



**Serveis  
Socials**  
INCLUSION AND  
PREVENTION



# **MUNICIPALITY OF MANACOR GUIDEBOOK**

*Welcome to Manacor!*



AJUNTAMENT DE MANACOR

ENGLISH



## **MUNICIPALITY OF MANACOR GUIDEBOOK**

*This municipal reception guide aims to inform people who have recently arrived to the municipality of Manacor about the various services and resources available to them as well as to aid their transition to the community.*

*The guide is multilingual and has been translated into: Spanish, Arabic, English and German.*

***Welcome to Manacor!***



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**CINEMA**

**MUSEUM**



## 2. REGISTER YOURSELF

*The municipal register is the official registry of inhabitants of each municipality. Every individual has the right and duty to register, regardless of their administrative situation. The "padrón", or residency certificate, gives you the status of citizen in the municipality and gives you access to basic rights such as health care and schooling.*

*To register, you must go in person to the offices of the City Council (Manacor, Porto Cristo or s'illot), from 8.30 a.m. to 2.00 p.m.*

*The documentation required is as follows:*

*Valid identification documentation (DNI, NIE, passport). In the case of children under 14 years of age, it is necessary to present the family book or any other documentation proving family relationships.*



## 3. SIGN UP FOR WELCOME SESSIONS HOSTED BY THE TOWN HALL

*The City Council of Manacor carries out biweekly information sessions aimed towards residents who have recently arrived to the municipality. The purpose of these sessions are to provide **access to basic information regarding the surroundings of the municipality** as well as provide knowledge about rights and duties of every resident. In addition, these sessions provide information about resources and services that exist within the municipality. The intent of every session is to alleviate any doubts or concerns any new resident may have upon arrival to the municipality.*

*If you would like to register for one of these sessions, you can do so in person or by calling the Social Services offices from Monday to Friday from 8:30am to 2:00pm*

- Manacor: carrer Major, 22 - 971 84 37 64 - 662 35 08 44*
- Porto Cristo: carrer d'en Gual, s/n - 971 82 09 31 - 662 32 02 08*



## 4. OBTAIN YOUR HEALTH INSURANCE CARD

*The individual health insurance card (TSI) of the **Servei de Salut de les Illes Balears (Health Services of the Balearic Islands)**, also referred to as IB-SALUT, is the document that identifies you as an insured person with the Health Service of the Balearic Islands. This card **guarantees access to health services, health centers and the benefits of the public health system**. You can request your health card in person at the following health centers provided below, but you must **make an appointment beforehand**.*

- Centre de Salut de Manacor (Health Center of Manacor): carrer d'en Simó Tort, 19, 07500 Manacor, Illes Balears*
- Centre de Salut de Porto Cristo (Health Center of Porto Cristo): carrer d'en Villalonga, 6, 07680 Porto Cristo, Illes Balears*
- Centre de Salut de s'Illot (Health Center of s'Illot): carrer del Llompúgol, 10, 07687, s'Illot - Cala Morlanda, Illes Balears.*
- General telephone number: 971 22 00 00*



## 5.HAVE YOUR CHILDREN READY FOR SCHOOL

Schooling is **compulsory for all children beginning from the age of six to 16**. However, it is advised that children begin attending school at the age of three in order to develop learning habits from an early age.

To enroll children for school, the Education Office is located on Passeig d'Antoni Maura, 87 (Manacor).

Opening hours: Monday to Friday from 9am to 2pm

Telephone number: 971 17 60 46

You can also contact the Education office at the following email address:

[escolaritzacio.manacor@dgplacen.caib.es](mailto:escolaritzacio.manacor@dgplacen.caib.es)

Documentation required for enrollment:

Residency certificate (Certificat d'empadronament)

Proper documents of identification of both the parent(s) and of the child and/or children (DNI, NIE or passport).

