



DEUTSCHE SCHULE/GERMAN SCHOOL NEW DELHI
2, Nyaya Marg, Chanakyapuri
New Delhi 110 021
India
Phone: +91-11-4168 0240 schulleitung@dsnd.de
Fax: +91-11-4168 0241 www.dsnd.de

DSND KINDERGARTEN RULES AND REGULATIONS

Dear Parents,

We take great pleasure in welcoming your child to our kindergarten.

The kindergarten comprises three groups: Sternschnuppen (or Shooting Stars) and two groups with integrated kindergarten.

These rules and regulations should be understood as a guideline to help families and teachers complement each other's work and to ensure the smooth running of the kindergarten.

Please feel free to discuss any problems or concerns with our kindergarten staff.

Kindergarten rules are binding

Parents and legal guardians will be given a copy of the kindergarten rules and regulations at the time of registration. By signing the admission letter you accept that the rules are binding. This will help establish a relationship of trust and confidence between the school authorities and parents.

1. Admission

Similar to the school year at the DSND, the kindergarten year starts at the beginning of August and ends in May. Admission to the kindergarten is open throughout the year, provided there are vacancies.

Basic requirements for admission

Children must have an adequate knowledge of German or English.

Minimum ages for admission are 18 months for Sternschnuppen, 3 years for preschool and 5 years for kindergarten.

As we have only a limited number of seats, the admission criteria listed below will apply in the following sequence:

1. Children who move up from Sternschnuppen to preschool.
2. Children who have at least one German-speaking parent.
Children who have siblings in the DSND.
3. Children whose parents would like them to have a bilingual education, i.e. German and English.
4. Time of registration.



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If we are unable to admit your child on the preferred date that you have specified, your child's name can be added to our waiting list. The list will be maintained according to the criteria listed above.

An admissions committee will decide on the allocation of seats. Parents will be notified in writing of the date of admission.

If your child attends our kindergarten, s/he does not automatically qualify for admission to the school.

The kindergarten admissions policy is determined by the school authorities.

We request you to bring your child along to the interview. The interview will be conducted by the kindergarten management team and the respective group leader.

The first two months in the kindergarten are seen as an observation period and a time when the child settles in.

Should we feel that a child is not yet mature enough for kindergarten, we may defer admission. At the time of registration, the child must be able to go to the toilet on his/her own.

Admission to Sternschnuppen

The Sternschnuppen group admits children between the ages of 18 months and three years. If seats are available and there are sound pedagogical reasons for a child to move up to preschool, the child can join after he has reached the age of three years. We request you to discuss this matter with the teachers well on time so that you do not lose out on a seat.

Sternschnuppen children are given priority when applying for preschool admission.

The preschool admissions policy will apply.

Kindergarten admission

Children must be able to understand and express themselves well in German before they can be admitted to the kindergarten. Children who turn five by 1 August of a particular year are eligible for the kindergarten. Children, who turn five by 31 December and have been recommended by the preschool staff, may be accepted if their parents apply for admission. A child who is admitted is expected to attend classes regularly, so that s/he can meet the requirements of the German primary school.

The kindergarten admissions policy will apply.



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The following documents are required for admission

- Proof of a medical examination confirming that the child is free of infectious diseases. A health certificate may be requested in individual cases.
- Copy of the child's identity card or passport
- Application for admission
- Immunization record

2. Withdrawal

If you are withdrawing your child please inform the school in writing at least four weeks before the end of the month.

A withdrawal notice is not required if the child is continuing his education at the DSND.

3. Kindergarten attendance, timings, holidays

- Regular attendance is in the interest of the child and the group.
- If your child is unable to come, please inform the teacher well in advance.
- Please understand that while the kindergarten is open, the premises are for the exclusive use of the children and teachers.
- The kindergarten is open from 8 am to 1:15pm. All children must be in school by 8 am. Three-year-olds are expected to be in the kindergarten from 8 am to 11:25 am.
- The Sternschnuppen is open from 8 am to 11:25 am.
- On Wednesdays, the kindergarten closes for all children at 11:25 am. Please make sure that your child is picked up punctually at 11:25 am.
- One day before the holidays, the kindergarten will close at 11:25 am. Kindergarten holidays coincide with DSND school holidays.



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- In the case of unforeseen circumstances (e.g. air conditioners breaking down, staff shortages, illness or events beyond our control) the authorities can decide to close the institution at short notice. We are not liable for damages.
- Parents can discuss any issues or consult teachers for advice at parent-teacher meetings. Please try and attend these meetings at least twice a year. You will be informed of the dates in our regular circulars or in separate invitations.
- Children who do not take swimming lessons can either stay at home or accompany the group to the pool. Children who do not take part in special events (e.g. excursions) can stay at home.
- Sternschnuppen children may not use the school bus.

4. Supervision

- During kindergarten hours, your children are the responsibility of our teaching staff. They will receive the children when they come to school and take them to the respective rooms. Parents must ensure that their children are handed over to a teacher.
- Parents are responsible for their children when they are on their way to and from the kindergarten.
This does not apply to kindergarten children using the school bus. Children on the bus will be supervised by a member of our local staff especially assigned for this purpose and will be accompanied to the kindergarten.
- Children can be picked up only by persons with a valid identity card issued by the school.
- During events involving parents, the children are the parents' responsibility. In the case of events that require more than just routine supervision (e.g. excursions, swimming, etc.), you will be requested to state in writing that you have no objection to your child accompanying the group.

5. Illness

- If children are sick please do not send them to the kindergarten.
- Teachers are entitled to send sick children home immediately.



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- If your child or a family member is suffering from an infectious disease, please inform the kindergarten immediately and keep your child at home.
- Even if you suspect that your child or a member of the household may be suffering from an infectious disease, please do not send your child to the kindergarten.
- A doctor's certificate must be submitted before a child will be allowed to return.

6. Accident insurance

Children are insured against accidents during kindergarten hours and during all kindergarten events outside the premises (walks, parties, etc).

Only children using the school bus are insured for the route to and from the kindergarten.

7. Kindergarten council

The parent council represents the interests of kindergarten parents. The council is elected at the start of the academic year and serves a one-year term.

A copy of the rules and regulations of 1 September 2004 governing parent involvement at the DSND is handed out to parents at the time of admission to the kindergarten.

8. Suspension

Children who repeatedly breach the kindergarten code of conduct may be asked to leave the kindergarten with immediate effect. The ruling also applies if fees remain unpaid.

New Delhi

Siegfried Huber
School Principal

New Delhi

Dr. Jürgen Bischoff
Chairperson of the board of governors