



Welcome to Busy Bees International Preschool!

Your application has been accepted. Please call or email us to arrange a suitable date for your child to begin.

We will inform you of your child's class and class teachers when they begin at our preschool.

We would encourage you to bring your child in for a settling in period prior to their starting date. Please call or email us to arrange a convenient time for you and your child to come and visit.

On your child's first day, we recommend you spend 5 or 10 minutes in the classroom with them, before leaving them alone in the class. Although difficult for some parents and children, we find this helps children settle in much more quickly and easily than if the parent spends longer amounts of time in the class with their child. You are very welcome to wait upstairs so the teachers can report to you on your child's progress, and you can also discreetly check how they are doing.

Please bring weather appropriate clothing for your child for outside play, including shoes or boots. Your child will also need one or two changes of clothes, including underpants, shirt, pants and socks, in case of accidents.

Basic Information

Opening Hours: 8:00 – 16:00

Address: Planeggerstrasse 4, Gauting, 82131

Contact Details: info@busybees-preschool.de, 089 8954 6771

Please take the time to fill out the following forms and return them by your child's first day of preschool.

We look forward to meeting with you soon!

The Busy Bees Team



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:

Emergency Contact Details

Child's Details

Given Name: _____ Surname: _____

Mother or Guardian

Given Name: _____

Surname: _____

Telephone:

Home: _____

Work: _____

Mobile: _____

Email: _____

Father or Guardian

Given Name: _____

Surname: _____

Telephone:

Home: _____

Work: _____

Mobile: _____

Email: _____

Emergency Contact One

Given Name: _____

Surname: _____

Relation to child: _____

Telephone:

Home: _____

Work: _____

Mobile: _____

Emergency Contact Two

Given Name: _____

Surname: _____

Relation to child: _____

Telephone:

Home: _____

Work: _____

Mobile: _____

I understand that any of the abovementioned people may be contacted in the event that my child becomes sick, is injured, taken to receive emergency care or has not been collected from the preschool by closing time.

Signed: _____ Date: _____

We have requests from many parents for the contact details of other parents within the preschool. For confidentiality reasons, the school is unable to release these details without permission. If you give permission for your phone number and email to be shared with other Busy Bees parents, please circle as appropriate: yes/no.



CHILD MEDICAL RECORD

CHILD PERSONAL DETAILS

Last Name: _____ First Name: _____
 Gender: M/F Age: _____ Nationality: _____
 Date of Birth: _____ Place of Birth: _____
 Medical Insurance: _____
 Family Doctor Name: _____ Phone: _____
 Address: _____

HEALTH HISTORY

	Tick	Month	Year	Month	Year	Month	Year
Small Pox							
Diphtheria							
Whooping Cough							
Tetanus							
Tetanus Booster							
Measles							
Mumps							
Rubella							
Polio (injection)							
Polio (oral)							
BCG							

*please provide copies of relevant documentation

Please mark the relevant box if your child has any history of the following:

Allergies	Asthma	Diabetes
Epilepsy/convulsions	Heart problems	High/Low blood pressure
Ear infections	Fainting	Hearing difficulties
Vision difficulty	Speech difficulty	Frequent headaches
Menstrual problems	Skin problems	Congenital abnormalities

Please give dates and further information for any of the marked boxes or any other relevant condition your child may have. Details:

Please mark the relevant box if your child has had any of the following, stating the date:

Chicken Pox	Whooping Cough
German Measles	Mumps
Rheumatic Fever	Tuberculosis
Measles	

Is your child under special medical care? Yes/No

If yes, please give brief details below:

Does your child routinely take medication? Yes/No

If yes, please give brief details below:

Is your child receiving any emergency medication? Yes/No

If yes, please give brief details below:

CONSENT TO TREATMENT

I hereby request my child to be given medical care as indicated below:

1. Emergency Medical Care Yes/No
2. Prescribed medication in accordance with instructions Yes/No

In case of illness of my child, one of the persons named on the emergency contact form shall be contacted immediately and the child will be picked up from the kindergarten as soon as possible.

