



## Enrollment Procedures

### New families

When this is the first year that your child attends the Dutch School, could you please complete the following forms:

1. Registration form (to register your child as a potential DSSV student)
2. Admittance form (the form describes the school policies).
3. Emergency form (to share the emergency contact information).

This form will be placed in the teacher's emergency back-pack.

4. Waive and Release form

Also include (1) a check of \$ 75 (made payable to DSSV), which is a one-time only enrollment fee per family and (2) a copy of your own or your child's Belgian/Dutch passport.

Please send completed forms to the following address:

Dutch School Silicon Valley  
PO Box 51826  
Palo Alto, CA 94303

Or email to: [info@dutchschoolsiliconvalley.org](mailto:info@dutchschoolsiliconvalley.org)

Thank you.





## Registration Form (1/2)

### Student(s) information

Last name	First name	Age	Grade

### Parent(s) information

	Father	Mother
Name		
Street		
City & Zipcode		
Telephone		
Email address		

### Objectives

English speaking families:

- Beginners level:* Getting acquainted with the Dutch language and culture. The emphasis is on learning to understand and speak Dutch in every day situations.
- Intermediate levels:* Continuing to maintain and enhance the Dutch language taught in the previous years. The emphasis is on speaking. Also reading, writing, and Belgian/Dutch culture will be covered.
- Advanced levels:* Prepare for moving and living in the Netherlands/Belgium (for always or for a short term visit).

Dutch speaking families:

- Intermediate levels:* Maintaining the Dutch language. The emphasis is on speaking, vocabulary building and Belgian/Dutch culture. No intention of moving (back) to the Netherlands/Belgium.
- Advanced levels:* Speaking, reading and writing (spelling and grammar) in the Dutch language. As well as expanding the Dutch vocabulary plus attention for Belgian/Dutch culture. Following the educational system with a difference of maximum 2 years
- Expatriate levels:* Same curriculum as the educational system in the Netherlands/Belgium and staying at the same level as your child's age-group to ensure a smooth transition when moving back.

Comments:

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### Passport

The Dutch School Silicon Valley is affiliated with the Foundation for Dutch Education Abroad ("Stichting NOB") and is sponsored by the Dutch government. The school receives subsidy (which is used to buy learning materials, books, etc) when your child has his/her own Belgian/Dutch passport or if one of the parents has a Belgian/Dutch passport.

Does your child have a Belgian/Dutch passport?

- Yes, please attach a copy of the passport(s) to these forms (unless you submitted a valid copy earlier)
- No, please consider getting a Belgian/Dutch passport for your child (this has many advantages).

Does one of the parents have a Belgian/Dutch passport?

- Yes, please attach a copy of the passport(s) to these forms (only when your child does not have his/her own passport and if you have not submitted a valid copy in the past)
- No





### Registration Form (2/2)

#### Class schedule / time slots

We strive towards scheduling students with the same age (grade), language skills, and background in the same time slot. Making the best possible schedule is quite a challenge. Your co-operation/flexibility is appreciated.

To give an indication, please find below the timeslots of last schoolyear (2010/2011) :

- **Berkeley**

Tuesday afternoon - 4 PM till 6.30 PM

- **San Francisco**

Thursday afternoon - 3.30 PM till 6.00 PM

- **San Jose**

Tuesday afternoon - 3.45 PM till 6.15 PM.  
Wednesday afternoon - 3.45 PM till 6.15 PM

- **Palo Alto**


Monday afternoon - 3.45 PM till 6.15 PM  
Tuesday afternoon - 3.45 PM till 6.15 PM  
Wednesday afternoon - 3.45 PM till 6.15 PM  
Saturday morning - 10 AM till 12.30 PM  
Saturday afternoon - 12.30 PM till 3 PM

The above schedule is subject to change from schoolyear to schoolyear.


Please tell us which location you would like to register your child for :

Location : \_\_\_\_\_

Which day has your preference : \_\_\_\_\_

Which other day(s) would work as well  : \_\_\_\_\_

Which day does **NOT** work : \_\_\_\_\_

 We'll use this information to explore possible day changes or to add a day/timeslot to our schedule.

Thanks for completing the DSSV registration form.

