



School year 2025/26

Information on daycare fees

DEAR PARENTS,

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

The daycare fee is **EUR 7.70** per day in the school year 2025/26. Families with an assessment basis (net family income minus deductions) of more than EUR 3,780.35 per month have to pay the full daycare fee. Based on social criteria, there are also reduced daycare 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 daycare. The school invoices daycare 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 daycare fees. This is done by the Service Centres of the City of Vienna – Kindergartens (Stadt Wien – Kindergärten). Application forms are available from the schools or online on the schools' websites.

Please submit your completed application, a copy of your valid photo ID and your income documents to the Service Centre of the district you live in, if possible in electronic form, by 1 July 2025 at the latest. This is the only way to guarantee that you can get a reduction from September 2025.

You will be informed about your assessment basis by post. Please submit the letter from the Service Centre specifying your assessment basis to your child's school. The school will then determine the amount of the daycare fee based on the calculated assessment basis. If you have any further questions about this, please contact your child's school. If you have any questions about the assessment and assessment basis, please contact the competent Service Centre of the City of Vienna – Kindergartens.

SERVICE CENTRES OF THE CITY OF VIENNA – KINDERGARTENS

Please send your documents by post or email to:

bst@ma10.wien.gv.at

Phone: +43 1 277 55 55

1., 2., 3., 4., 5., 10., 11., 12., 13. und 23. Bezirk	Wien 12, Niederhofstraße 21 Eingang Ignazgasse 2
6., 7., 8., 9., 14., 15., 16., 17., 18. und 19. Bezirk	Wien 16, Wilhelminenstraße 93
20., 21. und 22. Bezirk	Wien 22, Bernoullistraße 7

Opening hours:

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

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 daycare and meal fees to be paid result from the assessment basis.

Assessment basis:	if applicable snacks:	Daycare fee:
Valid basic benefit notice(Mindestsicherungsbescheid)	No fee	No fee
Up to EUR 2,019.06	No fee	No fee
Up to EUR 2,446.73	Full fee	$\frac{1}{4}$ fee = EUR 1.93 / day
Up to EUR 3,073.51	Full fee	$\frac{1}{2}$ fee = EUR 3.85 / day
Up to EUR 3,780.35	Full fee	$\frac{3}{4}$ fee = EUR 5.78 / day
From EUR 3,780.36	Full fee	Full fee = EUR 7.70 / day

Reductions can only be considered from the day when you submit the necessary documents (i.e. letter specifying the calculated assessment basis) to the school but not in retrospect. Please inform the Service Centres of the City of Vienna - Kindergartens and the head teacher of your child's school immediately of any changes to your income.

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

Please remember to pay all meal and daycare fees in time.

Billing period	Due date
September 2025	14 Nov. 2025
October 2025	1 Dec. 2025
November 2025	1 Jan. 2026
December 2025	1 Feb. 2026
January 2026	1 March 2026

Billing period	Due date
February 2026	1 April 2026
March 2026	1 May 2026
April 2026	1 June 2026
May 2026	1 July 2026
June 2026	1 Aug. 2026

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 daycare (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 electronically)

Andrea Trattnig
Head of the Vienna Schools Department (MA 56)