

REGISTRATION Crèche – Kindergarten /Company Kindergarten

Data of the child

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| First name and family name of the child: | Insurance number / date of birth: |
| Address of the child: | Gender of the child: male/female |
| | Nationality: |
| Agreed start of child care Creche : _____ Kindergarten : _____ | Mother tongue: |
| | Religion: |
| Has the child already been at a kindergarten or is he/she currently at one? If yes. where? | Kindergarten data bank of the City of Vienna customer number: _ _ _ _ / _ _ / _ _ if there is already one |

Data of the responsible parent(s)/guardian(s)

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| First name and family name: | Insurance number / date of birth: |
| Address of responsible parent/guardian: | Nationality: |
| | Religion: |
| Relationship to the child: | Family status: |
| Employed: _____ fulltime/part time Where? : | Mother tongue: |
| | E-Mail-Address: |
| Where applicable: responsible in accordance with court order: Akt. Zl. _____ dated _____ | Phone daytime: Mobile: |

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|---|-----------------------------------|
| first name and family name: | Insurance number / date of birth: |
| Address of responsible parent/guardian: | Nationality: |
| | Religion: |
| Relationship to the child: | Family status: |

| | |
|---|-----------------|
| Employed: fulltime/part time | Mother tongue: |
| Where? : | E-Mail-Address: |
| Where applicable: responsible in accordance with court order: | Phone daytime: |
| Akt. Zl. _____ dated _____ | Mobile: |

Registration – Administration Fee - Cancellation - Deposit – Loss of reserved childcare placement

Connected to the registration there is a registration fee of **€ 160** -. This **registration fee** contains a single **administration fee** of € 80, - which is non-refundable. The rest - € 80, - is deposit. This payment has to be paid cash in the day care.

Cancellation: Cancellation from the 14th day prior to starting childcare means the account payment will be used to partially pay for the fix costs for the newly vacant place of childcare. The registration fee is therefore non-refundable after the 14th day before the child starts at kindergarten. If the cancellation takes place before the 14th day the payment will be refunded less the administration fee..

Kindergarten data bank customer number:

Participation in the framework of the City of Vienna’s „Model Free Kindergarten“ („Beitragsfreier Kindergarten der Stadt Wien“) (family address in Vienna necessary!) or other subsidised care placements (family address outside Vienna) is only possible if the child is included in the kindergarten data bank and has a valid kindergarten data bank customer number of the City of Vienna. “Wiener Kinderfreunde” therefore advise customers to apply for this inclusion at the Service-point of „Magistratsabteilung 10 – Wiener Kindergärten“. The application form and the necessary written information is available at your kindergarten. **To complete the childcare contract it will be necessary to show the written confirmation of the kindergarten data bank customer number you have received. Otherwise the contract cannot be completed.**

Termination of employment of the parent/guardian at the company for which the kindergarten is run.

If employment of at least one parent/guardian is obligatory for a placement in the company kindergarten and this parent/guardian terminates his/her employment with the company (dismissal or any other form of termination) this may also have consequences for the future childcare contract (e.g. cost of kindergarten place) or it may even mean the loss of the childcare place. Details are obtainable from the kindergarten manager. In such circumstances it is therefore necessary to get in touch with the kindergarten manager without delay.

Date, signature of the parent/guardian

Date, signature of the day care manager

Date, signature of the parent/guardian