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**Information regarding payment of fees for schools with daycare
for the school year 2018/2019**

Vienna, April 2018

Dear parents,

Municipal Department 56 – School Administration would like to provide you with the latest information regarding the payment of fees for schools with daycare.

The daycare fee for schools with daycare is **EUR 5.90** per day in the school year 2018/19. Families with an assessment basis (net family income minus deductions) of more than EUR 2,848.90 per month have to pay the full daycare fee. There are also reduced daycare fees for families who have their primary residence in Vienna. Children have to be registered **for both** daycare 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 daycare fees. The assessment basis is determined by the service points (*Servicestelle*) of Municipal Department 10 – Vienna Children's Daycare Centres (MA 10). Application forms are available from the schools.

For all addresses of the service points (*Servicestelle*) please visit the website at
<http://www.wien.gv.at/kontakte/ma10/servicestellen.html>
or phone: +43 (0)1 277 55 55.

Opening hours of the service points:

Monday, Tuesday, Thursday, Friday from 8am to 12 noon
Closed on Wednesdays
Thursday from 3.30pm to 5.30pm (for working parents)

Please bring the completed application form and all necessary income documents (in the original and copies) to your appointment with the service point of MA 10!

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)	Scholarship of an Austrian university
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 404.54 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 daycare fees.

Consideration of maintenance payments

We deduct child maintenance payments (Unterhaltszahlungen) and cost reimbursement (Kostenersatzbeiträge) up to a maximum amount of EUR 404.54 from the net family income for each child who does not live in the parents' or single parent's household.

Please contact the service point of MA 10 in good time to have your assessment basis determined **by the end of May at the latest**. The teams of the MA 10 service points are committed to processing your application as quickly as possible. However, it is possible that the processing may take a few days. You will be informed about your assessment basis by post.

The daycare and meal fees that you have to pay depend on the assessment basis:

<u>Assessment basis:</u>	<u>Meal fee:</u>	<u>Daycare fee:</u>
Up to EUR 1,049.42	No fee	No fee
Up to EUR 1,312.34	Full fee	No fee
Up to EUR 1,843.87	Full fee	¼ of the fee = EUR 1.48 / day
Up to EUR 2,316.22	Full fee	½ of the fee = EUR 2.95 / day
Up to EUR 2,848.90	Full fee	¾ of the fee = EUR 4.43 / day
From EUR 2,848.91	Full fee	Full fee = EUR 5.90 / 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 service point of MA 10 and the head teacher of your child's school immediately of any changes to your income.

If your child is absent from daycare (acc. to Art 45 (7) of the School Education Act (Schulunterrichtsgesetz)), you will not be charged with the daycare fee for this period or you can apply for a refund of the daycare fee for that period.

Please remember to pay all meal and daycare fees on time:

Billing period	Due date	Billing period	Due date
September 2018	09/11/2018	February 2019	01/04/2019
October 2018	01/12/2018	March 2019	01/05/2019
November 2018	01/01/2019	April 2019	01/06/2019
December 2018	01/02/2019	May 2019	01/07/2019
January 2019	01/03/2019	June 2019	01/08/2019

Please note that considerable additional costs may arise if you do not pay the necessary fees or your child could even be excluded from daycare (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 Ms Babovka at MA 56, phone: +43 (0)1 59916 95081 or Ms Wasinger at MA 56, phone: +43 (0) 1 59916 95051.

MA 56 and the schools 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 (0)1 59916 95071

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Robert Oppenauer
Head of Department