



# - CENTRO INFANTIL HUMBI

## DOCUMENTS FOR REGISTRATION - Документы для записи

If you wish to enroll your son/daughter in this school, they must submit the following documentation:

Чтобы записать ребёнка в нашу школу, нужно предоставить следующие документы:

- **4 photos** (Passport size)  
**4 цветных фотографии** (размер ≈ 3,5x4,0 см.).
- The **D.N.I** or **NIE** and **passport** copy of mother, father and child.  
Копия **D.N.I** или **NIE** и **паспорт** отца, матери и ребёнка (при наличии).
- **Birth certificate copy** (officially translated into Spanish).  
**Копия свидетельства о рождении** или Libro de Familia с оригинальной печатью переводчика (официально переведены на испанский).
- In the case of parents being either **separated or divorced**, a **photocopy of the corresponding legal document in addition to written consent of both parties** is required to enroll your child in this center (officially translated into Spanish).  
В случае, если родители ребёнка не сожительствуют или находятся в разводе, **приложить копию Судебного Решения и письменное согласие обоих родителей** на поступление ребёнка у наш учебный центр (официальный перевод на испанском).
- **Town hall registration** which includes all members of the family.  
**Прописка** (empadronamiento) где фигурируют все прописанные члены семьи.
- **Official medical certificate** (Spanish doctor)  
**Медицинская справка** (испанский формат).
- **Copy of child's vaccines**.  
Фотокопия всех прививок (libro de vacunas).
- **Social insurance or private medical insurance**  
Карта социального страхования (Tarjeta de la Seguridad Social) или частной медицинской страховки.
- **Direct debit form stamped by your bank**.  
Предоставить платёжное поручение **с печатью банка** (получатель Colegio Internacional Costa Adeje, S.L.), для осуществления ежемесячной оплаты.
- **Fill in the forms** we will give you in the office.  
Заполнить все бланки, которые Вам дадут в школе.
- **Payment of 237 €** as inscription fee and place reservation (cash or credit card).  
Внести вступительный взнос в размере **237€** ( наличными или картой).



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PEGAR  
FOTO

## HOJA DE INSCRIPCIÓN - INSCRIPTION

<b>Datos del alumno/a /StudentData</b>		
Nombre del alumno/a/Name	Apellido(s) /Surname	Fecha nacimiento/Date of birth
Nacionalidad/Nationality	D.N.I./N.I.E. alumno/a/ Student	
HORARIO QUE DESEA/THE HOURS YOU WANT		
¿Tiene alguna enfermedad crónica o alergia? ¿Necesita utilizar medicamentos? / Does the child have a chronic medical condition or allergies? / Does the child take medication?		
Número de hermanos/as en el centro y curso / Number of siblings in the school and course Nombre y apellidos hermano/s en el centro/ Name and Surname of siblings in the school		

<b>Datos de los padres o tutor/es /Parents Data /Данные родителей</b>		
Nombre padre o tutor legal) /Father//legal guardia name	Apellido(s) /Surname	Nacionalidad/Nationality
D.N.I./N.I.E.	Domicilio particular (calle, edificio, localidad, código postal) /Current Address	Teléfono(s) Telephone/ Móvil/mobile phone
Correo electrónico/E-mail address		
Nombre madre o tutora legal/) /Mother/legal guardian name	Apellidos(s) /Surname	Nacionalidad/Nationality
D.N.I./N.I.E.	Domicilio particular (calle, edificio, localidad, código postal) /Current Address	Teléfono(s) / Telephone Móvil/Mobile
Correo electrónico/E-mail address		
Situación familiar: casados o separados/ Marital Status: Married or separated	Telefono(s) en caso de ausencia de los padres/Phone number in case of absence of parents	

All the information I have given is true. I declare I know and accept the internal regulations of the school policy of this Centre posted on the school website: [www.colegiocostaadeje.com](http://www.colegiocostaadeje.com) - I know and authorize the security system through which digital recordings are made throughout the premises and therefore my son / daughter. I understand that parents are required to pay school fees for their children (tuition fee, meal service ...) and failure to do so will result in the cancellation of the student's school place.

