

## Information note on the VIC Child Care Centre

December 2023

This note is intended to guide parents working at UNOV/UNODC or any other entity administrated by UNOV who wish to apply for a childcare place in the creche (up to 3 years) or kindergarten group (ages 3 to 6 years) at the VIC Child Care Centre (VIC CCC).

The creche/kindergarten places in the VIC CCC are allocated based on the number of staff per organisation at the VIC and are updated yearly. Therefore, please note that the available creche and kindergarten places vary annually and are limited.

### Administration of the VIC CCC placements

The Advisory Committee on the VIC CCC consists of four representatives, two from the Staff Council and two from the Administration. The Committee reviews and maintains the applications following the requirements and criteria listed on page 2. All representatives are involved in the application process to ensure transparency. Final approval of the allocated places is contingent upon acceptance by the Director of the VIC CCC.

### Timeline for application and place allocation

**Beginning of January:** Applications for a creche/kindergarten place in the VIC CCC can be submitted via the [APPLICATION FORM](#).

**March/April:** Applications are reviewed and screened for eligibility by the Advisory Committee.

**May/June:** The applicant will be notified if the application for a creche/kindergarten place was successful.

Even though the review will be completed by the end of April, applications can still be submitted after this date in case there are remaining open spaces in the VIC CCC.

**Due to a high level of interest and limited available spaces at the VIC CCC, it is advisable to consider alternative childcare arrangements for your child.**

### Application for a childcare place at VIC CCC

Please fill out the [APPLICATION FORM](#).

Once the required information is filled in and the application form submitted, it will be reviewed by the Advisory Committee.

**Successful application:** If your application is successful, a notification will be sent to you. Confirm your interest in the allocated spot as soon as possible, in fairness to those on the waiting list. When the spot is finally confirmed, the applicant will receive an official letter with further instructions from the Advisory Committee.

**Unsuccessful application:** If your application is unsuccessful, it is advisable to update any information in the application form (e.g. pay slips/maternity leave status) and re-submit the application between 1 January and 31 March of the following year. Please consider that your child may have reached the age of 3 and is already eligible to attend the kindergarten group.

### Requirements and criteria for a place allocation

The City of Vienna manages the VIC CCC (Municipal Department 10). The criteria developed for a successful place allocation at the VIC CCC are based on the requirements of the City of Vienna.

**By applying, the applicant acknowledges that all the information provided is accurate and correct. Submissions must have accurate and truthful information otherwise the applicant will be disqualified from the application.**

#### **Who is eligible?**

- Child/ren of employees of the VBOs (Vienna-based Organisations), providing proof of a minimum continuous service of at least six months.
- Child/ren of employees of the VBOs on maternity leave (a maximum of sixteen weeks before and after confinement).
- Child/ren of employees of Missions accredited to the participating VBOs, in case vacancies cannot be filled according to 1 and 2 above.
- Child/ren of employees of international organisations in Vienna other than the VBOs, e.g. OPEC, IIASA, etc.
- Child/ren of staff holding valid grounds passes employed by companies operating at the VIC, subject to clearance by the UN Security and Safety Section, in case vacancies cannot be filled according to 1 to 3 above.
- Other child/ren registered through the Municipality of Vienna are subject to UN Security and Safety Section clearance in case vacancies cannot be filled according to 1 to 4 above.

#### **Who is given priority?**

- Permanent and fixed-term over short-term staff, over consultants holding special service agreements.
- Single parents.
- Hardship cases (sudden, unforeseeable unavailability of the person responsible for the daily caretaking of the child/ren, recognized sickness, disability).  
*Examples of hardship that will not be considered include the working status of the parent (reflected under other criteria); and family not living in the duty stations (the case for most staff working at the VIC).*
- Siblings of a child already attending the VIC CCC.
- Lower family income over higher family income. Both parents must submit recent income evidence (no older than two months) upon the child/ren application.  
*For those working outside the UN system, the pay slip must have an official signature or another official marking from the employer. A university certificate or verification document must be submitted if one parent is studying.*
- Child/ren of employees of the VBOs returning from maternity/parental leave.
- Child/ren of parents who are employed full-time over children of parents who are employed part-time or not.
- Enrollment from the beginning of the kindergarten year, i.e. September, over enrollment during the kindergarten year.
- Child full-time attendance over part-time attendance.
- Child/ren of parents on post-maternity/parental leave.