Executed and witnessed (date) \_\_\_\_\_, 2011

Signers:

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Name: \_\_\_\_\_





## Admittance Form – School copy

### Terms of admittance

#### Enrollment at the beginning of the school year

- **Age:** The school accepts children of age 5 till 18 and children of age 4 who will turn 5 before December 1<sup>st</sup>, 2011. Children who will turn 5 after December 1<sup>st</sup>, 2011 can enroll after their 5<sup>th</sup> birthday.
- **Language skills:** Both native Dutch speakers seeking to maintain their Dutch language skills and native English speakers with a desire to learn Dutch as a second language are accepted to the school. Language skills are a deciding factor in the class placement of your child.
- **New families:** An intake interview with the director of the school will take place at your home. There will be a one-time only enrollment fee (see tuition).
- **Returning families:** The enrollment fee is waived.
- **Forms:** We'd really appreciate it when these forms are completed as soon as possible.

#### Enrollment during the school year

- Enrollment during the school year is possible, but limited to the first week of each month to guard structure for the children and continuation in the classes, as well as for our own accounting convenience.

#### Cancellation

- Admittance to the school takes place for the duration of the entire school year. When cancelling, a written notice has to be given 30 days (a month) in advance by emailing the director and board of the school ([miriam@dutchschoolsiliconvalley.org](mailto:miriam@dutchschoolsiliconvalley.org) + [bestuur@dutchschoolsiliconvalley.org](mailto:bestuur@dutchschoolsiliconvalley.org)).

### Tuition

#### Enrollment fee

- For new families, there is a one-time enrollment fee of \$ 75 (per family). This fee is waived for returning families.

#### Regular tuition

- Tuition for the 2011/2012 schoolyear has yet to be determined. But in all previous years, it has been \$ 125 per child per month. Tuition is to be paid upfront for a period of three months. If this causes a problem, please contact our treasurer at: [pennningmeester@dutchschoolsiliconvalley.org](mailto:pennningmeester@dutchschoolsiliconvalley.org)

First installment (Sept, Oct, Nov) is due before September 1, 2011

Second installment (Dec, Jan, Feb) is due on December 1, 2011

Third installment (March, April, May) is due on March 1, 2012

#### Discount policy

- For families with 3 children enrolled in our program, we offer a 50% discount on the tuition of the third child.

All checks need to be made payable to "Dutch School Silicon Valley" or "DSSV".

Please send the checks to:

Dutch School Silicon Valley  
P.O. Box 51826  
Palo Alto, CA 94303

It is appreciated if the enrollment fee is submitted with these forms.

Please find an extra copy of these policies on the next page for your own administration.

By our signatures below, we agree to all of the above.

Executed and witnessed (date) \_\_\_\_\_, 2011

Signers:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_





## DSSV Policies – Parent Copy

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### Waive and Release Form

The undersigned (the "Signer"), being the parent(s) and/or legal guardian(s) of the below-listed minor child(ren) (the "Child"), for valuable and sufficient consideration, receipt of which is hereby acknowledged, on behalf of themselves and the Child do hereby knowingly and intentionally fully and irrevocably release, to the full extent permitted by California law, the Dutch School Silicon Valley (the "School"), and its directors, officers, sponsors, administrators, staff, employees, and agents, from any and all claims or liability, known or unknown, of any kind whatsoever, which may now exist, or at any time in the future arise, with regard to any matters relating, directly or indirectly, to the Child's enrollment or attendance at the School, or to the Signer's or the Child's participation in any activities directly or indirectly related to, or sponsored or sanctioned by, the School, regardless of whether or not said activities occur on School premises or elsewhere.

Child(ren):

\_\_\_\_\_  
\_\_\_\_\_

By our signatures below, we knowingly waive and release any and all legal claims that we or the child(ren) may now or in the future have against the School, or anyone connected with it.

Executed and witnessed (date) \_\_\_\_\_, 2011

Signers:

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_





### Emergency Form

#### Student information

First Name				
Last name				
Street				
City & Zip code				
Telephone				
Date of Birth (m/d/y)				
Grade				

#### In case of a major earthquake your child can only be released to

Name		
Daytime Phone		
Cell Phone		

Name		
Daytime Phone		
Cell Phone		

Name		
Daytime Phone		
Cell Phone		

Name		
Daytime Phone		
Cell Phone		

#### Health problems / allergies

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Medical Plan \_\_\_\_\_

Medical I.D. Number \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Last DTaP (vaccine) \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

At all times the school staff is authorized to take any measures necessary for the protection of my child.

Executed and witnessed (date) \_\_\_\_\_, 2011

Signers:

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