In case of a severe emergency I herewith give the permission for my above mentioned child to be brought to the nearest hospital by a staff member of the Busy Bees International Preschool.

Date

Mother's signature

Father's signature

Busy Bees International Preschool GmbH,
J.-Bapt.-Zimmermann-Str. 3, 82069 Hohenschäftlarn

Gläubiger-Identifikationsnummer **DE59ZZZ00001296767**, Mandatsreferenz ____ -20 _____

Einzugsermächtigung

Ich ermächtige die Busy Bees International Preschool GmbH widerruflich, die von mir zu entrichtenden Zahlungen bei Fälligkeit durch Lastschrift von meinem Konto einzuziehen.

Nach schriftlicher Benachrichtigung durch die Busy Bees International Preschool GmbH über die Umstellung auf die SEPA-Lastschrift gilt das folgende SEPA-Lastschriftmandat. Die Einzugsermächtigung erlischt dann.

SEPA Lastschriftmandat

Ich ermächtige die Busy Bees International Preschool GmbH, Zahlungen von meinem Konto mittels Lastschrift einzuziehen. Zugleich weise ich mein Kreditinstitut an, die von der Busy Bees International Preschool GmbH auf mein Konto gezogenen Lastschriften einzulösen.

Hinweis: Ich kann innerhalb von acht Wochen, beginnend mit dem Belastungsdatum, die Erstattung des belasteten Betrages verlangen. Es gelten dabei die mit meinem Kreditinstitut vereinbarten Bedingungen.

Vorname und Name

Straße und Hausnummer

Postleitzahl und Ort

Mein Kreditinstitut (Name): _____

DE __ | ____ | ____ | ____ | ____ | ____ | ____

Meine IBAN

Meine BIC (8 oder 11 Stellen)

Meine Kontonummer (max. 10 Stellen)

Meine Bankleitzahl (8 Stellen)

Datum, Ort _____ 20 _____

Unterschrift des/der Kontoinhabers _____

Consent Forms

General Consent - Throughout the year, we are presented with many opportunities for fun and educational activities within the school grounds, as well as short field trips within the local area. Some of these activities fall outside of our regular program, and therefore require extra written consent. Examples of these might include forest walks, picking flowers from the local flower farm, pony rides at the school, and doctors or dentists visiting the school to give talks and check ups. These and many other interesting activities arise on a regular basis, and there are many opportunities for children to participate in fun and unusual learning experiences. To save time, hassle and paper, we are asking you to sign a general consent form, giving your child permission to take part in any of the spontaneous activities that may arise throughout the school year.

Driving Consent - Currently at Busy Bees, most transport to and from field trips is by parent volunteer drivers. If you do not wish for another parent to transport your child, you must transport them yourself, or keep your child at home on the day of field trips. If you are happy for your child to travel with another Busy Bees parent to and from the various field trips we take each year, please give your consent below.

Bus Consent Form – Occasionally we will hire a bus to take children to and from a field trip, particularly if it is a long distance from the preschool. The buses have seatbelts, but are only equipped to fit booster seats and not full car seats. If you do not wish for your child to travel on the bus, you must transport them yourself, or keep your child at home on the day of field trips. If you are happy for your child to travel by bus from the various field trips we take each year, please give your consent below.

I, _____ give permission for my child _____ to:

- Take part in any activities deemed appropriate by Busy Bees staff, within the Busy Bees school grounds and surrounding areas. I understand that the safety and suitability of these activities will be closely scrutinised by the Busy Bees staff.

Yes

No

- To be transported in the car of a Busy Bees parent to and from field trips. I understand that I must provide a car seat for my child, clearly labelled with my child's name, otherwise my child will not be allowed to travel.

Yes

No

- To be transported in a bus to and from field trips. I understand that I may provide a booster seat for my child to use on the bus, but not a full car seat.

Yes

No

Signed

Date

Parent Questionnaire

We would greatly appreciate it if you could complete the questions below and return them to Busy Bees at your earliest convenience. This will help us in getting to know your child, and assisting them to settle in as quickly and easily as possible.

