



– COLEGIO INTERNACIONAL COSTA ADEJE

DOCUMENTS FOR REGISTRATION

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

- **4 photos** (Passport size).
- The **D.N.I** or **NIE** and **passport** copy of mother, father and child.
- **Birth certificate copy** (officially translated into Spanish).
- 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 enrol your child in this centre (officially translated into Spanish).
- **Town hall registration**, which includes **all members of the family**.
- **Official Spanish medical certificate** and **copy of child's vaccines**.
- **A copy of Spanish Social insurance or private medical insurance**.
- **Authorization** direct debit form **stamped** by your bank in Spain.
- **School report and the last grades** (School report, in the case of early childhood education) **from the child's previous school**. Official Results must be presented in order to arrange an interview with the **school psychologist**.
- **Bulletins results** must be presented with the corresponding Spanish translation.
- **Interpreters** Meetings with the school principal or the school psychologist will be carried out in Spanish or English. If this is not possible, it is obligatory to attend the meeting accompanied by an interpreter.
- **Fill in the forms** we will give you in the office.
- **Payment of 370 € in cash or by credit card**, as inscription fee and place reservation.



COLEGIO INTERNACIONAL COSTA ADEJE

PEGAR FOTO

HOJA DE INSCRIPCIÓN- INSCRIPTION

| | | |
|---|---------------------------------|--------------------------------|
| Datos del alumno/a/StudentData | | |
| Nombre del alumno/a/Name | Apellido(s) /Surname | Fecha nacimiento/Date of birth |
| Nacionalidad/Nationality | D.N.I./N.I.E. Alumno/a/ Student | |
| Último Colegio (nombre, lugar, país) /Last School (name, place, country) | | |
| Curso que solicita/School year | Última clase/Last class | |
| 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 | | |
| ¿Tiene alguna enfermedad crónica o alergia? ¿Necesita utilizar medicamentos? / Does the child have a chronic medical condition or allergies? / Does the child take medication? | | |

| | | |
|--|--|--|
| Datos de los padres o tutor/es/Parents Data | | |
| 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 tutor 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 | | |

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. 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, transport ...) 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

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

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 _____



– COLEGIO INTERNACIONAL COSTA ADEJE

QUESTIONNAIRE ADMISSION TO INFANT EDUCATION

STUDENT

Name and surname _____

Date of birth _____ Age _____

Place of birth _____ Nationality _____

Who does the child live with? _____

Does/did the child attend a pre-school centre? _____

Which? _____

Since when? _____ Timetable? _____

Siblings? _____ Age(s)? _____

Do they attend this school? _____ What year are they in? _____

Does the child have a chronic medical condition or allergies? _____

Does the child take medication? _____

PARENTS

FATHER

Name and surname _____

Date of birth _____ Place of birth _____

Address _____

Postal Code _____ Town _____

Home telephone/mobile _____

Work telephone _____

Level of education _____ Profession _____

MOTHER

Name and surname _____

Date of birth _____ Place of birth _____

Address _____

Postal Code _____ Town _____

Home telephone/mobile _____

Work telephone _____

Level of education _____ Profession _____

Contact telephone number in case of emergency _____

THE CHILD'S DEVELOPMENT

Is he/she toilet trained during the day? _____

*Urine? _____ *Stools? _____

Is he/she toilet trained at night? _____

When did nappies become unnecessary? _____

Does he/she go to the bathroom unaided? _____

Does he/she eat unaided? _____

Does he/she wash unaided? _____

Does he/she dress and undress unaided? _____

Does he/she sleep alone? _____

At what time does he/she normally go to bed? _____

How many hours does he/she sleep at night? _____

Is he/she used to having a nap after lunch? _____

Does he/she use a dummy? _____

When did he/she start walking? _____

HABITS AT PLAY AND IN LEISURE TIME

How does he/she spend leisure time at home? _____

What is his/her favourite game? _____

Who does he/she normally play with? _____

Does your child have friends outside of the family? _____

Does he/she do any sport or after school activity? _____

Does he/she usually draw or paint? _____

What material does he/she prefer to use? _____

Does he/she like reading or being read to? _____

What kind of literature does he/she prefer? _____

What television programme does your child normally watch? _____

Does he/she use other technologies? (mobil phone. tablet...) _____

How much time does he/she spend watching television? _____

With whom does your child spend most time?

Father ☐ Mother ☐ Grandparents ☐ Domestic employee ☐ Other ☐

LANGUAGE DEVELOPMENT

What language is spoken at home? _____

Does he/she speak any other languages? _____

At what age did he/she start speaking? _____

Does he/she use:

- Full sentences _____ - The personal pronoun "I" _____

- Odd words _____ - The third person _____

Does he/she have problems with pronunciation or articulation _____

What problems? _____

Why do you wish to register your child in this school?

How did you find out about our centre?

Press ☐ Online ☐ Recommendation of friends or family ☐

Recommendation by other parents of children attending our school ☐

INFORMATION REGARDING DATA PROTECTION
PARTICULARLY RELEVANT DATA

This form contains important data necessary to ensure the correct delivery of our services. We are authorised to process this data through your direct consent and as a consequence of the use of our dining room service (art. 9.2 of LOPD 3/2018 and RGPD 679/2016); the sole use of said information.

This data will not be passed on to third parties with the exception of cases 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.

