

## Information sheet for all-day municipal secondary schools School year 2022/23

Dear Parents,

Please note the following guidelines to allow the *Tagesheim* after-school club to run smoothly:

- The *Tagesheim* after-school club ends at 4:00 pm Monday to Friday.
- Children may leave the after-school club earlier for a justifiable reason if written permission is given by the parents. If the child does not happen to be on school premises, they may only leave earlier if they are picked up by an authorised person.
- The school forum or the parent-teacher association may decide that lessons and study periods will only last until 2:00 pm on Fridays. For all other weekdays, this decision may be taken by the school board in agreement with the head teacher.
- All children who attend the *Tagesheim* after-school club are provided with lunch.
- If a child is not staying for lunch, please let us know by 10:00 am the day before so that we can adjust the lunch order accordingly. Otherwise, the food must be paid for even if it is not consumed.
- According to the education regulations, *Tagesheim* after-school club places may only be cancelled at the end of term.
- A place in the *Tagesheim* after-school club for 3–5 days costs €35.00 per month for 10 months (September to July) or €26.25 per month for 1–2 days. Lunch costs €5.10 per day and is calculated on a monthly basis depending on how often the child stays for lunch. There is also an admin fee of €6.30 per month.
- Regular attendance days and the corresponding parental contribution (1–2 days or 3–5 days) can be changed in writing as of the first of every month.
- The parental contribution and the cost of lunch may be reduced if certain income limits are met and the child's main residence is in Innsbruck. More information can be obtained from the Schools and Education Authority, Maria-Theresien-Str. 18, 4th floor, room 4211 and room 4213. Tel. +43 (0) 512 5360 4211 and 4213, email: [post.schule.bildung@innsbruck.gv.at](mailto:post.schule.bildung@innsbruck.gv.at). Application forms for reductions are available from the head teacher at the beginning of term. (Deadline for applications: 26 September 2022)
- The *Tagesheim* after-school club remains closed during the holidays and on days when there is no school. During the autumn, Christmas, half-term, Easter and summer holidays, playschemes are organised by external providers in collaboration with City of Innsbruck. For summer holiday playschemes you can also register at one municipal *Hort* after-school clubs that are opening during the holidays.
- Direct debit is the safest and easiest way to pay for the *Tagesheim* after-school club. Please use this payment method and fill out the direct debit mandate on the registration form.