

Magistratsabteilung 56
Städtische Schulverwaltung

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Vienna, 26 March 2008

Information for parents
2008/09

Dear parents,

Municipal Department 56 – School Administration would like to inform you of the current regulations concerning the collection of meal and day care fees for schools with full day care service.

The regular fee for day care is **EUR 5.00 per day**. Additionally, there is a meal fee for your child's school lunch.

Full day care and school lunch are **only available together**. Fees are collected on a monthly basis by the school and must be paid in advance for the next month. It is very important that you keep the payment deadlines.

Reductions to the contributions are calculated by the school on the basis of the net family income (=assessment basis), which is determined by Municipal Department 10 – Vienna Children's Day Care Centres (MA 10). If you want to apply for a reduction please contact the MA 10 service office for your district of residence (see list) for determining your net family income - Information hotline: 277 55 55, Monday to Friday 7:30 a.m. to 6:00 p.m. Application forms are available at your child's school.

District	Address	Fax (+43 1)	Opening hours	E-mail
1., 2., 8., 9., 20.	9., Alserbachstraße 18/4	534 36-99-01870	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	09-sr1@ma10.wien.gv.at
3., 4., 11.	3., Thomas-Klestil-Platz 11	711 34-99-03877	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	03-sr1@ma10.wien.gv.at
5., 10.	10., Randhartingergasse 19/17	605 34-99-10876	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	10-sr2@ma10.wien.gv.at
6., 7., 12., 13.	13., Hietzinger Kai 1-3	878 34-99-13870	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	13-sr2@ma10.wien.gv.at
14., 15., 16.	16., Kreitnergasse 41-49	491 96-99-16870	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	16-sr3@ma10.wien.gv.at
17., 18., 19.	19., Muthgasse 62	360 34-99-19870	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	19-sr3@ma10.wien.gv.at
21.	21., Am Spitz 1	277 34-99-	Monday, Tuesday, Friday 8 am	21-

District	Address	Fax (+43 1)	Opening hours	E-mail
		21988	to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	sr4@ma10.wien.gv.at
22.	22., Bernoullistraße 7	211 23-99- 22870	Monday, Tuesday, Friday 8 am to 12 noon, Thursday 8 am to 12 noon and 3.30 to 5.30 pm for working parents	22- sr4@ma10.wien.gv.at
23.	23., Rößlergasse 15	863 34-99- 23870	Monday, Tuesday, Thursday and Friday 8 am to 12 noon	23- sr2@ma10.wien.gv.at

Please bring your application and the income statements listed in the application (original documents and one copy each).

We would request you to have your assessment basis determined by the end of May 2008. The staff of the service offices of Municipal Department 10 will process your application as soon as possible. However, please keep in mind that this may take several days, in which case you will receive the documents by post.

The amount you have to pay depends on the calculated assessment basis:

net family income:

meal fee:

day care fees:

up to EUR 893.--
up to EUR 1,117.--
up to EUR 1,570.--
up to EUR 1,972.--
up to EUR 2,425.--
from EUR 2,425.--

no fee
full fee
full fee
full fee
full fee
full fee

no fee
no fee
¼ of regular fee = EUR 1.25/day
½ of regular fee = EUR 2.50/day
¾ of regular fee = EUR 3.75/day
full fee = EUR 5.00/day

Reductions can only be considered after the documents have been presented at the school or from the next month onwards. Reductions cannot be applied retroactively.

If a child is absent from day care for permissible reasons (defined in Article 45 (7) of the Austrian School Education Act – *Schulunterrichtsgesetz*) for more than 3 consecutive school days, the parents may apply for a refund of the day care fees for the period of absence. This application has to be made in April, and the refund will be deducted from the fees for June.

It is essential that you pay the fees on time. Failing to pay the day care fee would cause substantial additional costs for you and may eventually lead to your child's exclusion from day care under Article 33 (7a) of the Austrian School Education Act.

If you have any further questions, please do not hesitate to contact the school's head teacher (*Schulleiter/in*) or leisure coordinator (*Freizeitleiter/in*). For general questions you can also contact Municipal Department 56 (Ms. Hofmann, phone: 59916 – 95086).

Together with the schools, Municipal Department 56 will do its best to promptly solve any problems that may arise. We wish you and your child all the best for the coming school year!

Yours sincerely,

Officer in charge:
Brigitte Babovka
phone 59916-95081

Robert Oppenauer
Department Head