



## REGISTRATION INFORMATION

Dear parents,

The parents' association **BOKU KINDERGARTEN** is a supporting organization for childcare at BOKU University (BOKU). Trained pedagogues supervise the children together with the assistants in three groups: Nursery group (age of children 1 to 3 years) and two family groups (2 to 6 years). The opening hours are Monday to Thursday from 7:45 am to 5:15 pm and Friday from 7:45 am to 3:30 pm. In the summer (July/August) the care facility is closed for 2 weeks. The meals of the children (morning snack, two-course lunch, afternoon snack) are made with daily freshly prepared organic food.

The BOKU Kindergarten is financially supported by BOKU University, the Students' Union at BOKU (ÖH BOKU) and the Alumni Association at BOKU as well as by the city council of Vienna (MA 10 - Wiener Kindergärten).

The **current costs for children with a main residence in Vienna** amount to 250 €, a monthly membership fee of 156 € plus a monthly allowance of 94 € for the food.

Membership fee	156 €
Food allowance	94 €
Sum	250 €

The **current costs for children with a main residence outside of Vienna (but in Austria)** amount to a maximum of € 333,96 per month. Removal of the MA 10 sponsorship (depending on the amount of care) plus € 156 membership fee, plus € 94 food allowance.

Removal of the MA 10 sponsorship*	333,96 €
Membership fee	156 €
Food allowance	94 €
Sum	583,96 €

\*as of 15.01.2026,  
[www.wien.gv.at/bildung/kindergarten/ahs-info/foerderbeitrag-beitragsfreier-kiga.html](http://www.wien.gv.at/bildung/kindergarten/ahs-info/foerderbeitrag-beitragsfreier-kiga.html)

**Exam active BOKU students (up to Master's degree)** are refunded proportionally with the contribution of ÖH BOKU (max. 75 €/month) as long as they submit the required proofs in due time.

**Exam active students of other universities as well as doctoral students** receive a refund of max. 50 €/month - in the case of timely transmission of the required proof. See also the "**ÖH Förderung**" information leaflet.

For low-income families, there is the possibility to ask for grant for the food allowance at MA 11 (<http://www.wien.gv.at/amtshelfer/gesellschaft-soziales/magelf/finanzielles/essensbeitrag.html>)

For the granting of a childcare position for your child, the following criteria should be fulfilled:

### 1. Position of parents at BOKU

Preferably admitted are children of BOKU students, BOKU staff and students from other universities. Should there still be free seats, they are assigned externally (no BOKU affiliation). In the case of peer-to-peer registrations, a ranking is given based on the date of the registration.



## 2. Complete and valid registration for a childcare position

The registration must be performed by e-mail with the subject "Registration First and Last name of the child" to the email address [anmeldung.kindergarten@boku.ac.at](mailto:anmeldung.kindergarten@boku.ac.at) and must have attached electronic copies (file format PDF) of the following documents:

- 1) fully completed and signed registration form (File name: First and Last name of the child\_Registration) Download the file under: <http://www.boku.ac.at/kindergarten.html>
- 2) payment confirmation of the **deposit** of 200,- Euro (File name: First and Last name of the child\_Deposit) to the **association's account**: BOKU KINDERGARTEN, EASYBANK, Account-Nr. 20010611220, BLZ 14200, BIC: BAWAATWW, IBAN: AT451420020010611220, Intended use: Deposit, First and Last name of the child
- 3) Confirmation of payment of the **registration fee** of €100 (file name: first name and surname of child, Einschreibegebuehr) (see above for account details)
- 4) confirmation of admission(s) or proof of employment(s) at BOKU

**Please note:** As **registration date** counts the date of receipt of all completed documents. During the registration period your accessibility must be guaranteed, therefore **changes** of the address, telephone number and e-mail address are to be **announced without delay**. Failure to do so may result in the failure of the registration for a childcare position and your application will be considered to be void and the deposit will be withheld.

A cancelation of the registration must be again performed by E-mail with the **subject "cancelation of registration first and last name of the child"** to the E-Mail address [anmeldung.kindergarten@boku.ac.at](mailto:anmeldung.kindergarten@boku.ac.at). If the application is revoked up to two months before the desired entry (stated on the registration form) the deposit will be refunded. In case of a later cancellation the deposit will be withheld.

## 3. Submission of further documents before granting of a childcare position

If your child is proposed by the association board for a childcare position, you will be notified by the association. You will be sent the parental contract, which regulates the conditions for the care of your child, as well as the form for handing over the supervisory duty. **For the final granting** of the care position for your child, the following documents must be sent by e-mail to [anmeldung.kindergarten@boku.ac](mailto:anmeldung.kindergarten@boku.ac) within 15 days (from notification) (Name of all files: first and last name of the child\_Type of document as electronic copy, file format PDF):

1. signed parental contract
2. notice of the MA 10 with the customer number
3. standing order confirmation for the childcare fees
4. current confirmation of enrolment (s) or proof of employment (s) at BOKU
5. signed form for handing over the supervisory duty.
6. copy of the child's registration document and of one guardian living in the same household.