To ensure confidentiality and transparency, the representatives of the Advisory Committee will only answer queries regarding your application status and cannot discuss the situation of your application compared to that of another applicant. The information submitted is strictly confidential.

## About the Child Care Centre

The VIC CCC is located at the VIC near the gate to the Donaupark and caters for children between the ages of 4 months to 6 years. It is open from 07:30 to 18:00 hrs and closed on all Austrian public holidays. The City of Vienna manages the VIC CCC according to the same rules as other municipal kindergartens, including fees, language (German), teaching and administrative arrangements.

## Other childcare places near the VIC

Due to a high level of demand and the limited number of available spaces at the VIC CCC, it is recommended to explore alternative childcare arrangements. There are other childcare places in the close vicinity of the VIC which are within 10-15 minutes of walking distance and can be reached by public transport or conveniently by car. It is customary in Vienna, as in most major cities, to enroll a child several months before scheduled attendance. It would be best to do this at your earliest convenience, as lengthy waiting lists exist.

### MA10- Stadt Wien Kindergarten - Online application [here](#)

- Schödlberggasse 7; 1220 Vienna  
Tel: +43 1 269 91 71; opening hours: 06:30 - 17:30 hrs  
Age: 0 - 6 years
- Am Kaisermühlendamm 7; 1220 Vienna  
Tel: +43 1 263 34 35; opening hours: 06:00 - 17:30 hrs  
Age: 0 - 6 years
- Schüttaustrasse 1 (Goethehof); 1220 Vienna  
Tel: +43 1 263 28 63; opening hours: 06:15 - 17:30 hrs  
Age: 0 - 6 years

### KIWI Kindergarten – Online application [here](#)

- Donaacity I – Leonard-Bernstein-Strasse 2; 1220 Vienna  
Tel: +43 1 263 60 40; opening hours: 07:00-17:30 hrs  
Age: 0 - 6 years
- Donaacity II – Donau-City-Strasse 9; 1220 Vienna  
Tel: +43 1 890 43 46; opening hours: 07:00-17:30 hrs  
Age: 0 - 6 years

## Other childcare options in Vienna

### Kindergarten

- <https://www.kindercompany.at/>
- <https://wien.kinderfreunde.at/Bundeslaender/Wien>
- <http://www.montessori-vienna.at/>
- <http://www.hallo-austria.at/english/austrians-choice/children/>
- <http://www.meidlinger-sonnenblume.at/>
- <http://www.viennaenglishpreschool.com/>
- <http://www.schmetterling.at/en/privatkindergarten/kindergarten-schmetterling-vienna.php>
- <http://www.kindergarten.salvator-kaisermuehlen.at/startseite.html>
- [Mini Bambini - Kindergarten Wien \(mini-bambini.at\)](#)
- [Kindergarten Sonneninsel](#)
- [St. Nikolausstiftung - Kindergarten Sacré Coeur: Unser Haus](#)
- [Baby-Oase \(beepworld.de\)](#) (Francophone)

### **Tagesmutter/vater, child minders, nannies**

- [https://www.greataupair.com/Jobs\\_Work\\_Agency/Find\\_Nanny\\_Jobs/Vienna-Austria.htm](https://www.greataupair.com/Jobs_Work_Agency/Find_Nanny_Jobs/Vienna-Austria.htm)
- [Freie Plätze Tageseltern - Tageselternzentrum](#)
- <https://www.betreut.at/>
- <https://www.volkshilfe-wien.at/tagesmutter-tagesvater/>
- <https://www.hilfswerk.at/wien/kinder-jugend/kinderbetreuung/tagesmuetter-vaeter/>