



## Busy Bees International Preschool

### ENROLLMENT APPLICATION

Requested Entrance date: \_\_\_\_\_

#### CHILD'S DETAILS

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender:  boy  girl

Date of birth: \_\_/\_\_/\_\_\_\_

Nationality: \_\_\_\_\_ Native Language: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

#### Permanent home address in Germany:

Street and No: \_\_\_\_\_

Post Code: \_\_\_\_\_ City: \_\_\_\_\_

#### Mother/ Guardian

#### Father / Guardian

Surname: \_\_\_\_\_

surname: \_\_\_\_\_

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Nationality: \_\_\_\_\_

Native Language: \_\_\_\_\_

Native Language: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Telephone:

Telephone:

Home: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

# **General Terms and Conditions**

## ***1. Legally binding registration***

The registration to attend Busy Bees International Preschool is to be done in writing by means of an enrollment form. By registering the legal guardians/parents acknowledge the attendance terms. The registration fee as well as the annual material fee therewith become due and are to be paid within 14 days from invoice date.

The child's place is guaranteed by the signing of the enrolment application form.

The Preschool-year runs from 1 September to 31 August. Preschool days are Mondays to Fridays except during official Bavarian School Holidays and Bavarian Public Holidays.

In case of extraordinary reasons (e.g. sickness of teachers so that adequate supervision and care of the children cannot be ensured, or in case of contagious illnesses on demand of the Gesundheitsamt) the preschool can be closed.

If Holiday Programs are offered and attended, they are to be paid as per separate agreement.

## ***2. Payment terms***

An invoice shall be issued at the beginning of the Preschool year or on registration and acceptance of the child to attend the Busy Bees International Preschool. This invoice is to be settled by the agreed due dates. The fees for the Preschool year are subject to change and are annually reviewed. The monthly fees must be paid by direct debit authorization (Einzugsermächtigung). Fees are due 12 months of the year. Fees are payable during vacation, in case of illness and in case the preschool must close as a consequence of extraordinary reasons (as above).

## ***3. Notice of withdrawal***

A notice of withdrawal should be announced in written form at the beginning of a calendar month. The notice period is 3 months and is to be paid in full. Notice given during the months of May and June entail payment until the end of August. The registration fee is not refunded on rescission or termination.

## ***4. Cancellation of a class***

Busy Bees International Preschool retains the right to cancel the preschool place for a specific group in the case of insufficient registrations. The preschool is then obliged to reimburse registration and material fee payments which have already been received. The legal guardian/parents are not entitled to any further claims.

## ***5. Photos***

Photos will be taken in the preschool purely for educational and display purposes, unless otherwise advised in writing.

## ***6. Outdoor activities***

I / we hereby agree that my / our child participates in activities which take place out of the regularly used rooms and outside surface of the Busy Bees International Preschool.

## ***7. Supervision***

The preschool takes over the supervision and care for the time the child attends the institution.

Supervision starts with the hand-over of the child to a preschool teacher and ends with the handing-back of the child to the parents / legal guardians or another person authorized in writing beforehand.

Therefore it is the parent's or otherwise authorized person's responsibility to strictly follow the sign-in / sign-out policy, stating date and exact time of hand-over / hand-back of the child. During travel to / from the preschool the child is not under the supervision of the preschool. It is the responsibility of the parents / legal guardian to arrange for accompany of the child on his/her way to / from the preschool.

## ***8. Accident Insurance***

Children attending the regular program of the preschool are subject to a mandatory accident insurance as legally required, payable by the preschool.

**9. Cooperation with various specialized services**

Busy Bees International Preschool will generally (on a non child-specific basis) cooperate with specialized services, recommended by the Landratsamt Starnberg (e.g. “Lebenshilfe Starnberg – Fachdienst für Kindergärten” or “Kinder-, Jugend- und Familienberatungsstelle des Landkreises Starnberg”).

For cooperation with a specialized service on a child-specific basis the consent of the parents/legal guardian will be required in writing.

**10. Data Privacy**

I understand that my/our personal data will be processed and stored electronically. All personal data provided will be used exclusively for this application. No private data provided will be divulged to third parties, and all data will be kept confidential as required by law.

**11. Court of jurisdiction and place of performance**

The contract is subject to the laws of Germany with exclusive jurisdiction in Munich, Germany.

By signing this document I declare that to the best of my knowledge, all the information I have given is correct. Any changes to the information given on the enrolment form, medical form and direct debit form are to be reported by the parents/legal guardian without undue delay.

I also agree that I have read and agree to the terms and policies (as also outlined in Parent Handbook for the respective year) of Busy Bees International Preschool. Subsidiary agreements need to be made in writing to be effective.

Should individual provisions in these “General Terms and Conditions” be or become ineffective, the effectiveness of the remaining provisions remain unaffected.

Busy Bees International Preschool GmbH

Signature of parent / legal guardian

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_