

Information on the childcare contract (as of July 2024)

Childcare is free of charge for pupils in grades 1-3.

The application for additional support and care ("after-school care application") is submitted at the same time as school registration and handed in to the coordinating specialist ("after-school care manager"). The school forwards the application to the youth welfare office. The youth welfare office then issues a certificate of need and a notification of need and sends these documents to the parents/guardians.

This is how it continues:

- **School starters (first application before starting school):** As soon as the voucher office has received the school lists from the education authority, contracts will be sent by post to parents who have applied for childcare and have a valid notification. Parents who have not received a contract by the end of June despite a valid notification should contact the voucher office to conclude a childcare contract.

- **For children already attending school or applying for a change before starting school:** Have the certificate of need stamped and signed by the coordinating specialist at the school

- Send the certificate back to the youth welfare office

- **For all:** Youth Welfare Office sends two copies of the contract (probably at the end of May/beginning of June)

- Sign both copies of the contract and send them back to the youth welfare office

- Youth Welfare Office returns one copy signed and stamped as well as the notification of contract registration to the parents

- Submit notification of contract registration to the day-care centre management immediately afterwards

The childcare contract can be cancelled at the youth welfare office with a notice period of 4 weeks to the end of the month.

Notes on completing the application

Holiday childcare is generally included. Please only tick the "Holiday care" box if you do not require care during school holidays. At least two crosses must be placed under point 2.2 "Child with a disability" (paragraph assignment § 99 or § 35a).

All legal guardians sign the application or issue a corresponding authorisation.

From Year 4 onwards, childcare is subject to a fee. The fee is calculated according to income. The "Declaration for the determination of costs" and proof of income must be submitted with the application. This does not apply if the maximum rate is paid voluntarily. The childcare contract expires automatically at the end of year 4 and does not need to be cancelled.