

PARENT/GUARDIAN UNDERTAKING

In the event of my son/ daughter being awarded a place at Villa Kinder Welt-German Kindergarten Doha, I hereby undertake and agree that:

- All students shall be subject to the rules, regulations and discipline as laid down by the Principal or designated representatives and as outlined in student code of conduct and Kindergarten policies
- It is the parent's/guardian's responsibility to ensure that the student attends Kindergarten regularly.
- The Principal reserves the right to request the removal of a student, whose work or behavior is unsatisfactory, without a term's notice. No refund will be given in such circumstances
- The Principal has the right to ask for a student to be withdrawn if fees are outstanding
- It is a condition of any offer of a place that parents/guardians have given all the information relevant to the application, including details of academic, behavioral and/or social problems. Where it is discovered that information has been withheld, the pupil's placement may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a student's educational and/or social needs at Villa Kinder Welt-German Kindergarten Doha, we reserve the right to withdraw the Kindergarten place
- Photographs and video/movie clips of my child may be used by Villa Kinder Welt-German Kindergarten Doha in promotional materials such as the Kindergarten website, in-house slide presentations, brochures and the Yearbook
- The Principal reserves the right to assess staffing, timetables, dates and hours of opening and to make changes to these under extreme circumstances
- Written notice of withdrawal of a pupil will be given one (1) full term prior to the pupil leaving the Kindergarten. If such notice is not given, a full term's fee will be payable in lieu of notice
- I agree that the seat offered by VILLA KINDER WELT-GERMAN KINDERGARTEN DOHA is conditional on supplying attested end of year reports and a certificate of equivalency (issued by the SEC) prior to starting Kindergarten in September (this applies only to students coming from abroad and joining Year 2 or higher).

I further agree that Villa Kinder Welt-German Kindergarten Doha is absolved from any responsibility for:

- The loss of valuables
- Accident or mishap occasioned by participating in a normal life risk activity including, but not confined to, organised sports, Kindergarten trips, gymnastics, informal play, craft and practical work
- The welfare and safety of the student outside the normal timetable day and/or in activities formally supervised by authorised members of staff of Villa Kinder Welt-German Kindergarten Doha. This includes safe delivery and collection of students to and/or from the Kindergarten
- Any accident or mishap that occurs as a result of a student's activity, which is without permission including, but not confined to, leaving the premises

IN SIGNING BELOW, I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS SET OUT IN THE PARENT/GUARDIAN UNDERTAKING AND I AGREE TO BE BOUND BY THESE TERMS.

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Parent's/Guardian'

Signature

Date (DD / MM / YYYY)

FEE REGULATIONS

The Kindergarten year is divided into three terms and Tuition Fees are payable per term. The Consumables Levy is levied with the first term Tuition Fees payable for each Academic Year. All tuition fees are non-refundable. No reduction is made for temporary absence or illness, or early withdrawal for whatever reason.

Herein after, fees reference both Tuition Fees and Consumables Levy.

ADMISSION FEES

- An Application Fee of QR 500 (non-refundable) is due at the time of submission
- A Registration Fee of QR 3000, the first term Tuition Fees and Consumables Levy per student child is payable upon the child's admission to the Kindergarten

ALL OF THE ABOVE ARE NON-REFUNDABLE.

ANNUAL FEES

- Future Tuition Fees are due within 30 days of invoice
- Invoices for Tuition Fees will be sent home with the child/student. Tuition Fees are due within 30 days of invoice
- Payment of Application and Assessment Fee does not guarantee the applicant a placement at VILLA KINDER WELT GERMAN KINDERGARTEN DOHA
- Application is valid for one (1) academic year
- fees are subject to annual review and payment may be made by cash, or cheque made payable to VILLA KINDER WELT-GERMAN KINDERGARTEN DOHA
- Parents who receive full or partial payment for Kindergarten fees from their employer are responsible for the prompt payment of all Kindergarten fees. Parents are fully responsible for payment of all fees
- The Kindergarten will not enter into correspondence with 3rd parties regarding this
- Written notice of withdrawal of a pupil must be given one (1) full term prior to the pupil leaving the Kindergarten. If such notice is not given, one term's fees will be payable in lieu of notice.

