

Kindergarten Binding Form

for the Head of Kindergarten office



Deutsche Schule Nairobi
German School Nairobi

The German School Nairobi is committed to protecting your privacy and recognizes your rights in relation to the handling of personal data.

To better understand how we collect, use and protect your information, please read our Privacy Policy, which can be found on the back of this form. A more detailed version of this policy is available on the school's website.

1. PERSONAL DATA

Full name of student: _____

Nicknames: _____

Date of birth: _____

Gender: _____

Nationality/Nationalities: _____

Siblings at the German School Nairobi: Yes No

If yes, write down the name/s. _____

Preferred start date _____

Passport
picture of your
child

2. LEGAL GUARDIAN INFORMATION

Full names: (Legal guardian 1) _____

Phone number: _____

Email address: _____

Address: _____

Current passport-sized photo (for gate pass purpose)

Full names (Legal guardian 2): _____

Phone number: _____

Email address: _____

Address: _____

Current passport-sized photo (for gate pass purpose)

Deutsche Schule Nairobi
German School Nairobi
P.O. Box 978
00621 Nairobi, Kenya

Kindergarten office: + 254 (0) 720 160 746
School reception: + 254 (0) 721 258 417
e-mail: headofkindergarten@germanschool.co.ke

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3. EMERGENCY CONTACT

Emergency contact (Legal guardian 1): _____

Emergency contact (Legal guardian 2): _____

4. AUTHORIZED PICK UP INFORMATION

	LEGAL GUARDIAN	LEGAL GUARDIAN
Full names		
Phone number		
Relation to child		
*Current passport-sized photo (for gate pass purpose)		

5. LANGUAGE PROFICIENCY

German: Beginner Intermediate Advanced
English: Beginner Intermediate Advanced

Is German the main language spoken at home? **Yes** **No**

Other languages spoken at home? _____
Beginner , Intermediate, Advanced]

6. SCHOOL RELEVANT DIAGNOSES

Are there any school relevant diagnoses? (AUTISMUS, ADHD, etc.) **Yes** **No**

If yes, which ones? _____

Are there special needs or precautions resulting from this in daily school life? **Yes** **No**

If yes, which ones? _____

Note: If necessary, the learning support teacher may attend the admission interview. The German School Nairobi reserves the right to contact previous schools or class teachers and verify the reports submitted by those schools.

Previous support/therapy (school/extracurricular): **Yes** **No**
If yes, we ask you to submit all existing documents.

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Previous disadvantages for compensation /grade protection. Yes

No

If yes, we ask you to submit all existing documents.

Note: For students with special needs, parents must submit the previous educational history along with all relevant documents, reports, and diagnostic information. The most recent report should not be older than two years. This information helps us assess the resources of our school and plan accordingly.

7. OTHER INFORMATION / DAILY CARE

Does your child have a favorite toy?

Yes

No

If yes, share. _____

Does your child still take an afternoon nap?

Yes

No

If so, when and for how long? _____

Does your child use the bathroom independently or does he/she need assistance?

Yes No

If no, kindly advise. _____

Is your child afraid of something? (e.g.: fear of separation, new environments, loud noise, etc.)

Yes No

If yes, share. _____

What is your child allowed to eat (i.e. meat, Vegan, Vegetarian)?

Yes No

If yes, share. _____

What interest has your child? _____

8. SCHOOL FEES DEPOSIT

The school fees deposit payment must be received before the start of the school year; otherwise, the registration will be considered invalid. Proof of payment must be shared along with the following documents:

1. School contract	Yes []	No []
2. School fees structure	Yes []	No []
3. Constitution of the German School Society	Yes []	No []
4. School regulations	Yes []	No []
5. Health form	Yes []	No []
6. Consent form - contact sharing	Yes []	No []
7. Consent form - video and Image	Yes []	No []
8. School bus registration form	Yes []	No []
9. Excursions policy and procedure	Yes []	No []

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REGULATION FOR ADMISSION

1. In the event that there are no available spots at enrollment, the child will be placed on a binding waiting list.
2. If the registration is cancelled, please inform the German School Nairobi immediately. The registration fee will not be refunded.
3. After enrolment at the school, a deposit of currently €1,000 (according to the school fee structure) must be paid. This deposit will be refunded after submission of the cancellation form and verification of all relevant areas (return of school equipment, entrance tickets, payment of outstanding fees, etc.).
4. The German School Nairobi (DSN) is committed to protecting your privacy. We collect personal data from students and parents/guardians via the school enrolment form in order to assess enrolment, provide support and inform about school activities.
5. Your data may be passed on to educational authorities and former schools for verification. We take measures to protect your data from unauthorized access. By submitting your information, you consent to its use as described in this policy and retain the right to access and correct it at any time.
6. We provide parents/guardians with a consent form that allows them to agree or decline the use of photos or videos of their child for school publicity or other (print) media purposes. This form specifies certain uses to ensure transparency and to respect parental preferences regarding media consent.
7. Upon enrolment, parents/guardians become members of the German School Association, the organization responsible for the German School, and receive a copy of the statutes. At the general meetings, the members of the school association elect the board members as their representatives and vote on school and other fees.
8. It is only through the active participation of parents/guardians that the German School Nairobi can maintain and further strengthen its position as a German-speaking educational institution in East Africa.
9. A cancellation form must be completed and handed in (can be downloaded from the homepage or collected from reception); a notice period of 6 weeks currently applies.