Child's name: _____ Date of birth: _____

Country of birth/Nationality: _____

Language(s) spoken at home: _____

Parents' names: _____

Does your child have any siblings?

Are there any pets at home?

Prior to Busy Bees, has your child attended any other early childhood programs? If yes, please detail:

What are your child's current interests (activities, games, hobbies etc)?

Could you tell us a few of your child's likes and dislikes? (This could be anything from foods, to music, to chores!)

What would you say are your child's strengths (This may include language, counting numbers, sport etc.)?

Are there any areas of development you would like your child to improve in?

Could you describe briefly what you would like to see your child accomplish during their overall time at Busy Bees Preschool?

Are there any further comments or information you would like to share?

Thank you for taking the time to complete this questionnaire!

2013/2014

public and school holidays	begin	end
<i>(Opening day of the school year 2012/2013)</i>	Mon., 09. Sep. 2013	(adjusted)
German Unification Day (Tag der Dt. Einheit)	Thu., 03.Oct. 2013	
Autumn School Holidays - CLOSED	Mon., 28. Oct. 2013	Thu., 31. Oct. 2013
All Saint's Day (Allerheiligen)	Fri., 01. Nov. 2013	
Christmas School Holidays - CLOSED	Mon., 23. Dec. 2013	Sat., 04. Jan. 2014
Christmas Day (1. Weihnachtstag)	Wen., 25 Dec. 2013	
Boxing Day (2. Weihnachtstag)	Thu., 26. Dec. 2013	
New Year's Day (Neujahr)	Wed., 01. Jan. 2014	
Epiphany (Heilige Drei Könige)	Mon., 06. Jan. 2014	
Winter School Holidays - CLOSED	Mon., 03. Mar. 2014	Fri., 07. Mar. 2014
Easter School Holidays	Mon., 14. Apr. 2014	Sat., 26. Apr. 2014
Easter Holidays, 1st week - CLOSED	Mon., 14. Apr. 2014	Thu., 18. Apr. 2014
Good Friday (Karfreitag)	Fri., 18. Apr. 2014	
Easter Monday (Ostermontag)	Mon., 21. Apr. 2014	
Labor Day (Maifeiertag)	Thu., 01. May 2014	
Ascension Day (Christi Himmelfahrt)	Thu., 29. May 2014	
Whit Monday (Pfingstmontag)	Mon., 09. Jun 2014	
Pentecost School Holidays	Tue., 10. Jun 2014	Sat., 21. Jun 2014
Corpus Christi (Fronleichnam)	Thu., 19. Jun 2014	
<i>(Last open day of the school year 2013/2014)</i>	Fri., 26. Jul. 2013	(adjusted)
Summer School Holidays (adjusted)	Mon., 28. Jul. 2014	Fri., 12. Sep. 2014
Summer Holidays, 1st – 3rd week - CLOSED	Mon., 28. Jul. 2014	Thu., 14.08.2014
Assumption Day (Maria Himmelfahrt)	Fri., 15. Aug. 2014	
<i>(Opening day of the school year 2014/2015)</i>	Mon., 15. Sep. 2014	(adjusted)

2014/2015

public and school holidays	begin	end
<i>(Opening day of the school year 2014/2015)</i>	Mon., 15. Sep. 2014	(adjusted)
German Unification Day (Tag der Dt. Einheit)	Fri., 03.Oct. 2014	
Autumn School Holidays - CLOSED	Mon., 27. Oct. 2014	Fri., 31. Oct. 2014
All Saint's Day (Allerheiligen)	Sat., 01. Nov. 2014	
Christmas School Holidays - CLOSED	Wed., 24. Dec. 2014	Mon., 05. Jan. 2015
Christmas Day (1. Weihnachtstag)	Thu., 25 Dec. 2014	
Boxing Day (2. Weihnachtstag)	Fri., 26. Dec. 2014	
New Year's Day (Neujahr)	Thu., 01. Jan. 2015	
Epiphany (Heilige Drei Könige)	Tue., 06. Jan. 2015	