The following is a list of schools within the municipality as well as set of maps providing their locations:

### IN MANACOR









## 6. LEARN CATALAN

Catalan is the language of the Balearic Islands. Learning the language will help you integrate yourself into society as well as gain access to equal opportunities. For more information and to register for official Catalan courses, please contact the following centers:

### **Escola Municipal de Mallorquí** (Municipal School of Mallorquin)

- 📍 *Passeig del Ferrocarril, 79*
- ☎ *971 83 49 83 / 662 320 383*
- ✉ *emm@manacor.org*
- 🕒 *Horari d'oficina: De dilluns a dijous de 10 h a 14 h.  
Dimecres de 16 h a 19 h.*



### **Centre d'Educació d'Adults Llevant** (Llevant Adult education Center)

- 📍 *Passeig d'Antoni Maura, 87*
- ☎ *971 844 785*
- ✉ *cepalllevant@educaib.eu*



## 7. EDUCATING AND IMPROVING YOURSELF

### TRAINING FOR ADULTS

#### **Centre d'Educació d'Adults Llevant** (Llevant Adult education Center)

📍 Passeig d'Antoni Maura, 87  
☎ 971 844 785  
✉ [cepallevant@educaib.eu](mailto:cepallevant@educaib.eu)

#### **CUM, Centre Universitari de Manacor** (University Center of Manacor)

📍 C/ Pare Andreu Fernandez, 12  
☎ 662 350 646  
✉ [cum@manacor.org](mailto:cum@manacor.org)

### JOB SEARCH AND TRAINING

#### **The Balearic Islands Employment Service (SOIB)**

If you are 16 years old and have the proper administrative authorization to work or study, you can register with the Servei d'Ocupació de les Illes Balears (The Balearic Islands Employment Service). This service is an autonomous body (written into Law 7/2000, on June 15th) whose main purpose is to plan, manage and coordinate active employment policies. The services functions are to inform, guide and carry out intermediation within the labor market while promoting employment in all its aspects in addition to developing vocational training. Fundamentally, the service is attached to the Ministry of Economic Model, Tourism and Labor.

#### **Oficina del SOIB a Manacor:** (Office of Employment Services in Manacor)

📍 C/ Menéndez Pelayo, 44  
☎ 971 17 74 44  
✉ [of.manacor@soib.caib.es](mailto:of.manacor@soib.caib.es)

#### **Ajuntament de Manacor, SOM Manacor** (Manacor Employment Services)

📍 C/ Major, 22, 3er pis  
☎ 971 84 91 00  
✉ [info@sommanacor.cat](mailto:info@sommanacor.cat)

**SOM** is the direct contact with the Local Development Department of the Manacor City Council.

SOM's function is to **improve the well-being of citizens** through active employment policies, the promotion and support of entrepreneurship and the fulfillment of campaigns to boost local business. In addition, SOM provides career and business guidance services to citizens of the municipality.



## 8. USE PUBLIC TRANSPORT

The TIB (*Transport of the Balearic Islands*) offers a network of buses, trains and metro to facilitate the movement of the citizens of the Balearic Islands. Find out more about the different Intermodal Transit cards that are available to reduce the cost of travel.

The TIB office of Manacor: Providing information regarding services and rates of the TIB network in Mallorca; issuance, renewal and duplication of the Intermodal Card; Customer service for complaints and suggestions.



### **Molí d'en Polit**

📍 Carrer d'en Modest Codina

🕒 Monday to Friday from 9 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

📞 For more information visit: [tib.org](http://tib.org)



### **Manacor Estació**

📍 Carrer d'en Modest Codina

🕒 Monday to Friday from 9 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

📞 For more information visit: [tib.org](http://tib.org)



## 9. LOOK AFTER YOUR WELL-BEING

*Basic Community Social Services: Basic community social services are the first level of care in the public social services system. They serve citizens in a personalized manner and are integrated by an organized and coordinated set of professional actions with the aim of improving social welfare and assisting the integration of people. The department has three programs from which the different services are compiled: the inclusion and prevention program, the childhood and families program and the dependency program.*

