



Application for childcare contributions

Please note that you must submit the complete application with all the necessary documents at least one month before your child enters the childcare center.

Childcare contributions are granted from the beginning or middle of the month following the month in which the complete application was submitted. Childcare contributions aren't granted retroactively.

1. Personal data of parents

Partners who have lived in the same household for more than five years must also be declared, even if they are not the mother/father of the child.

	Person 1	Person 2
Name		
First Name		
Adress		
Zip Code, Town		
Phone		
Mobile		
E-Mail		
		2. person is not mother/father

2. Personal data of child or children

	Child 1
Name	
First Name	
Date of birth	
	Child 2
Name	
First Name	
Date of birth	
	Child 3
Name	
First Name	
Date of birth	

3. Information on the daycare center

Name of daycare center (if enrolment has already been agreed)	
Desired or agreed date of entry*	

* Entries are only possible on the 1st or 15th of a month.

4. Information on daycare attendance

Please mark on which days and at what times your child should attend the daycare center.

Attendance child 1

	Full day	Before school*	Morning	Lunchtime	Afternoon
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

* Only for schoolchildren (starting kindergarten)

Are other days or times possible? yes no

Attendance child 2

	Full day	Before school*	Morning	Lunchtime	Afternoon
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

* Only for schoolchildren (starting kindergarten)

Are other days or times possible? yes no

Attendance child 3

	Full day	Before school*	Morning	Lunchtime	Afternoon
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

* Only for schoolchildren (starting kindergarten)

Are other days or times possible? yes no

5. Information on entitlement to childcare contributions

Entitlement person 1	Since when (date)	working hours in percentage
Employment with fixed working hours		%
Employment with variable hourly wage *		%
Self employed		%
In education or training		%
Social welfare		
Registered with the regional employment center (RAV)		
Job hunting		

* If the working hours are irregular, enter the average of the last six months.

Entitlement person 2	Since when (date)	working hours in percentage
Employment with fixed working hours		%
Employment with variable hourly wage *		%
Self employed		%
In education or training		%
Social welfare		
Registered with the regional employment center (RAV)		
Job hunting		

* If the working hours are irregular, enter the average of the last six months.

Other entitlements	
the child is required to attend compulsory German lessons in the year before kindergarten	
German language support for foreign-language child from the age of two	
Indication by a Special Department	Name of the Special Department:

6. Application for basic childcare contribution

All families pay a maximum of CHF 1,600 per full-time place per month – regardless of income and assets. All families receive a basic childcare contribution. We calculate this basic contribution without taking your income and assets into account. You do not have to provide us with any information about your income and assets.

➔ **We need an employment contract or a confirmation from your employer stating your working hours in percentage, valid upon date of entry in the daycare center.**

In order to receive the basic contribution, you must meet every entitlement for childcare contributions.

I apply for basic childcare contribution.

7. Information on income and assets

The childcare contribution depends on the parents' income and assets. The basis for the calculation is the last tax assessment of the Canton of Basel-Stadt. We are authorized to inspect these in accordance with the «Gesetzes über die Harmonisierung und Koordination von bedarfsabhängigen Sozialleistungen vom 25. Juni 2008 (SoHaG, SG 890.700)».

Do you have a current tax assessment from the Canton of Basel-Stadt?	yes	no*
Do your current income and financial circumstances (for new entrants at date of entry in the daycare center) differ by 20% or more from your last tax assessment?	no	yes*

* If no tax assessment of the Canton Basel-Stadt has yet been calculated (new arrivals or persons subject to withholding tax) or if your current income and financial circumstances (for new arrivals at date of entry in the daycare center) differ by 20% or more from your last tax assessment, we will calculate your childcare contributions based on documents that you submit to us. The list of required documents can be found under [point 9 Documents](#).

We also need the following information:

Number of children under the age of 25 in education (including children not living in the same household):		
Do you receive non-taxable support from public or private funds (support from private individuals, support from foundations, etc.)?	yes	no

8. Reporting Obligation, Confirmation and Signature

You must report any significant changes to your entitlement to childcare contributions or to your income or assets. This includes, for example, a change in household or marital status (e.g. separation or divorce), a change in family circumstances (e.g. birth of a child) or a change in work or training hours. If your annual income and assets change by at least 20% for more than three months, you must also notify us. The notification must be made no later than one month after you become aware of the change.

We confirm that the information provided is complete and correct.

Place

Date

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Signature Person 1

Signature Person 2

9. Documents

To confirm your entitlement to childcare contributions, we may need certain documents:

If you are in education or training:

- Proof of education or training

If you are job hunting or registered with the regional employment center (RAV):

- Last statement of daily allowances

If you receive social welfare:

- Last statement of daily allowances

In case of employment:

- Employment contract
- Or confirmation from your employer stating your working hours in percentage, valid upon date of entry in the daycare center
- **if your child is younger than 12 months when entering the daycare:** agreement on parental leave with the employer regarding the return to the workplace

If you do not have a tax assessment from the Canton of Basel-Stadt, we will calculate your income and assets ourselves. We need certain documents for this:

- Proof of education for children in education
- Receipts for non-taxable support

Income

- Annual salary statement from the previous year
- Pay slips for the last three months
- Employment contract

Self-employed persons

- Business balance sheet and income statement for the last two years

Alimony, maintenance payments (received or paid)

- Divorce decree and proof of payment (divorced parents)
- Separation decree and proof of payment (separated, married parents)
- Order from the child protection authority or proof of payment (unmarried parents not living together)

Other income

- Orders or proof of payment for all other income such as pensions, daily allowances, grants, etc.

Assets

- Proof of assets for assets over CHF 37,500 for single parents, CHF 60,000 for couples, plus CHF 15,000 per child (e.g. tax assessment from the previous canton of residence, annual bank account statement)
- Proof of income from assets (for asset income of more than CHF 500 per year)