



STUDENT: NAME _____ LAST NAME _____
 (AS APPEARS ON OFFICIAL DOCUMENTS)

ACADEMIC YEAR	CLASS/SECTION	PROSPECTIVE START DATE
ANNUAL ENROLLMENT FEE	ANNUAL TUITION	
<input type="checkbox"/> siblings <input type="checkbox"/> employee		
EVENTUAL DISCOUNT APPLIED	DISCOUNTED TUITION APPLIED	

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Registration at the Kindergarten School is complete once the registration form has been filled out and the payment of the annual registration fee and the first month's school fee, if required, has been paid.
2. The annual registration fee and the first month's school fee are security deposits against the possibility of withdrawal, according to Article 1386 of the Civic Code.
3. School fees include school lunch service and before-school and after-school care.
4. Monthly school fees are due within the first five days of each month and are to be paid in 10 monthly instalments (September to June), the duration of the academic year.
5. Monthly school fees must be paid in full even in case of student absence or non-attendance for whatever reason.
6. The contract with the Kindergarten School may be cancelled by means of written communication sent by registered return post or PEC 30 days before the anticipated date of withdrawal from the contract. In the case of withdrawal from the contract, monthly school fees for the month following the communication of withdrawal are nevertheless due.
7. In the case of absence for illness of a period superior to 6 days, the student may only be readmitted upon presentation of a medical certificate of recovery. By obligation, cases of contagious illness must immediately be communicated to the Institute.
8. The Kindergarten School is open during the following hours: 7,30 to 18,00 for five days of the week from Monday to Friday. The School is open from 1 September to 30 June.
9. In the case of late payment of school fees beyond 20 days, a penalty equivalent to 3% of the monthly school fee owed may subsequently be applied to the fee. After a further 30 days of missed payment the School reserves the right to cancel the student's registration.
10. In the case of late pick up of students at the School a penalty for each lateness and each student will be applied; costs which are associated with the prolonged opening of the school. For lateness up until 18,30 the penalty is 15,00€ and for lateness after 18,30 the penalty is 30.00€.
11. As specified in the School Regulations, students of the Pre-School, Primary School, and Middle School are obligated to wear the school uniform to school every day.

In respect of Articles 1341 of the Civic Code (Art. 1341 General terms and Conditions of Contract) and 1342 of the Civic Code (Art. 1342 Contracts Concluded by Form or Module) the present contract is approved.

IN ACCEPTANCE

DATE _____ PARENT SIGNATURE (OR GAURDIAN SIGNATURE) _____
 In the case of separated/divorced parents, both parents must provide signatures (see Art.155 of the Civic Code, modified by law 8 February 2006, no. 54)

In respect of Article 1341, comma 2, Civic Code **I declare having read and specifically approved the following articles:**
2. Annual School fees and monthly fee payment – Cancellation policy – Registration deposit, according to Article 1386 of the Civic Code
5. Monthly Fee payment – Absences
6. Withdrawal policy – Advance notice
9. e 10. Penalties

DATE _____ PARENT SIGNATURE (OR GAURDIAN SIGNATURE) _____
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RESERVED FOR ADMINISTRATIVE USE

TUITION DUE	DATE OF PAYMENT	NOTE
Enrollment fee		
Advanced tuition fee		



PAYMENT

All payments can be made:

- At the front office/administrative office of the School in cash payment (if the sum is inferior to 2.000,00€) and by cheque or debit card/credit card,
- Electronic Transfer (Iban Kindergarten: IT03S0623002800000030259178 - SWIFT CODE: CRPP IT 2 P055 – complete payment information is downloadable from the Kindergarten School site on the following page: <http://www.kindergarten.it/en/area-genitori>)

STUDENT INFORMATION

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MALE FEMALE

FISCAL CODE

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PERMANENT RESIDENCE (ADDRESS/ CITY/
PROVINCE/ POSTAL CODE/ STATE)

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CURRENT RESIDENCE (IF DIFFERENT FROM
PERMANENT RESIDENCE)

FAMILY INFORMATION

IN CASE OF SEPARATION DIVORCE, WHICH PARENT HAS LEGAL CUSTODY? BOTH _____
(provide supporting legal documents)

FATHER

LAST NAME	FIRST NAME
DATE AND PLACE OF BIRTH	NATIOTALITY
FISCAL CODE	ADDRESS (if different from the student's address)
CELL PHONE	HOME TELEPHONE
OTHER CONTACT	E-MAIL (in clear block letters)
EDUCATIONAL DEGREE*	PROFESSION*