**> Solicit an appointment in person or by phone**

### **Manacor**

📍 C/ Major, 22  
☎ 662 350 844  
✉ [serveis-socials@manacor.org](mailto:serveis-socials@manacor.org)

### **Porto Cristo**

📍 C/ D'en Gual, 31 A  
☎ 662 320 208  
✉ [serveis-socials@manacor.org](mailto:serveis-socials@manacor.org)



## **MUNICIPAL SERVICE FOR FEMALE VICTIMS OF SEXIST VIOLENCE**

📍 C/ Major, 22  
☎ 667 073 047





## 10. UPDATE YOUR DOCUMENTATION

*Find out about the management of immigration procedures: process work permits, residence, social ties, family reunification, etc.*

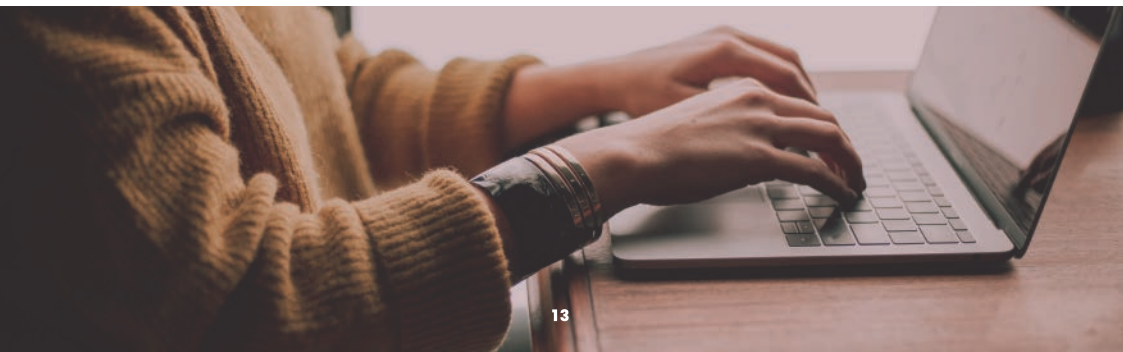
### **OFIM** *(Information and Guidance Centre for Immigrants of the Balearic Islands)*

#### **Seu Manacor**

📍 *C/ Bonjesús, 2*

☎ *871 986 142*

🕒 *Monday, Tuesday and Wednesday from 9 am to 2*





## 11. TAKE PART IN CULTURE

WEB ENVIU Manacor is the cultural calendar of events in Manacor. Follow us on social media to keep up on upcoming cultural events.

Map of Cultural facilities (pages 4 and 5).

