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### **Information regarding payment of fees for schools with daycare for the school year 2017/2018**

Vienna, April 2017

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 5.80** per day in the school year 2017/18. 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 1.45 / day |
| Up to EUR 2,316.22       | Full fee         | ½ of the fee = EUR 2.90 / day |
| Up to EUR 2,848.90       | Full fee         | ¾ of the fee = EUR 4.35 / day |
| From EUR 2,848.91        | Full fee         | Full fee = EUR 5.80 / 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 2017 | 10/11/2017 | February 2018  | 01/04/2018 |
| October 2017   | 01/12/2017 | March 2018     | 01/05/2018 |
| November 2017  | 01/01/2018 | April 2018     | 01/06/2018 |
| December 2017  | 01/02/2018 | May 2018       | 01/07/2018 |
| January 2018   | 01/03/2018 | June 2018      | 01/08/2018 |

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.

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

Robert Oppenauer  
Head of Department