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

-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.

Date: _____

Father signature: _____ Mother signature _____



COLEGIO INTERNACIONAL COSTA ADEJE

AUTORIZACIÓN PARA EL CAMBIO DE MUDA EN KINDER
AUTHORIZATION FOR CHANGE OF CLOTHES IN KINDERGARTEN
РАЗРЕШЕНИЕ НА СМЕНА ОДЕЖДЫ В ДЕТСКОМ САДУ

Adeje, a _____ de _____ de 201____

Estimados padres:

Dear Parents:

Уважаемые родители:

Se aconseja a los centros de Educación Infantil 2º Ciclo que los profesores no realicen mudas de ropa a los niños y avisen a sus padres cuando sea necesario hacerlo.

No obstante, por nuestra parte, en atención a los niños y a sus padres, estamos dispuestos a cambiar a los alumnos siempre y cuando contemos con su consentimiento.

Please note that pre-school teachers cannot by law, change pupils' clothing in case of necessity, without parental consent.

Это рекомендуется учителя не изменить детскую одежду, просто уведомить родителей, когда это необходимо.

Тем не менее, с нашей стороны, в ответ надетей и их родителей, мы готовы изменить студентов тех пор, пока у нас есть свое согласие.

Atentamente, Sincerely, Суважением

La Dirección.

Directorate

директорат

Nombre del alumno/a:

Pupil's full name: _____

Имя и фамилия ученика/ученицы: _____

Curso/Class/Курс: _____

Doy mi consentimiento para que los profesores cambien a mi hijo/a cuando lo necesite.

Authorize teachers to change my son / daughter when necessary.

☐

Авторизация учителю, чтобы смог сменить одежду моему сыну/дочери при необходимости

Prefiero recoger a mi hijo para cambiarlo de ropa en casa.

I prefer to take my child to change clothes at home

☐

Я предпочитаю, взять моего ребенка, чтобы переодеть его дома

Firma del padre/madre o tutor/a legal:

Signature Father/ Mother/legal guardian _____

Подпись отца, матери или опекуна: _____



– COLEGIO INTERNACIONAL COSTA ADEJE

MEAL SERVICE REQUEST

This school has its own kitchen and all meals are prepared on the premises by the company Eurest.

Each day three different menus are prepared: Humbi, Kinder, 1st and 2nd Primary and the rest of the school.

Menus are sent on email to parents on the 1st of each month, this can also be seen on the school website.

If your child has any allergies or food intolerance, we adapt the menu to suit your needs (please let us know on the questionnaire form).

We require that if there should be any change please inform the secretary before the 25th of the previous month.

- **Special Diet** ☐ - **Vegetarian Menu** ☐

Allergy or Intolerance to: _____

Can't eat this type of food _____

☐ **Registered**

☐ **Cancelled** Reason of the cancellation _____

from _____ until _____

Student's name _____

Class _____

Date _____

Signature father/ mother or guardian

THE SCHOOL DINING ROOM

Description

Dining room assistants take care of children using the school dining room, which they do with an active and positive attitude to the needs of pupils.

The children are taught, in a friendly, communicative manner, that it is necessary to eat a balanced diet, and an appropriate speed in order to aid digestion.

In return, pupils must show respect to the dining room assistants and all other staff involved in running the dining room.

Objectives

- To take advantage of the educational possibilities of the dining room.
- To guarantee the acquisition of basic contents of Health Education, for example:
 - How to have a varied and balanced diet.
 - To put into practice the sanitary and hygiene norms explained in class.
 - To try a variety of foods and flavors.
 - To learn how to sit at the table and appropriate table manners.
- A child will not be forced to eat against his/her will, so that eating in the dining room does not become a negative experience.

Benefits

Not only do dining room staff supervise the correct nutrition of pupils, but they also participate in the school's educational project regarding correct eating habits, hygiene and behaviour at the table.

Pupils are taught to respect and take care of communal property, such as furniture, utensils and the dining room itself and staff aim to provide a calm atmosphere, without excessive shouting, to foment calm communication during lunch.

INFORMATION REGARDING DATA PROTECTION

You have registered to use the school lunch service. In this form 'especially relevant' data is requested; this is necessary for the effective delivery of this service and this will be used solely and exclusively to this end for the duration of this contract. This 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. We are authorised to process this data through your direct consent and as a consequence of the service required.

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

-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.



– COLEGIO INTERNACIONAL COSTA ADEJE

AUTORIZACIÓN DE DOMICILIACIÓN BANCARIA DIRECT DEBIT AUTHORIZATION/ РАЗРЕШЕНИЕ ПРЯМОЙ ДЕБЕТ

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

Por la presente autorizo a COLEGIO INTERNACIONAL COSTA ADEJE, S.L. a cobrar de mi cuenta de banco,
I authorize, hereby COLEGIO INTERNACIONAL COSTA ADEJE, S.L. to charge receipts submitted to my bank account,

Уполномочивает МЕЖДУНАРОДНАЯ ШКОЛА Коста-Адехе С. Л. списывать с моего банковского счета,

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

Sucursal/Branch /филиал банка в Испании: _____

IBAN e/and/u IBIC: _____

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

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 nuestros servicios, 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. 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@colegiostadaadeje.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

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.

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@colegiostadaadeje.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.

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@colegiostadaadeje.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.

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