



**Stadt  
Wien**

Wiener Schulen

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Vienna, April 2021

**Information regarding payment of day care fees  
for the school year 2021/2022**

Dear parents,

The Vienna Schools Department (MA 56) would like to provide you with the latest information regarding the payment of fees for schools with day care.

The day care fee for schools with day care is **EUR 6.10** per day in the school year 2021/2022. Families with an assessment basis (net family income minus deductions) of more than EUR 2,974.25 per month have to pay the full day care fee. There are also reduced day care fees for families who have their primary residence in Vienna. Children have to be registered **for both** day care and lunch. There are additional fees for lunch (meal fee). The school calculates the meal fees that have to be paid monthly.

The assessment basis must be determined to find out whether a family is eligible for reduced day care fees. The assessment basis is determined by the service point for the assessment of reduced day care fees in schools (*Berechnungsstelle – Ermäßigung schulische Tagesbetreuung*) of the City of Vienna's Kindergarten Department (MA 10). Application forms are available from the schools.

Due to the measures in place to stop the spread of coronavirus, we would ask you to send your completed application form and all necessary income documents to the *Berechnungsstelle – Ermäßigung schulische Tagesbetreuung* **by 2 July 2021** at the latest!

***Berechnungsstelle***

***Ermäßigung schulische Tagesbetreuung***

**1160 Vienna, Wilhelminenstraße 93**

Please send your application and documents by email to [bst@ma10.wien.gv.at](mailto:bst@ma10.wien.gv.at) or by post

Phone: +43 1 277 55 55

Opening hours:

MON, TUE, THU, FRI 08:00-12:00, **WED closed**

**Thursday afternoon for working parents: 15:30-17:30**

How to get there by public transport:

Bus 46A and tramway lines 2 and 10

Stop "Sandleitengasse"



Please submit your completed application form and all necessary income documents in good time! This is the only way to guarantee that you can get a reduction from September 2021. Processing of applications may take a few days. You will be informed about your assessment basis by post.

You have to submit the following income documents depending on your type of employment:

**If you are employed:**

- Latest income statement including overtime payment (*Lohn- und Gehaltsbestätigung*)
- If your income varies, please bring your income statements of at least the past three months.

**If you are self-employed:**

- Latest income tax assessment (*Einkommenssteuerbescheid*)

**The net family income includes:**

Mother's income	Maternity benefit (Wochengeld)
Father's income	Family allowance by the City of Vienna (Wiener Familienzuschuss)
Child benefit (Familienbeihilfe)	Sickness benefit (Krankengeld)
Childcare allowance (Kinderbetreuungsgeld)	Widow's pension and orphan's pension
Child maintenance payments / child support (including advance payments)	Allowance by the Austrian Public Employment Service (AMS-Beihilfe)
Maintenance payments after divorce	Income from military or alternative service
Unemployment benefit (Arbeitslosengeld)	Scholarships
Means-tested basic benefit (Mindestsicherung)	Benefits from parents and/or relatives
Emergency welfare benefit (Notstandshilfe)	Income from rent/lease
Pension and pension advance payments	Income from capital

**Please note that the following items on your income statement cannot be considered as part of the net family income:**

- Refund of prepayments
- Instalments (execution)
- Meal allowances
- Deductions for private pension insurance(s) and/or life insurance(s)

**The following items are not considered for the determination of the assessment basis:**

- Increased child benefit (Erhöhungsbeitrag bei Familienbeihilfe) for children with special needs
- Attendance allowances (Pflegegeld)
- Allowance for persons with special needs (Behindertenbeihilfe)
- Allowance for blind persons (Blindenbeihilfe)
- Supplements to the statutory accident benefits for severely disabled persons
- Extraordinary expenses for persons with special needs in accordance with Art 34 and 35 of the Income Tax Act

**Sibling reduction**

We deduct an amount of EUR 408.92 from your net family income for each additional child who lives in the same household as the parent(s) and for who you receive child benefit (Familienbeihilfe), no matter if you pay the full or reduced day care fees.

### Consideration of maintenance payments

We deduct child maintenance payments (Unterhaltszahlungen) and cost reimbursement (Kostenersatzbeiträge) up to a maximum amount of EUR 408.92 from the net family income for each child who does not live in the parents' or single parent's household.

### The day care and meal fees that you have to pay depend on the assessment basis:

<u>Assessment basis</u>	<u>Meal fee</u>	<u>Day care fee</u>
Up to EUR 1,095.59	No fee	No fee
Up to EUR 1,370.08	Full fee	No fee
Up to EUR 1,925.00	Full fee	¼ fee = EUR 1.53 / day
Up to EUR 2,418.13	Full fee	½ fee = EUR 3.05 / day
Up to EUR 2,974.25	Full fee	¾ fee = EUR 4.58 / day
From EUR 2,974.26	Full fee	Full fee = EUR 6.10 / day

Reductions can only be considered from the day when you submit the necessary documents to the school but not in retrospect. Please inform the *Berechnungsstelle – Ermäßigung schulische Tagesbetreuung* of the City of Vienna's Kindergarten Department (MA 10) and the head teacher of your child's school immediately of any changes to your income.

If your child is absent from day care for permissible reasons (acc. to Art 45 (7) of the School Education Act (Schulunterrichtsgesetz)), you will receive a refund of the day care fee for that period.

Please remember to pay all meal and day care fees on time:

Billing period	Due date	Billing period	Due date
September 2021	12.11.2021	February 2022	01.04.2022
October 2021	01.12.2021	March 2022	01.05.2022
November 2021	01.01.2022	April 2022	01.06.2022
December 2021	01.02.2022	May 2022	01.07.2022
January 2022	01.03.2022	June 2022	01.08.2022

Please note that considerable additional costs may arise if you do not pay the necessary fees or your child could even be excluded from day care (acc. to Art 33 (7a) of the School Education Act (Schulunterrichtsgesetz)).

Please contact the head teacher or leisure coordinator of your school if you have any further questions. For general questions you are also welcome to contact the Vienna Schools Department (Ms Babovka, phone: +43 1 59916 95081, or Ms Wasinger, phone: +43 1 59916 95051).

We are committed to answering any questions you may have as quickly as possible and would like to wish you the very best for the coming school year!

Yours sincerely,

Case officer:  
Andrea Ciza  
Phone: +43 1 59916 95071

*(signed in manuscript)*  
Andrea Trattnig  
Head of Department