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PRIVACY POLICY

This Privacy Policy explains how German School Nairobi ("School" "We" "Us") collects and uses your personal information. For detailed information on how we collect, use and protect your personal information, please refer to the **Privacy Policy** on the School's Website.

If you have any questions, comments, complaints or suggestions regarding this privacy policy, or any other concerns about the way we process information about you, please contact us at dpo@germanschool.co.ke.

1. Applicability

This Privacy Policy applies to German School students, parents and/or guardians ("You," "Your").

2. Collection of Personal data

We collect a range of personal information from students, parents and guardians. For students, this includes their name, date of birth, nationality, mother tongue, and academic history. We also collect personal information from parents or guardians, such as their name, contact details, occupation, information related to school fees. Additionally, we collect identification information including CCTV records when parents or students visit the school. In most cases this information is collected directly from the parent or student. However, in some cases, the information may be collected indirectly e.g. from CCTV cameras.

3. Personal Data Uses

The personal information collected from students, parents, and guardians serves specific purposes within our operations. For students, we utilise their name, date of birth, nationality,

mother tongue, and academic history to facilitate enrolment, tailor educational programs, and provide appropriate support. For parents or guardians, their names, contact details, occupation, and information related to school fees are used to maintain communication, manage financial records, and ensure a smooth administrative process. Additionally, we may collect identification information, including CCTV records, when parents or students visit the school premises for security and safety purposes.

4. Lawful Basis for Processing

The processing of the collected information is carried out on various legal bases. For students, the processing is necessary for the performance of our contractual obligations, as well as compliance with legal requirements in the field of education. When it comes to parents or guardians, the processing is based on legitimate interests, such as maintaining effective communication and ensuring efficient administrative operations. Additionally, in some cases, we may rely on consent provided by individuals when collecting and processing their personal data.

5. Personal Data Sharing

We may share the collected information with third parties in certain circumstances. This includes sharing student information with educational authorities or institutions for enrolment purposes and academic verification. Additionally, we may share information with service providers who assist us in delivering educational services, maintaining school facilities, or managing administrative tasks. These service providers are contractually

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obligated to handle the information securely and in accordance with applicable privacy laws. In cases where

6. Personal Data Protection.

We prioritise the security and confidentiality of the personal information we collect. We employ a combination of technical, physical, and organisational safeguards, including data protection policies, access controls, CCTV cameras, secure storage, backup procedures, and appropriate disposal methods. We also ensure that any third parties with whom we share information adhere to strict data protection standards. Regular reviews and enhancements of our security measures are conducted to adapt to emerging threats.

7. Your rights

You have certain rights over your personal data. You have the right to be informed about how your data is used, access your information, and request corrections, erasure, or restriction of data processing. You can also object to the processing of your data and receive it in a portable format.

You have the right to withdraw your consent and rights related to automated decision-making. If you wish to exercise any of the above rights, please contact us at dpo@germanschool.co.ke

8. International Data Transfer.

In certain instances, we may transfer personal data internationally. This includes transferring data to education regulators in Germany, as well as to schools or other international organisations upon your request. Additionally, some of our

cloud service providers may have servers located outside Kenya, resulting in data transfers. We have implemented adequate security safeguards to protect your personal data during such transfers.

9. Personal Data Retention

We do not retain personal data indefinitely. We have established processes to determine the appropriate retention period for personal data in accordance with legal requirements. Once the purpose for which the data was collected has been fulfilled and there is no legal obligation to retain it, we securely dispose of personal data.

10. Your Responsibilities

It is your responsibility to provide accurate and up-to-date information when required, as this enables us to effectively process and manage your data. You should also notify us promptly of any changes or inaccuracies in your personal information.

11. Changes to this Policy

We reserve the right to modify this Privacy Policy as necessary. Any changes made to the policy will be communicated effectively, such as through our website or other appropriate channels, to keep you informed about how we collect, use, and protect your personal information. Your continued use of our services after the implementation of any modifications signifies your acceptance of the revised Privacy Policy.

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Acknowledgment of Terms and Conditions

I, _____, confirm that I have read and understood the terms and conditions of this application form, including all German School Nairobi policies, regulations and requirements relating to attendance, behavior and financial obligations. I confirm that I have had the opportunity to ask questions for clarification before signing and agree that my/our details may be shared with other parents and teachers if required. I understand that the school reserves the right to withdraw from this agreement if the information provided is found to be incorrect or incomplete.

Place and Date

Place and Date

Names of legal guardian

or

Names of legal guardian

Signature

Signature

For Head of Kindergarten only:

Kindergarten:

Full or half day Yes [☐] No [☐]

Toddler group:

Full or half day Yes [☐] No [☐]

Class _____

Start date _____

Place and date

Stamp and Signature Head of Kindergarten

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