 BIZ: Career Counselling and Information Centre**

This centre provides adolescents and adults with consultation concerning the choice of an apprenticeship or profession. Furthermore, there is a wide range of information material available related to these topics.

Location: Bremgartenstrasse 37, Postfach 3001 Bern.  
Contact: Monika Lichtsteiner, telephone no.: 031 633 81 80

Services available at the BIZ centre are offered free of charge.

## **7. Social welfare benefit**

The Social Services support people in situations of financial distress. If you have a social or financial problem or if you just need consultation or information related to these areas, you can contact the Social Services.

You will then be given an appointment for a consultation with a social worker. It goes without saying that you also have to do your utmost to improve your situation.

The amount of the social benefit payments is calculated based on predetermined guidelines.

Opening hours: During the normal office hours.

Location: Sozialdienste (Social Services), Bernstrasse 63, 3072 Ostermundigen;  
telephone no.: 031 930 12 00, email: [sozialdienst@ostermundigen.ch](mailto:sozialdienst@ostermundigen.ch)

The above-mentioned Social Services Department's offers are provided free of charge by the Ostermundigen Municipal Administration.

## **8. Miscellaneous**

### **8.1 Lost property office**

For lost property, please contact the helpdesk at Polizeiinspektorat (local police department), Schiessplatzweg 1.

### **8.2 Emergency call**

Fire brigade 118

Police 117

Medical emergency, ambulance 144

Immediate aid, consulting by phone for children 147 or [www.147.ch](http://www.147.ch).

(All calls are free of charge, not listed on the telephone bill and treated anonymously).

Emergency call for parents: 044 261 88 66

### **8.3 Heads of the contact points**

For Albanian-, Serbian-Croatian-, Tamil- and Turkish-speaking people, there is a contact person available in Ostermundigen for each of these languages.

The people listed below can be contacted if you have questions concerning the Ostermundigen community and Municipal Administration which you want to discuss in one of these languages.

Albanian: Mr Remzi Reka, telephone no.: 031 931 98 52 or 079 347 68 32, email: [valbona.reka@nia.ch](mailto:valbona.reka@nia.ch)

Serbian / Croatian: vakant

Tamil: Mrs Malika Thevaraja, telephone no.: 031 931 65 82 or 077 258 20 52, email: [cutebumeka@hotmail.com](mailto:cutebumeka@hotmail.com)

Turkish: Mrs Yelda Kutay, telephone no.: 031 931 63 60 or 076 394 91 92, email: [yele@hispeed.ch](mailto:yele@hispeed.ch)