## **INFORMATION REGARDING DATA PROTECTION**

'Colegio Internacional Costa Adeje S.L. (from here onwards referred to as 'the School')' is authorised legally solely through your direct consent to process your data and that of your child/children in order to provide a service, in other words:

1. To facilitate educational and academic functions.
2. Organisation of school and extracurricular activities.
3. For activities related to invoicing and payment, and, if necessary, debt recovery.
4. To enable us to send emails concerning the dining room menu, if applicable.

Please be informed that the data collected through this form are necessary and will be used solely for this purpose. The data provided will be conserved during the period necessary for the delivery of our services and the educational function under contract or during the period necessary to fulfill our obligations or legal requirements. This data will not be passed on to third parties with the exception of circumstances where this becomes a legal requirement, through request by the relevant authorities or when we request your express permission to do so, in which case we will indicate which data, to whom and for what purpose.

You have the right to obtain confirmation regarding the correct use of both your personal data and that of your children as well as the right of access to this, to rectify incorrect data or to request that its use be discontinued when no longer necessary. In this case, please contact the party responsible for data processing. The responsibility for Data Processing lies with: COLEGIO INTERNACIONAL COSTA ADEJE, S.L. (The School), (B38501029) and we can be contacted through:

- Address: Avenida Kurt Konrad Mayer, no. 10, 38660, Adeje, S/C Tenerife
- Contact telephone no: 0034 922 713217
- Email: [secretaria@colegiocostaadeje.com](mailto:secretaria@colegiocostaadeje.com)

Delegate for Data Protection (DPD): A DPD (MACG ASESORES-AUDITORES S.L.) has been designated and communication should be channeled through the following email: [giovanna.caputo@macg.es](mailto:giovanna.caputo@macg.es)

In addition, and solely with your express permission, will data be employed for other purposes.

- I AUTHORISE the School to use my data for publicity.
- I AUTHORISE the School to use my data for information bulletins.
- I AUTHORISE the School to take photographs of my child during extracurricular activities (excursions, extra activities, parties, competitions and trips).
- I AUTHORISE the School to use images and videos of my child taken exclusively in the field of education, and to publish them in yearbook, school magazine, social networks and the school website (Facebook, Twitter, YouTube, Instagram, LinkedIn, Blogs).

Date: \_\_\_\_\_

Father signature: \_\_\_\_\_ Mother signature: \_\_\_\_\_



# - CENTRO INFANTIL HUMBI

## QUESTIONNAIRE BABY HUMBI

We are very pleased to welcome you to our centre. We hope to provide all that is necessary for your child's development. In order to know more about your child, please fill in this questionnaire.

### PERSONAL DETAILS:

NAME AND SURNAME: \_\_\_\_\_

My baby was born (date) \_\_\_\_\_ and weighed \_\_\_\_\_

The pregnancy was \_\_\_\_\_ and it was (full term, premature) \_\_\_\_\_

The birth was (natural, cesarean) \_\_\_\_\_

Has your baby got any type of illness? \_\_\_\_\_ Please, state \_\_\_\_\_

What is the treatment? \_\_\_\_\_

Is your baby allergic to anything? \_\_\_\_\_

What does your baby like and what makes him/her laugh? \_\_\_\_\_

Who does your baby spend most of the time with? (with mummy, daddy, childminder, grandmother...) \_\_\_\_\_

Who plays with your baby and what do you play? \_\_\_\_\_

What doesn't your baby like or makes him/her cry? \_\_\_\_\_

How does your baby react to other people? (cries, laughs, misses you) \_\_\_\_\_

Has your child got any brothers or sisters? \_\_\_\_\_ How many? \_\_\_\_\_

What is your baby's relationship like with his/ her grandparents? \_\_\_\_\_

Does your baby like music? \_\_\_\_\_ Any particular song? \_\_\_\_\_

Any particular time? \_\_\_\_\_

What language do you speak to your baby? \_\_\_\_\_

**SLEEP:**

Uninterrupted sleep.

At night \_\_\_\_\_ hours.

During the day \_\_\_\_\_ naps.