IN SIGNING BELOW I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS SET OUT IN THE FEE REGULATIONS AND I AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS.

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Parent's/Guardian's Name

Signature

Date (DD / MM / YYYY)



	Yes	No	If yes, please give details and treatment used
Does your child take any regular medication?			
Has your child undergone any minor or major surgery?			
Has your child been hospitalized for any sickness in the last five (5) years?			

MEDICAL CONTACT

Doctor's name:	Specialty:
Office/Clinic Tel:	Mobile:
Medical Center name:	Contact Person:
Office/Clinic Tel:	Mobile:

PERMISSION FORM

Do we have your permission to provide emergency care through a clinic, hospital, private doctor, or Kindergarten first aid person as necessary?

Yes No

Do we have your permission for our nurse to administer Calpol (Paracetamol) where deemed necessary?

Yes No

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Parent's/Guardian's Name

Signature

Date (DD/MM/YYYY)

Admissions Policy

Villa Kinder Welt German Kindergarten Doha operates an open access policy. People of all nationalities are welcome to apply for places. We are a popular Kindergarten and applications are often well in excess of places available. Our priorities for acceptance are as follows:

1. The applicant must be able to access our curriculum and this is established by an assessment;
2. Priority will be given to applicants who already have siblings at the Kindergarten.

Application Forms should be submitted, with the application fee of QR 500 (non-refundable), to the Admissions Department with the following documentation:


- Two passport photographs;
- Medical form;
- A copy of the applicant's latest nursery/kindergarten report
- A copy of the applicant's and parents' passports;
- A copy of the applicant's and parents' resident permits (if resident permit is not yet available, a letter from the sponsor confirming that the permit is in process should be submitted);
- A copy of the applicant's birth certificate;
- A copy of the applicant's childhood immunization certificates;
- A copy of any assessments relating to Special Educational Needs, etc. (e.g. Educational Psychologist reports, Speech and Language Therapy, etc.)

It is a condition of any offer that parents/guardians have given all the information relevant to the application, including details of academic, behavioral or social problems. Where it is discovered that information has been withheld, the pupil's placement maybe withdrawn.

If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs, we reserve the right to withdraw the kindergarten place.

The admission process is as follows:

- Complete the admission form and return it to Villa Kinder Welt-German Kindergarten Doha with all the relevant documents. Please submit the application form via email: admission@germankindertendoha.com
a hard copy of application to be submitted to the administration office
- All applicants incur an initial charge of QR 500 (non-refundable).
- At this 1st stage every application is assessed by our admission team.
- After that you will be invited for an interview.

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- When a place is offered, a letter of acceptance will be prepared and parents will be notified within 7 days. Parents will have 7 days to make the payment of the registration fee (QR 3000) otherwise the seat will be lost.
 - Priority is given to those applicants that our initial assessment indicates meet our minimum entry requirements. Those that are deemed not to have met those requirements are notified immediately so that they can seek places elsewhere. There is no appeal against this decision.
 - Parents are responsible for prompt payment of all fees. All tuition and fee payments are due and payable prior to the start of each academic year.

Notes:

- All pupils entering the Kindergarten will be placed in the age appropriate year group as determined by their age at 30th September.
- Some applicants may come from Kindergarten systems where the academic year is out of sync with that of Germany Kindergarten year i.e. If this is the case, the pupil or student will enter within the age appropriate year group.
- Final decisions on admission are the responsibility of the Principal.
- Children will not be admitted if they are assessed by the Kindergarten as having learning and/or behavioral difficulties unless the Kindergarten feels able to offer appropriate curriculum and/or facilities.
- Parents of applicants with specific learning difficulties, and where the Kindergarten feels able to provide appropriate support, will be asked to fund support where required

Please ensure that you have read and signed the Parent/Guardian Undertaking, Fee Regulations, Medical Form and the Disclaimer before you submit the Application Form and necessary documents.

Applications can be made online.

Please see 'Admissions' on the website www.germankindergartendooha.com

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