

# School year 2024/25

## Information on day-care fees

### DEAR PARENTS,

The Vienna Schools Department (MA 56) wants to provide you with current information on the payment of fees for day care offered at public schools.

The day-care fee is **EUR 7.40** per day in the school year 2024/25. Families with an assessment basis (net family income minus deductions) of more than EUR 3.660,73 per month have to pay the full day-care fee. Based on social criteria, there are also reduced day-care fees for families who have their primary residence in Vienna. If you want your child to avail of the free lunch, you have to register them for day care. The school invoices day care and, if applicable, snacks on a monthly basis.

### DETERMINATION OF THE ASSESSMENT BASIS

The assessment basis must be determined to find out whether a family is eligible for reduced day-care fees. This is done 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.

### BERECHNUNGSSTELLE

Please submit your completed application and your income documents to the *Berechnungsstelle – Ermäßigung schulische Tagesbetreuung*, if possible in electronic form, by 1 July 2024 at the latest. This is the only way to guarantee that you can get a reduction from the Vienna Schools Department from September 2024. Processing of applications may take a few days. You will be informed about your assessment basis by post.

#### Contact details:

Berechnungsstelle  
Ermäßigung schulische Tagesbetreuung  
**1160 Vienna, Wilhelminenstraße 93**

Please send your documents by post or email to:

[bst@ma10.wien.gv.at](mailto:bst@ma10.wien.gv.at)

Phone: +43 1 277 55 55

#### Opening hours:

MON, TUE, THU, FRI: 8:00-12:00, WED: closed

#### How to get there by public transport:

Bus 46A and tramway lines 2 and 10

Stop "Sandleitengasse"



## INCOME DOCUMENTS

Depending on your employment status, you have to provide the following income documents:

### If you are employed:

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

### If you are self-employed:

- Latest income tax assessment (*Einkommenssteuerbescheid*)

**Subject to the approval of the City Council, the day-care and meal fees to be paid result from the assessment basis.**

<u>Assessment basis:</u>	<u>if applicable snacks:</u>	<u>Day-care fee:</u>
Valid basic benefit notice (Mindestsicherungsbescheid)	No fee	No fee
Up to EUR 1.930,26	No fee	No fee
Up to EUR 2.369,30	Full fee	¼ fee = EUR 1.85 / day
Up to EUR 2.976,24	Full fee	½ fee = EUR 3.70 / day
Up to EUR 3.660,72	Full fee	¾ fee = EUR 5.55 / day
From EUR 3.660,73	Full fee	Full fee = EUR 7.40 / day

## DOCUMENTS

- valid photo ID of parent or legal guardian

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 (under 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 in time.

Billing period	Due date
September 2024	14 Nov. 2024
October 2024	1 Dec. 2024
November 2024	1 Jan. 2025
December 2024	1 Feb. 2025
January 2025	1 March 2025

Billing period	Due date
February 2025	1 April 2025
March 2025	1 May 2025
April 2025	1 June 2025
May 2025	1 July 2025
June 2025	1 Aug. 2025

Please note that considerable additional costs will arise if you do not pay the amounts billed in time and that your child may even be excluded from day care (Art. 33 (7a) of the School Education Act).

Please contact the head teacher or leisure coordinator of your school if you have any further questions.

I wish you and your children the very best for the next school year!

Yours sincerely,

(signed in manuscript)

Andrea Trattnig

Head of the Vienna Schools Department (MA 56)