

Pre-registration

Please inform us immediately if the place in our day-care centre is no longer required!

This registration serves only to record details of children who require a place in our day-care centre. We cannot guarantee your child a place here, a binding registration of a child can only fulfilled by the completion of a contract from both sides.

Child's name..... **Date of Birth**.....

Gender m f **Religion**.....

Booking times (hours, from/till, lunch).....

Start date.....

Which group? Crèche Nursery After-school day-care

Does your child have a disability and is therefore entitled to special needs assistance according to §53 SGB XII ?

Yes, an attestation is available. No, an attestation is yet to be applied for.

Nature of the disability.....

What do we need to know about the child? (For example, chronic illnesses, allergies, food intolerances, regular medication).

.....

Details of the legal guardians. (Please inform us immediately of any changes.)

Surname.....

First name(s).....

Religion*.....

Nationality*.....

Non-German origin? Yes No

Child's address.....

Telephone number.....

Mail address*.....

Siblings already in our day-care centre? Yes No

(* = this information is voluntary)

Data protection policy

We ensure a comprehensive data protection policy according to Evangelical/Lutheran church law in Germany. The day-care centre assures parents that all social secrecy concerning your child/children will be adhered to and all data protection regulations kept during processing and usage of the child’s and family’s data. All files and computer data regarding your child that the day-care centre uses will be deleted when the contact with the day-care centre is no longer valid or if the pre-registration is withdrawn.

Should the local authorities, also the central registration office, require the data for planning purposes, then the day-care centre is committed by law to provide information as regards to children’s names, places of residence and dates of births.

Herewith the agreement in order to allow the day-care centre to cross check the registration lists with other day-care centres in order to coordinate double registrations.

Many parents register their children in more than one day-care centre. Quite often, the information that a child has already been accepted into a day-care centre does not reach the other day-care centres in time. This makes it difficult to assign free places to parents who are still searching for a placement for their children. This is the reason why we wish to contact other day-care centres in order keep up to date and avoid double bookings. To enable us to do this, we need your permission. The permission you give us is voluntary and can be withdrawn at any time.

I/we **allow** the day-care centre to cross check with other day-care centres to avoid double bookings.

I/we **do not allow** day-care centre to cross check with other day-care centres to avoid double bookings.

Hof

Received on

Signature/parents/legal guardians

Management