How does your child go to sleep? (In your arms, rocking him/ her to sleep, or by himself/ herself)

\_\_\_\_\_

Does your baby use a dummy? \_\_\_\_\_

How does your baby wake up? (crying, happy) \_\_\_\_\_

**FOOD:**

At what time does your baby eat? \_\_\_\_\_

How much does your baby eat? \_\_\_\_\_

In general your baby eats (well, very little, hasn't adapted to a spoon yet) \_\_\_\_\_

\_\_\_\_\_

Is your baby allergic to anything? \_\_\_\_\_

Is your baby intolerant to any type of food? \_\_\_\_\_

Is there any other detail that we should know or you consider to be important?

\_\_\_\_\_

**INFORMATION REGARDING DATA PROTECTION**

This form contains especially relevant data, necessary for the effective delivery of our services. We are authorised to process this data through your direct consent and as a consequence of registration for the school lunch service (art. 9.2 of the LOPD 3/2018 and RGPD 679/2016) and will be used solely for this purpose.

Data will not be passed on to third parties with the exception of circumstances where this becomes a legal requirement or through request by the relevant authorities.

You have the right to obtain confirmation regarding the correct use of both your personal data and that of your children as well as the right of access to this, to rectify incorrect data or to request that its use be discontinued when no longer necessary. In this case, please contact the party responsible for data processing. We request that you inform us of any changes occurring in said data.

The responsibility for Data Processing lies with: COLEGIO INTERNACIONAL COSTA ADEJE, S.L. (The School), (B38501029) and we can be contacted through:

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[giovanna.caputo@macg.es](mailto:giovanna.caputo@macg.es)

Date: \_\_\_\_\_

Father signature: \_\_\_\_\_ Mother signature: \_\_\_\_\_



# - CENTRO INFANTIL HUMBI

## AUTORIZACIÓN DE DOMICILIACIÓN BANCARIA DIRECT DEBIT AUTHORIZATION/ РАЗРЕШЕНИЕ ПРЯМОЙДЕБЕТ

Nombre del alumno-a: / Name and Surname of the student / Имя и фамилия студента

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Por la presente autorizo al COLEGIO INTERNACIONAL COSTA ADEJE, S.L. a cobrar de mi cuenta del banco.  
I authorize, Hereby COLEGIO INTERNACIONAL COSTA ADEJE, S.L. to charge Receipts submitted to my Bank account.

Уполномочивает ДИДАКТИКИ Вилья-де-Адехе С.Л. списывать моего банковского счета.

Nombre del banco en España/Bank Name in Spain/ Имя банка: \_\_\_\_\_

Sucursal/Branch /филиал банка: \_\_\_\_\_

IBAN e/and/u IBIC: \_\_\_\_\_

C.C.C. (20 dígitos)/ Current account number (20 digits) /N° текущегосчета:

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Los recibos que presente para cobro dicha entidad.

Receipt for payment submitted to the entity.

Квитанции для оплаты представлен этой сущности/банка.

TITULAR/ ACCOUNT HOLDER'S NAME/ Имя владельца счета: \_\_\_\_\_

NIF/CIF: Identifying NIF/CIF Владелец банковского счета НИФ/CIF \_\_\_\_\_

DIRECCIÓN COMPLETA/ ADDRESS /Адрес

Calle/street/улица \_\_\_\_\_ N° \_\_\_\_\_ PISO \_\_\_\_\_

C.P./Post code/индекс: \_\_\_\_\_ en/in/в \_\_\_\_\_

Firma del titular/Signature/Фирма: \_\_\_\_\_

Adeje/Адехе, a \_\_\_\_\_ de \_\_\_\_\_ de 201\_\_\_\_\_

**NOTA: Por favor, entregar sellado por su banco y rellenar todos los datos.**

**Please note: everything has been stamped by your bank and has been completed correctly.**

**Примечание: Просьба передайте штампованные вашим банком.**

**Gracias. Thank you. Спасибо!**

### **NOTA INFORMATIVA: PROTECCIÓN DE DATOS PERSONALES**

El Colegio Internacional Costa Adeje S.L. (en adelante el Colegio) está legitimado para el tratamiento de los datos recogidos en virtud de su consentimiento expreso y para el eficaz desarrollo de nuestra relación contractual. Sus datos serán utilizados con las finalidades de cobros/ pagos/ domiciliaciones, derivadas de la prestación de los servicios contratados, y únicamente se emplearán para ello. Los datos se conservarán durante el tiempo necesario para la prestación de nuestros servicios o durante el tiempo necesario para cumplir con nuestras obligaciones o facultades legales. Los datos no se cederán a terceros salvo obligación legal para ello o cuando le solicitemos su autorización expresa.