**ENVIU**  
enviومانacor.cat



### Manacor library

📍 Edifici Es Claustre del Convent, s/n  
☎ 971 84 91 27

### Porto Cristo library

📍 C/ D'en Gual, 31  
☎ 971 82 09 31

### Civic Center of Son Macià

📍 C/ Central, 1  
☎ 971 55 10 99

### Institució

#### Antoni Maria Alcover

📍 Edifici Can Socorrat  
C/ Pare Andreu Fernàndez, 12  
☎ 662 320 444

INSTITUCIOALCOVER.CAT

### History Museum

📍 Torre dels Enagistes. Carretera  
Cales de Mallorca km 1,5  
☎ 971 84 30 65

MUSEUDEMANACOR.COM

### Manacor Theater

📍 Av. del Parc, s/n  
☎ 971 55 45 49

TEATREDEMANACOR.CAT

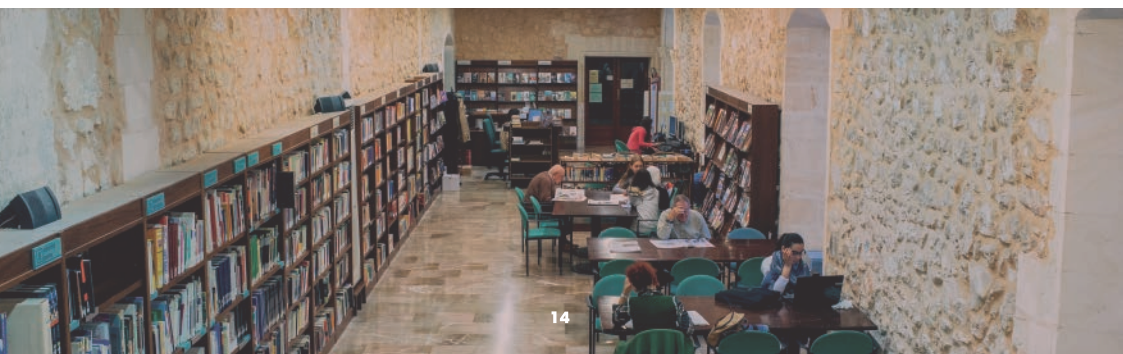
### Municipal School of Music and Dance

📍 C/ De la Fàbrica, 2  
☎ 971 55 11 15

### Auditori de Manacor

📍 Passeig del Ferrocarril, s/n  
☎ 971 55 45 49

TEATREDEMANACOR.CAT





## 12. BE HEALTHY

### **Sports Facilities:**

*Manacor has more than 13 municipal sports facilities spread out among the various residential areas. These centers provide a variety of athletic installations which allow you to practice a diverse array of sporting activities.*

*Among these facilities, you can find football fields, indoor sports centers, an athletics track, a gymnastics vault, a skatepark, tennis courts, paddle tennis and petanque courts as well as an outdoor sports court.*

*To consult the different sports facilities that you have available to you, check out the website:*

[PATRONATESPORTSMANACOR.ORG](http://PATRONATESPORTSMANACOR.ORG)



*To find out more about the activities offered by the Municipal Sports Board and all news related to municipal sports, follow the Instagram account **@esportsmanacor**.*

*For more information, you can find the offices of the Municipal Sports Board on the 3rd floor of the Manacor Town Hall (Plaça del Convent, s/n). Telephone 971 84 91 00, extension 2104. You can also send an email to: [esports@manacor.org](mailto:esports@manacor.org)*





## 13. EXPERIENCE THE MUNICIPALITIES FESTIVALS AND TRADITIONS

### MARKETS:

#### •Manacor

Monday from 9 a.m. to 1 p.m. at Plaça de Ramon Llull (weekly market)  
Monday to Saturday from 9 a.m. to 1 p.m. at Plaça de la Constitució  
(fruits and vegetables)

#### •Porto Cristo

Sunday from 9 a.m. to 1 p.m. at Passeig de la Sirena (weekly market)  
Thursday from 9 a.m. to 1 p.m. at Passeig de la Sirena (June - October)

#### •S'Illot

Thursday from 6 pm to 11 pm (9 June - 29 October)







**FAIRS AND FESTIVALS:**

- *Sant Antoni: January 17, Manacor*
- *Spring festival and fair, end of May, Manacor*
- *Mare de Déu del Carme: 16 July, Porto Cristo*
- *Sant Jaume: 25 July, Manacor*
- *Mare de Déu d'Agost: 15 August, s'Illot and Son Macià*





