

# Registration Form

Kay International Pre-School UG (haftungsbeschränkt)

Königsplatz 5  
53173 Bonn  
Phone Pre-School: 0228-6196898  
Phone Office: 0228-3503939  
Email: office@kay-international.de



[www.kayschool.de](http://www.kayschool.de)

**Date of Entry:** \_\_\_\_\_

Mandate reference number: \_\_\_\_\_

## Personal Details regarding your child

**Sex:** male ☐ female ☐

**First name and family name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Place of birth:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**Postcode & city:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_

**Native language:** \_\_\_\_\_

**Other languages:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

## Personal details about the parents

### father

**First name:** \_\_\_\_\_

**Family name:** \_\_\_\_\_

**profession:** \_\_\_\_\_

**nationality:** \_\_\_\_\_



**work phone no.:** \_\_\_\_\_

**mobile number:** \_\_\_\_\_

### mother

**First name:** \_\_\_\_\_

**Family name:** \_\_\_\_\_

**profession:** \_\_\_\_\_

**nationality:** \_\_\_\_\_



**work phone no.:** \_\_\_\_\_

**mobile number:** \_\_\_\_\_

## Opening hours

The pre-school is closed on official state and church holidays and on additional 36 days a year. On admission day a calendar will be handed out to the parents showing the closing times and any important pre-school events. In case of loss please contact the office at 0228/350 39 39 and another calendar will be issued to you.

Bankverbindung: Sparkasse KölnBonn  
IBAN: DE63 3705 0198 1931 7812 47  
BIC: COLSDE33XXX

Gläubiger-ID-Nr.: DE03ZZZ00001225898  
Handelsregister-Nr.: HRB 20451

## Admission and Pre-school fees

The annual pre-school fee is a **yearly fee and divided into 12 equal monthly instalments** payable by 1<sup>st</sup> of each month by SEPA direct debit mandate. The annual fee includes the school holidays. In case of prior cancellation **before the end of the school year we charge 3 holidays per month.** (36 days/12 months=3 days)

The pre-school year begins on **1st August and ends on 31 July**. Admission is possible at any time throughout the year. Your child should be toilet-trained upon admission.

A reduction of the monthly fee for the second child is only applicable if both children attend preschool at the same time. Should the second child leave pre-school the standard fee for the first child is applicable.

The pre-school fees and opening hours are binding upon both contractual partners.

The monthly fees are direct-debited from your account at the end of a month for the following month.

1st child			2nd child		
<input type="checkbox"/>	7:30am - 1:00pm	€ 610,--/month	<input type="checkbox"/>	7:30am - 1:00pm	€ 549,--/month
<input type="checkbox"/>	7:30am - 2:00pm	€ 700,--/month	<input type="checkbox"/>	7:30am - 2:00pm	€ 630,--/month
<input type="checkbox"/>	7:30am - 3:00pm	€ 810,--/month	<input type="checkbox"/>	7:30am - 3:00pm	€ 729,--/month
<input type="checkbox"/>	7:30am - 4:00pm	€ 910,--/month	<input type="checkbox"/>	7:30am - 4:00pm	€ 819,--/month
<input type="checkbox"/>	7:30am - 4:30pm	€ 965,--/month	<input type="checkbox"/>	7:30am - 4:30pm	€ 869,--/month
Total fees		€ _____	Total fees		€ _____

The school lunch is an integral part of the contract and is charged separately.  
An annual fee of € 50,-- for school field trips will be debited upon registration.  
Admission fee: € 400,-- payable upon registration.

## Cancellation of contract

This contract may not be cancelled before the official admission date.

The period of notice is three months to the end of the months for both parties.

All forms of cancellations are to be received in writing.

The contract ends automatically when the child enters primary school. Should one part of this contract become void any other parts remain valid.

### Force Majeure:

There is **no refund** of tuition fees for days lost due to reasons beyond the school's control. This particularly applies to school closures due to hazardous weather conditions, fire, floods, strikes, epidemics, pandemics or other similar cases of *force majeure*.

**I have read the admission criteria carefully as stipulated and this contract and acknowledge them accordingly.**

This Registration is legally binding on both contractual parties upon one parent`s signature.

## Data Protection consent

I herewith agree to the processing of my personal data for the fulfillment of this contract and for access to information and advertising relating to school programs and special offers. I have the right to information on as well as correction and deletion of my data upon request.

Place, Date

Parent/s signature/s

X

### SEPA Direct Debit Mandate

By signing this mandate form, we authorize Kay International Pre-School UG (haftungsbeschränkt) (Limited Liability) to direct debit the monthly fees, admission fee and other fees from our account on due date.

**Account holder:** \_\_\_\_\_ **Account No:** \_\_\_\_\_  
**Bank::** \_\_\_\_\_ **Bank code:** \_\_\_\_\_  
**IBAN:** \_\_\_\_\_ **BIC:** \_\_\_\_\_

**Place, date:** \_\_\_\_\_ **account holder:** \_\_\_\_\_

### Medical Details

Upon enrolment of your child we ask for submission of a valid medical record issued by a pediatrician stating that your child is fit to attend pre-school, and the vaccination record. Your child should not suffer from any contagious diseases and if so the office must at once be informed of any such diseases in accordance with the German Infectious Disease Protection Act (IFSG). Following recovery we ask you to submit a medical certificate stating that your child is healthy again. By German law we are obliged to inform the local health authorities of any such infection.

**General practitioner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Allergies/other illnesses:** \_\_\_\_\_  
**vaccination passport/  
 certificate of vaccination  
 advice submitted on:** \_\_\_\_\_  
**Measles vaccination Compulsory  
 vaccination from 1.3.2020**      **yes** \_\_\_\_\_

### Measles prevention law as of 1.3.2020 § 34 Para. 1 Infection Protection Act Para. 10b

Statutory compulsory vaccination Measles From 1 March 2020, the Federal Ministry of Health (BMG) will introduce compulsory vaccination against measles in Germany. Proof of the measles vaccination must be presented upon admission. If no proof of the vaccination is submitted, those who have failed to vaccinate must be reported to the public health department. Unvaccinated children may no longer be admitted.

### What to do in the event of illness (supplement to pre-school contract) Dealing with diseases

(1) Acutely ill children may not attend our pre-school. If an illness or the suspicion of an illness occurs during the visit to our pre-school, the parents will be informed immediately by our staff. In such a case, the parents undertake to pick up their child immediately or to have it picked up by a person authorised to do so.

(2) If the child suffers from a fever, he/she may only return to our pre-school 24 hours after the fever has subsided. In the event of diarrhoea and/or vomiting, the child may not return to our pre-school until 48 hours after the symptoms have subsided.

(3) In case of infectious diseases of the child or another member of the household, the parents are obliged to inform the pre-school immediately. The child may not enter the facility as long as there is a risk of infection.

(4) Our school is legally obliged to report the occurrence of notifiable infectious diseases by name to the responsible health authority (§ 34 Infection Protection Act).

(5) If the child has fallen ill with one of the diseases listed in § 34 Para. 1 Infection Protection Act, the child may only visit the facility again if the parents submit a written certificate from the doctor treating the child, which states that there is no longer any risk of infection. The institution reserves the right to demand a medical certificate before the child is admitted again in individual cases, even if other infectious diseases occur, from which it follows that there is no longer any risk of infection. The costs for the medical certificates are to be borne by the parents.

I have read and accept the terms of the contract.

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**Place,Date**

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**Parent/s signature/s**

**X**

01.02.2022