



Information

Fee Reduction for All-Day School Care

- If your child attends a primary school or lower secondary school that offers all-day care and you live in Vienna and have a low family income, you can apply for a fee reduction.
- The application form is available from your school.
- Please submit the completed application form by email, post or fax to the service centre of City of Vienna – Kindergartens, responsible for your district and make sure to include all necessary documents.
- The Service Centres of City of Vienna – Kindergartens will calculate the assessment basis for a fee reduction based on the parents' or guardians' total monthly net income.
- Your school will then determine the amount of the reduction based on the application and the calculated assessment basis.

WHERE DO I GET THE APPLICATION FORM FOR A FEE REDUCTION?

The application form for a fee reduction at primary or lower secondary schools offering all-day care is available from your child's school. Please submit the completed application and all necessary documents by email, post or fax to the Service Centres of City of Vienna – Kindergartens.

WHICH DOCUMENTS ARE NEEDED FOR THE INITIAL CALCULATION OR EXTENSION OF A FEE REDUCTION AND MUST BE SUBMITTED TO THE SERVICE CENTRES CITY OF VIENNA – KINDERGARTENS?

- Completed application form available from your school
- Applicant's contact details for contacting you if there are any questions
- Copy/photo of an official photo ID of the applicant (driving licence, passport, ID card)
- Current income statements of the child's parents or guardians, such as:
 - Parents' or guardians' income from salaried employment and/or self-employment
 - Child benefit
 - Childcare allowance
 - Alimony/maintenance advance
 - Maintenance after divorce
 - Unemployment benefit
 - Basic benefit
 - Emergency assistance
 - Pension/pension advance

- Maternity benefit
- Sickness benefit
- Widow's/widower's or orphan's pension
- Benefit from the Public Employment Service Austria (AMS)
- Remuneration for alternative civilian service and maintenance for military service and alternative civilian service
- Study allowance, scholarship
- Support payments, e.g. from parents or relatives
- Income from rent and lease
- Income from capital investments
- For foster children: custody order and/or foster care pass (Pflegepass)

WHICH DOCUMENTS ARE NEEDED TO PROVE SALARIED EMPLOYMENT OR SELF-EMPLOYMENT?

Salaried employment:

- Latest payslip (including remuneration for overtime, not older than 3 months, excluding holiday pay, Christmas pay and special payments)
- If the amount of your income varies, please provide at least 3 months of payslips.

Self-employment:

- Latest income tax assessment, or
- Letter from your tax accountant stating your current monthly owner's draws

WHEN AND HOW WILL I HEAR ABOUT MY APPLICATION?

The Service Centres of City of Vienna – Kindergartens try to calculate your assessment basis as quickly as possible.

Only fully completed applications will be considered. If income statements or the application itself is missing, incomplete or incorrect, you will be contacted by email or post about missing documents. Please note that the processing of your application may take longer in this case.

The processed application including the calculated assessment basis will be sent to your home address by post. We cannot send you the calculated assessment basis by email because of data protection regulations.

I HAVE RECEIVED MY ASSESSMENT BASIS. WHAT IS THE NEXT STEP TO GET A FEE REDUCTION?

Please hand in the letter from City of Vienna – Kindergartens specifying the calculated assessment basis to your child's school within the stated deadline. The amount of fee reduction will be determined directly by your child's school.

HOW WILL I KNOW IF I AM ENTITLED TO A FEE REDUCTION AND HOW MUCH IT WOULD BE?

Your child's school determines the amount of fee reduction and will directly contact you about it.

WHEN DOES THE REDUCTION START AND HOW LONG DOES IT LAST?

Please ask at your child's school when the reduction starts.

Please note that your reduction only lasts for a pre-defined amount of time, so make sure to apply for an extension in good time.

If you want to apply for an extension of the reduction, you must re-submit the complete set of documents (application form from your school and all current income statements). You can send the documents by email, post or fax to the Service Centres of City of Vienna – Kindergartens.

Please understand that the Service Centres cannot make calculations for past periods.

WHY DO I NOT GET A REDUCTION?

If your application cannot be processed because of incomplete or incorrect documents, the Service Centres of City of Vienna – Kindergartens will contact you directly. Only fully completed applications will be processed.

The letter specifying the calculated assessment basis will be sent to your home address by post. Please hand in the letter to your child's school as soon as possible.

The amount of fee reduction will be determined directly by your child's school. 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 City of Vienna – Kindergartens.

WHAT ARE THE COSTS FOR ALL-DAY SCHOOL CARE?

For questions regarding fees, please contact your child's school.

WHERE CAN I ASK QUESTIONS ABOUT PAID OR UNPAID FEES OR ABOUT AN INSTALMENT AGREEMENT?

Please contact the accounting department for any questions on these matters. The contact details are:

Email: m06schulen@ma06.wien.gv.at

Phone: +43 1 4000 95192

CONTACTING THE SERVICE CENTRES OF CITY OF VIENNA – KINDERGARTENS

Please contact us by email, fax or phone for any questions or concerns you may have. Many issues can be resolved in writing or over the phone. Should you still need to speak to us in person, please make an appointment by phoning +43 1 277 55 55.

City of Vienna – Kindergartens - Service Centres

Information hotline: +43 1 277 55 55

Email: bst@ma10.wien.gv.at

www.kindergaerten.wien.at

Districts 1, 2, 3, 4, 5, 10, 11, 12, 13, and 23	1120 Vienna, Niederhofstraße 21 entrance from Ignazgasse 2	Fax number: +43 1 4000 99 13870
Districts 6, 7, 8, 9, 14, 15, 16, 17, 18 and 19	1160 Vienna, Wilhelminenstraße 93	Fax number: +43 1 4000 99 16870
Districts 20, 21 and 22	1220 Vienna, Bernoullistraße 7	Fax number: +43 1 4000 99 22870