

Montessori Preschool

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ADMISSIONS APPLICATION / CONTRACT

Name Telephone
First name Mobile Mother
Birthday Mobile Father
Sex E-Mail
Address
First day of Preschool

Concept of Organisation

- The holder of the preschool is the Montessori-Verein Berlin-Dahlem e. V.
- Opening Hours: Mondays to Fridays from 8:30 a.m. - 1:30 p.m., apart from official holidays.
- In case of illness the child may not come to preschool, so that infection can be avoided. When the child has recovered, the preschool will need a health certificate (Gesundschreibung) from a doctor.
- The school should be phoned by 9:30 am if a child will be absent that day.
- Before a child can attend preschool, a "Gesundheitszeugnis" must be presented. (Regulation from the Gesundheitsamt.)
- Proof of a "Private Haftpflichtversicherung" must be given.
- Regular participation at parent evenings is desirable.
- Preschool Holidays: ca. thirty working days per year (approximate four weeks in summer, two weeks at christmas, one week at Easter and two bridging days)
- Registrationfee: 400,- € (360,- € for siblings); to pay by 14 days after the contract is concluded.
- Cost per month: 400,- € (360,- € for siblings), to pay in advance by the third working day of each month. A standing banker's order (Dauerauftrag) would be appreciated. Account No. 0 637 530 108 at the Postbank Berlin BLZ 10010010
- The monthly fees are to be paid regardless of schoolbreaks, holidays or the child's absences.
- The contract can be terminated by both parties only to February 28th or August 31th. A written termination must be handed in two months in advance.

I/We agree with the above Concept of Organisation.

I/We agree that the preschool may maintain computer records.

I/We give permission for the preschool to give address and telephone numbers to other parents of children in the class and to the Montessori-Verein Berlin-Dahlem e. V.

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Place / Date

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Signature Parent / Guardian