

Information Note on the VIC Child Care Centre

This note provides guidance to staff members of UNOV/UNODC and other UNOV-administered entities who wish to apply for a childcare placement in the crèche (0–3 years) or kindergarten group (3–6 years) at the VIC Child Care Centre (VIC CCC).

Overview and Administration

The VIC CCC is managed by the City of Vienna (Municipal Department 10 – MA10) and follows the same standards, policies, and fee structures as all other municipal kindergartens in Vienna. Instruction is provided in German, and the educational and administrative framework adheres to the city's regulations. The VIC CCC accommodates children from 0 to 6 years and operates Monday to Friday, from 07:30 to 18:00 hrs, closing on all Austrian public holidays.

The oversight and administration of VIC CCC placements are carried out by the UNOV/UNODC Advisory Committee, which includes four representatives, two from the Staff Council and two from the Administration.

The Committee:

- reviews all applications to ensure eligibility based on predefined criteria.
- maintains a fair and transparent selection process.
- makes recommendations to the Director of the VIC CCC, who holds final approval authority over all allocations.

Childcare places at the VIC CCC are allocated annually based on the distribution of staff across the VIC based organizations. As such, availability may vary each year, and the number of spots is limited.

Application timeline

January/February: Applications may be submitted using the official [APPLICATION FORM](#).

March/April: The Advisory Committee reviews applications for eligibility.

May/June: Applicants are informed of the outcome of their applications.

While the primary review concludes at the beginning of May, applications may still be submitted afterward in case of available places.

Application process

To apply for a childcare place:

1. Complete and submit the [APPLICATION FORM](#) with all required information.
 2. Applications will be assessed by the Advisory Committee.
- **If successful:** Applicants will receive a notification and are asked to confirm their interest promptly, allowing waitlisted families to be informed accordingly. A formal confirmation letter and further instructions will then follow.
 - **If unsuccessful:** Applicants may resubmit an updated application in the following year. Children reaching the age of 3 may become eligible for the kindergarten group.

By submitting an application, applicants affirm that all information provided is accurate and truthful. Any false or misleading information will lead to disqualification from the application process.

Given the high demand and limited availability of places, parents are strongly encouraged to consider alternative childcare options in addition to their application to the VIC CCC.

Eligibility criteria

Applicants must be able to demonstrate the following eligibility:

- 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.

Selection priorities

Applications are prioritized according to the following:

- 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.

Confidentiality

The Advisory Committee maintains strict confidentiality in handling all application data. To ensure fairness and transparency, representatives of the Committee will only respond to queries concerning an individual's own application. Applications are not discussed or compared with those of other applicants under any circumstances.

Alternative childcare options

Given the high demand and limited places at the VIC CCC, staff are encouraged to explore additional childcare options nearby, most of which are within walking distance or accessible via public transport.

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](#)

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

Kindergarten

- [Kindercompany](#)
- [Kinderfreunde Wien](#)
- [Montessori Vienna](#)
- [Vienna English Preschool](#)
- [Schmetterling Kindergarten](#)
- [Sonnenblume](#)
- [Sacré Coeur – St. Nikolausstiftung](#)
- [Baby-Oase \(Francophone\)](#)

Childminders, Nannies, and other services

- [GreatAuPair Vienna](#)
- [Tageselternzentrum – Free Childminder Slots](#)
- [Betreut.at](#)
- [Hilfswerk Wien](#)