**Please note:** The granting of a childcare position in a particular group (nursery group, family group 1 or 2) does not automatically take place after the parents' request through the registration form, but depends on the corresponding availability of places. Wishes are considered as far as possible. The granting of an alternative place in a group other than the desired one is to be accepted by the parents and does not entitle the parents to cancel their application without notice. The association reserves the right to dissolve the childcare contract unilaterally within four weeks from the beginning of the adjustment/ acclimation period, in case there are considerable difficulties in the childcare.

#### **4. Membership in the association BOKU Kindergarten**

The parents of the supervised children are members of the association BOKU KINDERGARTEN. The admission to the association is made with the final granting of a childcare position for your child. The members of the association BOKU Kindergarten have the following **rights and obligations**:

- right to childcare during the opening hours
- participation in the association by the right to vote in the General Assemblies
- active association work and independent, reliable completion of a parent job according to job list (board work, purchasing, garden, repairs, kitchen coordination, etc.)
- active association work for activities to collect money (festivals, flea markets, etc.)
- substitute cooking services during illness or holiday of the cook
- cleaning and laundry service (in the respective group)
- keeping the association regulations, participation in general assemblies (2nd Wednesday in October & 2nd Wednesday in March) and parents' meetings
- full and punctual payment of the membership fee and food allowance (12 times a year, up to the 5th of each month by standing order)
- full and punctual submission of the confirmation of enrolment and proof of performance (for each semester by 15 February (WS) or 15 July (SS)).

A withdrawal from the association BOKU KINDERGARTEN is possible at the end of each month, under the compliance of the one months notice period and must be sent timely per E-Mail to the E Mail address [vorstand.kindergarten@boku.ac.at](mailto:vorstand.kindergarten@boku.ac.at) with the subject „*Withdrawal First and Last name of the child*“. In the case of a proper withdrawal from the association, the deposit will be paid back, with offset against liabilities. In the event of an improper withdrawal or incomplete parental job, the deposit will be forfeited.

We collect requests to visit the care facility and offer group viewing appointments.

If you have any questions, please contact us  
Daniela Fuchs      Tel.: +43 / 1 47654 31222

We look forward to your registration!  
Association BOKU KINDERGARTEN

**REGISTRATION FORM****CUSTOMER NUMBER MA 10:** Customer Number not known.**PERSONAL DATA OF THE CHILD**

Social security number incl. Date of birth (xxxx day/ month / year) or

estimated birth date:

First and last name:

Main residence:

Mother language:

Gender:

**PERSONAL INFORMATION OF PARENTS****First parent****Second parent**

Name:

Name:

Tel.:

Tel.:

E-Mail:

E-Mail:

Address:

Address:

Profession:

Profession:

Legal guardians: \_\_\_\_\_

**Position at BOKU (please tick):**

<b>Mother</b>	<input type="checkbox"/> BOKU-enrolled	<input type="checkbox"/> BOKU-employed	<input type="checkbox"/> Stud. of other Uni	<input type="checkbox"/> external
<b>Father</b>	<input type="checkbox"/> BOKU-enrolled	<input type="checkbox"/> BOKU-employed	<input type="checkbox"/> Stud. of other Uni	<input type="checkbox"/> external

**CHILDCARE**Desired Date of entry:  WS /  SS \_\_\_\_\_ (Tick the semester and complete the year)Desired group(s):  Nursery group (1 - 3 Jahre)  Family group 1 (2 - 6)  Family group 2 (2 - 6)Childcare Scheme:  HT (16 - 25 h)  TZ (26 - 29h)  GT (>40h)



**Please note:** The granting of a childcare position in a particular group (nursery school, family group 1 or 2) does not automatically take place after the parents' request through the registration form, but depends on the corresponding availability of places. Wishes are considered as far as possible. The granting of an alternative place in a group other than the desired one is to be accepted by the parents and does not entitle the parents to cancel their application without notice.

Please fill in the **Registration form** digitally, sign it and send it by e-mail as an electronic copy (file name: first, last name child\_registration) together with the electronic copy of the **payment confirmation** of the deposit of 200 Euro (file name: first, last name child\_deposit), confirmation of payment of the **registration fee** of €100 (file name: first, last name child\_registration\_fee), as well as a proof of BOKU membership (students or employees) with the **subject "Registration of first and last name of the child"** to anmeldung.kindergarten@boku.ac.at.

**I have read the "Registration Information" and agree to the terms and conditions contained therein. I hereby confirm the accuracy and completeness of the data provided.**

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Date

Signature of the guardian