MOTHER

LAST NAME	FIRST NAME
DATE AND PLACE OF BIRTH	NATIOTALITY
FISCAL CODE	ADDRESS (if different from the student's address)
CELL PHONE	HOME TELEPHONE
OTHER CONTACT	E-MAIL (in clear block letters)
EDUCATIONAL DEGREE*	PROFESSION*

* non-obligatory information provided to the Ministry of Education for statistical purposes

SIBLINGS

FIRST AND LAST NAME	DATE OF BIRTH	KINDERGARTEN STUDENT (YES/NO)



CHOICE OF PARTICIPATION/NOT PARTICIPATION IN CATHOLIC RELIGIOUS INSTRUCTION
[PRE-SCHOOL, PRIMARY AND SECONDARY SCHOOL]

Given that the State assures Catholic religious instruction in schools at every level of schooling, in conformity with the Agreement modifying the Lateran Pact (Art. 9.2), the present form constitutes a request by families to the school authority to exercise a choice in availing themselves, or not, of Catholic religious instruction.

ATTENTION: The following choice made at the moment of registration is valid for the entire school year and is non-modifiable.

- Participation in Catholic Religious Instruction
- Non-Participation in Catholic Religious Instruction
 - alternative learning activities
 - early leaving or late entry if at the beginning or at the end of the school-day

The undersigned declares being informed that the data disclosed is used by the school in respect of the normative on the treatment of personal information and to have received complete information as required by Legislative Decree 196/2003 and European Regulation on Privacy 679/2016.

DATE

PARENT SIGNATURE (OR GAURDIAN SIGNATURE)

In the case of separated/divorced parents, both parents must provide signatures (see Article 155 of the Civic Code, modified by law 8 February 2006, no. 54)

ADULTS AUTHORISED TO PICK UP THE STUDENT

Please indicate below the names of adults authorised to pick up the student at school. The list may be subsequently modified at any time with written communication of changes. The authorisation to pick up the student absolves the Institute of any responsibility, civil or criminal, for any accidents. Persons authorised below to pick up the student(s) are not required to have written authorisation sent to the school every time they pick up the student. Families must authorise persons for the occasional pick up of the student(s) on every occasion.

LAST AND FIRST NAME	RELATION TO THE STUDENT

In AUTHORISATION

DATE

PARENT SIGNATURE (OR GAURDIAN SIGNATURE)

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ENROLLMENTS IN THE FIRST YEAR OF SCHOOL CYCLE – SECTION PREFERENCES

Students registering in their first classes at the Primary and Middle School may name a classmate(s) with whom they wish to be in the same class. If three preferences are indicated, the school guarantees that at least one preference will be respected. ATTENTION: If fewer than three choices are indicated a preference cannot be guaranteed.

LAST AND FIRST NAME OF FRIENDS	REMARKS

SECOND LANGUAGE CHOICE – SECONDARY SCHOOL ONLY

Middle School students may express a preference for second language learning. The school reserves the right to modify the choice in the case that, at the time of registration, the language group selected has reached a student number maximum.

FRENCH

SPANISH

DATE

PARENT SIGNATURE (OR GUARDIAN SIGNATURE)

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SECTION 2 – ONLY FOR INITIAL ENROLMENTS AT KINDERGARTEN

a) DOCUMENTS TO BE ATTACHED TO THE APPLICATION FOR EVERYONE:

- a copy of a form of identification of both the student and parent
- a copy of the student's fiscal code
- documentation showing the necessary vaccinations have been completed
- any medical certificate regarding particular information about the student's health (e.g. allergies). For ethical/religious diets, a declaration from the parent is sufficient.

FOR PRIMARY AND SECONDARY STUDENTS ONLY:

- any school related documents from last school attended (e.g. evaluation sheets/transcripts)

b) LANGUAGES SPOKEN BY THE STUDENT

FIRST LANGUAGE: _____ OTHER LANGUAGES: _____

c) INFORMATION ABOUT THE LAST SCHOOL ATTENDED [PRIMARY AND SECONDARY]

NAME AND CITY OF THE SCHOOL _____

d) LINGUISTIC SUPPORT [PRIMARY AND SECONDARY]

FOR STUDENTS WHO ARE NOT MOTHER-TONGUE ITALIAN SPEAKERS:

New Primary and Secondary School students, whose first language is not Italian, will have to complete an individual Italian Language Competency Test. Based on the results of that test, the Academic Coordinator will decide if the student needs extra course to strengthen their language skills in Italian. The linguistic support course will be organized by the school and the cost will be €300 a month, which will be added to the monthly school tuition, totaling €3000 yearly.