Usted tiene derecho de acceso, rectificación supresión y oposición sobre el tratamiento de sus datos y para ello podrá dirigirse al Responsable del Tratamiento de Datos, esto es: COLEGIO INTERNACIONAL COSTA ADEJE S.L., (B38501029):

-Dirección postal: Avenida Kurt Konrad Mayer, n. 10, 38660, Adeje, S/C Tenerife

-Teléfono de contacto: 0034 922 713 217

-Correo electrónico: [secretaria@colegiocostaadeje.com](mailto:secretaria@colegiocostaadeje.com)

-Delegado de Protección de Datos (DPD): El Colegio ha designado un DPD (MACG ASESORES-AUDITORES S.L.) que tiene habilitado como canal de comunicación el siguiente correo electrónico: [giovanna.caputo@macg.es](mailto:giovanna.caputo@macg.es)

Del mismo modo, le rogamos nos comuniquemos cualquier modificación se produzca sobre los datos facilitados.

### **INFORMATION REGARDING DATA PROTECTION**

Colegio Internacional Costa Adeje S.L. (from here onwards referred to as 'the School' is authorised legally solely through your direct consent to process your data to ensure the efficient development of our mutual contract. Your data will be employed solely with the purpose of processing invoices/payment and standing orders deriving from the delivery of the service under contract. This data will not be passed on to third parties with the exception of circumstances where this becomes a legal requirement or through direct request by the School.

The data provided will be conserved while the application is valid or during the period necessary to fulfill our obligations or legal requirements. You have the right to obtain confirmation regarding the correct use of both your personal data and that of your children as well as the right of access to this, to rectify incorrect data or to request that its use be discontinued when no longer necessary. In this case, please contact the party responsible for data processing.

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### **ПРИМЕЧАНИЕ: ЗАЩИТА ПЕРСОНАЛЬНЫХ ДАННЫХ**

ООО "Международная школа "Коста Адехе" (далее по тексту - Школа) вправе вести обработку данных, предоставленных по положительно выраженному согласию родителей, с целью надлежащего исполнения обязательств по договору. Ваши персональные данные будут использоваться с целью осуществления вычетов/платежей/платёжных поручений банку для обеспечения предоставления нанятых Вами услуг, но не для каких-либо других целей. Хранение личных данных будет продолжаться в течение срока предоставления услуг по договору либо в течение срока, необходимого для выполнения всех наших обязательств и полномочий в порядке, установленном законом. Передача персональных данных третьим лицам запрещается, кроме случаев, предусмотренных действующим законодательством, или в случаях, для которых мы направим Вам специальный запрос на получение Вашего разрешения.

Родители имеют право доступа, отмены и возражения в отношении обработки предоставленных сведений, для чего должны направить запрос на имя ответственного за обработку персональных данных лица, а именно: COLEGIO INTERNACIONAL COSTA ADEJE S.L., (B38501029):

- Почтовый адрес: Avenida Kurt Konrad Mayer, n. 10, 38660, Adeje, S/C Tenerife

- Контактный телефон: 0034 922 713 217.

- Адрес электронной почты: [secretaria@colegiocostaadeje.com](mailto:secretaria@colegiocostaadeje.com)

- Уполномоченное лицо отдела Защиты персональных данных (ЗПД): Полномочия по ЗПД были переданы школой аудиторской компании "MACG ASESORES Y AUDITORES S.L.", контактным лицом которого является Джованна Капуто, с которой можно связаться по адресу электронной почты: [giovanna.caputo@macg.es](mailto:giovanna.caputo@macg.es).

Мы также просим незамедлительно извещать нас о любых изменениях в предоставленных школе персональных данных.