

# Deutsche Schule Rochester: Registration Form

School year 2017 / 2018

(Address: Deutsche Schule Rochester, PO Box 93195, Rochester NY 14692)

## Student Information

### Enrollees:

First Name	Last Name	DOB (MM/DD/YY)	Years German School	Course Code (see below)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Payment Options (check one)     Entire Year     Each Trimester (not available for Marienkäfer and Pre-Elementary)

### Student Address Information

Guardian/ mother's name (students under 18 only)

Address

City

State

Zip

Home phone

Work phone

Cell phone

e-mail address

Father's name (students under 18 only)

Address, if different

City

State

Zip

Home phone

Work phone

Cell phone

e-mail address

I give permission to publish my child's image on the Deutsche Schule Facebook page.

Yes

No

I give permission to DSR to publish my or my family's name, address, phone number and email in our directory (school use only).

Yes

No

### Course list and schedule

Course	Code	Time (tentative)
Marienkäfer	MAR	9:00am to 9:45am
Pre-Elementary I	PREL I	10:00am to 10:45am
Pre-Elementary II	PREL II	11:00am to 11:45am
Elementary I, K-2	EL I	9:00am to 10:30am
Elementary II, 3-5	EL II	9:00am to 10:30am
Middle School, 6-8	MS	10:45am to 12:15pm
High School, 9-12	HS	10:45am to 12:15pm
Adult, private lesson	AdPr	60 min. by arrangement

Course	Code	Time (tentative)
Muttersprache K bis 2	Dtsch I	10:45am -12:15pm
Muttersprache 3. bis 5.	Dtsch II	10:45am -12:15pm
Muttersprache 6. bis 10.	Dtsch III	Currently Sunday
Adult Beginners	AdBeg	9:00am - 10:30am
Adult Intermediate	AdInt	10:45am -12:15pm
Adult Advanced	AdAd	9:00am - 10:30am
Adult Proficient	AdProf	9:00am - 10:30am

### Payment Information

	Marienkäfer/ PREL 1 <sup>st</sup> student	Marienkäfer/ PREL each additional student	K -12/ Adults 1 <sup>st</sup> student	K - 12 / Adults each additional student
Entire School year	\$240.00	\$160.00	\$420.00	\$280.00
1 <sup>st</sup> trimester (fall)	N/A	N/A	\$160.00	\$160.00
2 <sup>nd</sup> trimester (winter)	N/A	N/A	\$160.00	\$160.00
3 <sup>rd</sup> trimester (spring)	N/A	N/A	\$160.00	free

Note: An additional registration fee of **\$25.00 per student** is due at registration (\$40.00 after August 15<sup>th</sup>)

For detailed information on classes, please refer to our website [www.DeutscheSchuleRochester.org](http://www.DeutscheSchuleRochester.org)

**For office use only** / Promotion special     Yes     No

Single Payment
Amount due: Aug 15, .....
Date paid
Check #
Balance due

Fall Payment
Amount due: Aug 15, .....
Date paid
Check #
Balance due

Winter Payment
Amount due: Nov 08, ...
Date paid
Check #
Balance due

Spring Payment
Amount due: Feb 21, ...
Date paid
Check #
Balance due

**Deutsche Schule Rochester**  
**Emergency Information Form Form**

Please provide information for ALL students

School year 20\_\_ to 20\_\_

Last name

First name

date of birth

Medical conditions or allergies, please specify

Yes  No

Yes  No

Yes  No

Yes  No

If you have indicated any medical condition or allergy, please provide us with more information on the reverse side of this form

Address

City

State

zip code

home phone

work phone

cell phone

Primary contact in the event of an emergency

Name

Address

Relationship

home phone

cell phone

Please list two friends or relatives who will assume responsibility for your child if you cannot be contacted or reached. Please notify the designated person(s) that you have given their name to the DSR and that they may be called in an event of an emergency.

Name

Name

Address

Address

Home phone

work phone

cell phone

home phone

work phone

cell phone

Student's local physician

Phone

Address

Parental Consent for Emergency Medical Treatment:

I hereby grant the Deutsche Schule Rochester permission to obtain emergency medical treatment for my child if needed.

Signature of both parents

Date

# DEUTSCHE SCHULE ROCHESTER

## PARENT QUESTIONNAIRE

Deutsche Schule Rochester is organized as a parent cooperative. By paying the yearly registration fee for their children or themselves, parents automatically become members of the organization and have the right to participate and vote in general meetings. In order to keep tuition low, parents are asked to generously contribute some of their time and skills and assume functions on the school board or in the various committees. Please review the list below and mark areas of special interests/ skills.

\_\_\_\_\_ School Board (involves attendance at monthly meetings). Board positions include: president, vice president, secretary, treasurer, payroll administrator, registrar.

\_\_\_\_\_ Classroom helpers (recommended for all families—we anticipate 1-2 times per family per trimester)

\_\_\_\_\_ Special Events Coordinators/volunteers (e.g. Lanternfest, St. Nicholas, Fasching)

\_\_\_\_\_ Computer donations

\_\_\_\_\_ Computer management (occasional graphic design for advertising, classroom material and mailings, hardware and software management)

\_\_\_\_\_ Advertising (distribute posters/brochures to schools, libraries, businesses)

\_\_\_\_\_ Fundraising (assisting in development and organizing of fundraising ideas)

\_\_\_\_\_ Librarian (keeping library organized, keeping inventory, helping children check out books)

\_\_\_\_\_ Newsletter (writing monthly school newsletters, to be distributed by email)

\_\_\_\_\_ Photographer (taking photographs/videos in the classroom and during special events)

\_\_\_\_\_ German teacher (we are always looking for qualified native speaking teachers)

\_\_\_\_\_ Financial contributions

\_\_\_\_\_ Any other special skills you would like to share (please specify): .....

# **Deutsche Schule Rochester**

## **Registration Policies**

- Due to the need to hire teachers for the entire school year and to ensure proper academic progress within each class, we ask for a 1 year commitment to our school.
- The registration fee per student is non-refundable. It will only be refunded in the event that enrollment exceeds teacher availability, or if there is insufficient enrollment in a given age group
- Our classes are subject to a minimum enrollment. In the event that there is insufficient enrollment in a given age group, we reserve ourselves the right to cancel or combine classes or to make special tuition arrangements with the affected families.
- To ensure the quality of our language programs, our classes are subject to a maximum enrollment. Places will be filled on a first-come-first-serve basis. Students who cannot get a spot in a class suitable for them can be put on a waiting list.
- Should a class fall below minimum enrollment during the school year, due to the withdrawal of one or more students, we reserve the right to combine classes or to make special tuition arrangements with the affected families.
- Refund policy: If a student withdraws from the program prior to the first session, a refund of 50% of tuition already paid (excl. registration fee) will be granted. There are no tuition refunds after the first session.
- Registration during the school year: Tuition for students registering within the first four sessions has to be paid in full. Tuition for students registering after the fourth session of a school year will be prorated. The registration fee and cost for books cannot be prorated.
- Absences: No refunds will be given for absences/ missed sessions. In case of prolonged absence (severe illness, moving out of town), special arrangements may be made with the principal/ treasurer.

**Parent declaration:**

I have read and understood the registration policies of Deutsche Schule Rochester.

Date:.....      Signature: .....      Printed name:.....

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Our non-discrimination statement: Deutsche Schule Rochester admits students of any race, color, national origin, gender or disability.