DATE

PARENT SIGNATURE (OR GAURDIAN SIGNATURE)

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FOR STUDENTS WHO NOT MOTHER-TONGUE ENGLISH SPEAKERS:

New Primary and Secondary School students, whose first language is not English, will have to complete an individual English Language Competency Test. Based on the results of that test, the Cambridge Coordinator will decide if the student needs an extra course to strengthen their language skills in English. The linguistic support course will be organized by the school and the cost will be €300 a month, which will be added to the monthly school tuition, totaling €3000 yearly.

DATE

PARENT SIGNATURE (OR GAURDIAN SIGNATURE)

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For more information about the linguistic support we provide, please visit our website at this link: <https://kindergarten.it/en/supporto-linguistico/>



SECTION 3 - INFORMATION ON THE TREATMENT OF PERSONAL DATA FOR STUDENTS AND FAMILIES

(From Article 13-14 European Regulation 679/16 and Article 13 Legislative Decree no. 196/03)

In compliance with European Regulation no. 679 of 2016 (General Data Protection Regulation) and of Legislative Decree no. 196/03 (General Protection of Personal Data Code), is hereby provided for information on the collection and use of personal data at the Kindergarten School.

PURPOSES OF DATA PROCESSING

Kindergarten S.r.l. (hereby the "Institute") may collect and use different types of personal data according to the purposes described below.

a) Personal data requested at the moment of registration and during attendance at the Institute will be used exclusively for the purposes of school services, connected to the instruction and training of students and for essential administrative purposes, and, specifically:

- student participation in activities, projects and events organised by the Scholastic Institute;
- management of the health protocol of the student;
- use of the services offered by the Scholastic Institute to the student;
- communications from the Scholastic Institute to the student and their family;
- other data treatment as required by current legislation, necessary to the carrying out of the functions of Scholastic Institute;
- the sending of promotional and informational material relative to learning activities, conferences and of other types of activities.

In addition, the personal data of students is requested and used for strictly legal and organisational purposes, in order to participate in Final Examinations, to obtain a diploma and a student's certificate of course completion, including evaluations, attestations of training credits, as well as auto-certificates and obligatory academic documents.

The treatment of personal data has the purposes described above and a juridical basis in Article 6 of Reg. 679/16, namely it constitutes necessary treatment of data for the execution of the contract of which you are party.

b) Personal data defined as "sensitive information" or "judicial information" by the Privacy Code, provided at the moment of registration and successively provided will be treated by the Institute according to the provisions designated by the law.

COMMUNICATION AND DISCLOSURE OF PERSONAL DATA

The personal data provided may be known by personnel of the Scholastic Institute and their collaborators, specifically authorised to treat such data, for the exclusive purposes described above. These entities are also bound to treat personal information according to the guidelines of Article 5 and 6 of Reg. 679/16, lawfully, correctly and restricted to the necessary carrying out of work duties (so-called 'data minimisation'); these rules of data treatment are further detailed in the Personal data collected may additionally be disclosed, for the purposes enumerated above, to:

- a. MIUR, CSA, Regional School Board;
 - b. other Scholastic Institutes;
 - c. private insurance, INAIL, ASL;
 - d. lunch service providers
 - e. museums, theatres, travel agencies, foundations, comptrollers, police headquarters, consulates, directors of cultural centres abroad, Trenitalia Spa;
 - f. City, Provincial, Regional and other Public Administrations to which data disclosure is obligatory;
 - g. universities, training Institutions;
 - h. sports associations, cultural associations, Social Assistance, Psychological and Specialised Centres, other professionals (for specific projects);
 - i. administrative services companies or quality control services to which our services are subject;
 - j. medical and paramedical personnel or health services administrative personnel involved in oversight, prevention, aid;
 - k. other parties/entities required by current norms and/or necessary to the carrying out of the functions of the Scholastic Institute;
- It is possible that the Institute organise various events, public or private, in support of publicity campaigns and in promotion of the activities of the Institute; on such occasions audio/video film taken may, possibly, be published on the Scholastic Institute web site, in School newsletters or

various publications. You are free to deny consent of such publications by filling out and signing the specific form.