## 14. MANAGE YOUR WASTE

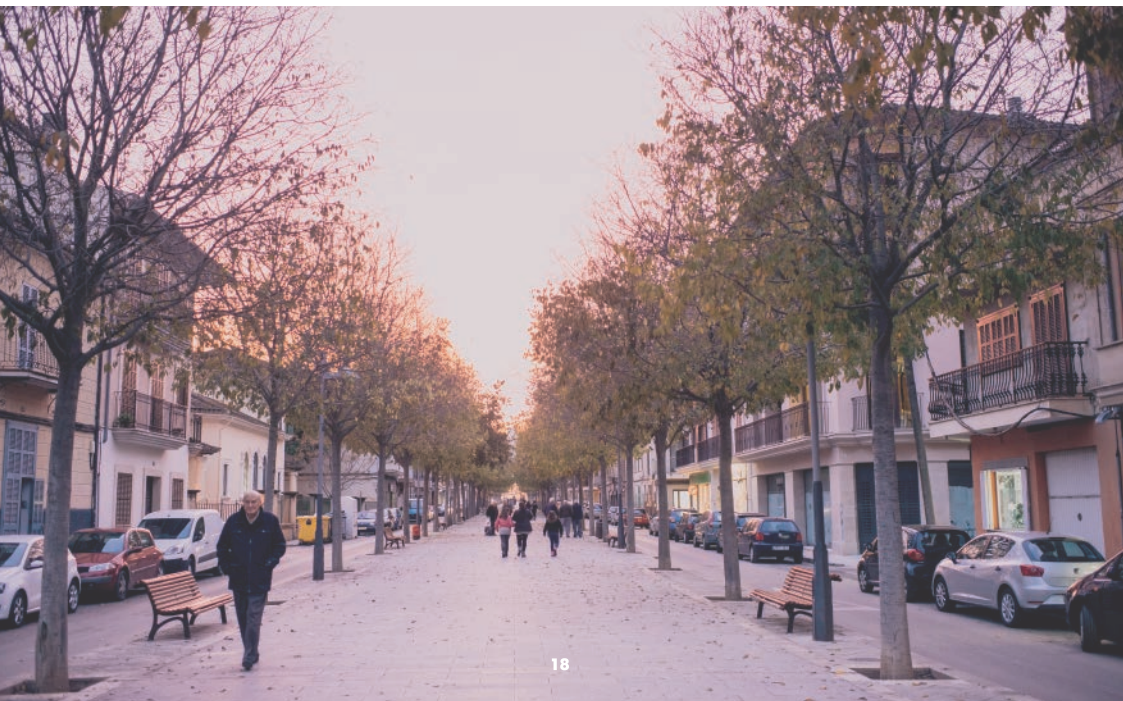
Depending on the place of residence, either the **door-to-door waste collection system and/or containers must be used**.

In the centers of Manacor, Porto Cristo and Son Macià, waste collection is done door-to-door. Waste is collected directly in front of each home. Other types of waste must be separated and correctly discarded according to the schedules and the weekly calendar. Information regarding waste collection is available upon request from the municipal offices.

For the rest of the municipality, waste collection is done amongst five separate containers (paper, glass, cardboard/paper, organic and waste). To use the organic container and benefit from the discounts given towards the waste tax, you must request a card from the municipal offices.

If you have **bulky waste**, you can request the **free waste collection service at home** by calling the free telephone number 900 10 73 98. You can also bring waste to Ecopark.

If you have bulky waste, you can request the free waste collection service at home by calling the free telephone number 900 10 73 98. You can also bring waste to Ecopark. For more information on waste disposal, you can visit the website: [www.residus.manacor.cat](http://www.residus.manacor.cat), call 971 84 91 00, extension 1406, or go to the Department of the Environment and Mobility found on the ground floor of the Manacor Town Hall (Plaça del Convent, s/n).





## 15. TELEPHONE NUMBERS OF INTEREST

<i>•Town Hall of Manacor</i>	<i>971 849 100</i>
<i>•Local Police</i>	<i>971 55 00 63</i>
<i>•Municipal Social Services</i>	<i>662 350 844</i>
<i>•Health Emergencies</i>	<i>061</i>
<i>•Manacor Hospital</i>	<i>971 84 70 00</i>
<i>•Manacor Health Centre (Sa Torre)</i>	<i>971 55 54 11</i>
<i>•Porto Cristo Health Centre</i>	<i>971 82 25 34</i>
<i>•National Police</i>	<i>971 82 30 03</i>
<i>•Firefighters</i>	<i>971 55 00 80</i>
<i>•Emergencies</i>	<i>112</i>





# Serveis Socials

Ajuntament de Manacor



*Enllaç als Serveis Socials  
Ajuntament de Manacor*

 674 035 921



**AJUNTAMENT DE MANACOR**