The Institute further informs you that your personal data will not be disclosed to countries outside the EU, except if a designated agreement is made by the EU Commission with these countries in which the treatment of personal data is guaranteed to meet EU standards according to Reg. 679/16.

PROVISION OF DATA

The provision of personal information is obligatory for the institutional purposes of the Scholastic Institute and for the relative administrative procedures. The refusal to provide personal data will result in the partial execution or non-execution of scholastic services.

OTHER INFORMATION

We wish to inform you that:

- The personal data we collect is stored with an organisational and technical capacity sufficient to guarantee adequate levels of security in view of the state of the art, the nature, of the object, the context and the purposes of data treatment, as well as the various probabilities and impact on the rights and liberties of physical persons.
- Data subject to treatment is stored for the period prescribed by law for the fulfilment of services successive to the interruption of attendance at the Institute, saved in anonymous form as required by current norms and will not be subject to treatment in excess of the purposes indicated in the present informational disclosure. The data collected for the purposes described above will be preserved for a period of twenty years following the cessation of attendance at the Institute. In the case of revocation of consent, personal data collected will be deleted within 3 months of the request, except with respect to specific legal obligations, for example in the preservation of administrative and accountancy documentation.

- In the case in which the Company wishes to subject personal data collected to purposes other than those herein stated or contemplated, express consent will be sought in advance. **DATA CONTROLLER**

The data controller is Kindergarten SRL, with registered offices at Via San Gallo 105, Florence, fiscal code: 03920220484, tel. 055.495061.

Data control responsibility is held by Leonardo Amulfi, fiscal code MLFLRD71B10D612E (tel. 055.495061, e-mail direzione@kindergarten.it).

RIGHTS OF THE DATA SUBJECT

The Institute wishes to inform you of the following rights of the data subject as provided for by Regulation 679/16, in particular of:

- right to access (art. 15);
 - right of reply (art. 16);
 - right to be forgotten (art. 17);
 - right to restriction of processing (art. 18);
 - right to data portability (art. 20);
 - right of objection (art. 21);
 - right to lodge a complaint to the data controller (art. 78);
- The exercise of these rights is subordinated to the limits, regulations and procedures provided for in the above-mentioned Regulation which the interested parties must be informed of and have established. Pursuant to the provisions of Article 12 comma 3, in addition, the data controller will provide interested parties with information relative to actions taken without undue delay and at the latest within a month from the receipt of such a request for information. This period may be prolonged to two months, if necessary, in consideration of the complexity of the request and the number of requests received. The data controller will inform the interested parties of a prolongation, and the reasons for the prolongation, within a month of the receipt of a request for information.

INFORMATION ON PROTECTION OF PERSONAL DATA (R.UE 679/2016 - D.LGS. 196/2003)

The undersigned _____ Parent/s (or guardian) of the student _____

declare that I have received complete information regarding the treatment of personal data (page 5) according to Article 13 Legislative Decree 196/2003, as well as Article 13 and 14 of European Regulation on Privacy 2016/679 and provide consent to the treatment of personal data as described in the policy on the treatment of personal data, with particular reference to the possible treatment of sensitive information in the modes and for the purposes declared.

DATE PARENT SIGNATURE (OR GAURDIAN SIGNATURE)

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RECEIPT OF PAYMENT, INFORMATIONAL EMAILS AND NEWSLETTER

Informational e-mails and the newsletter will only be sent with the declared consent of the receiver. The receiver's e-mail address will be included in the Kindergarten School mailing list only if expressly requested. The School will then be able to send payment receipt by email, communications, and Kindergarten School general information as well as information about learning activities. Personal information will be treated at the Kindergarten School with confidentiality and will not be divulged to third parties. General information is sent periodically to the individual e-mail address even when sent by means of group e-mail. Withdrawal from the informational newsletter email list is possible at any moment, by sending an e-mail to segreteria@kindergarten.it writing UNSUBSCRIBE in the subject line of the e-mail.

PHOTOGRAPHIC AND VIDEO MATERIALS FOR DIDACTIC PURPOSES

Photographs and video may be taken during learning activities. I hereby authorise the Kindergarten School to use video/photographic material of my child, as well as drawings and other learning materials produced by my child within the school environment with exclusively didactic and pedagogical objectives of: display of works, projections for families, workshops, internal publications, newsletter, web site and similar activities with a documentary scope or to promote Kindergarten School activities in the exclusion of purely commercial purposes and not related to institutional activities.

IN ACCEPTANCE _____

DATE PARENT SIGNATURE (OR GAURDIAN SIGNATURE)

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