



Primary December Holiday Hort for grades 1- 5 Monday, 18 December to Thursday, 21 December 2017

Dear Parents and Guardians,

It is Holiday Hort time again. LIS Hort team will be offering the December Holiday Hort programme filled with exciting learning experiences and lots of fun & adventure for your child from 08:00 to 17:00 each day.

To enrol your child, please return the enclosed registration form.

After registration is completed, Hort colleagues will create a programme based on the number of children attending, previous experiences, your feedback and the interests of your children. You will receive detailed programme information at least one week prior to the start of the holidays.

A fee of €55 EUR per child for the week is required for students in grades 1-5. For single-parent families (meaning only one parent in household regardless of marital status or relation to child) the price is €40 EUR per child.

This fee covers the costs of activities including materials, transportation and lunches. You will be asked to provide your child with snacks and drinks.

Please do not order any lunch at "Gourmet Kids", we will order the lunch.

Please note: Holiday Hort bookings are not available for individual days. Please book per week. You can choose a payment option in the enclosed registration form.

Enrolment:

- **How:** please fill out and return the below form either per email to the Hort Leader Team (hort-office@lis.school) or in paper form at the Hort sign-out table.
- **When:** please return this form at the latest by **Monday, 16 November 2017**. Please note that requests received after this deadline must be made directly to the Hort Leader, and will only be accepted on a case to case basis depending on space availability. If you are able to obtain a space after the deadline, there will be an additional surcharge of 30 EUR per week booked.
- **Note:** **NO LATE REQUESTS WILL BE ACCEPTED PAST FRIDAY, 8 DECEMBER. NO EXEPTIONS WILL BE MADE.** Please make sure you follow the deadlines as posted to ensure your child receives a spot.

Cancellation and Reimbursements:

- **How:** Should you need to cancel your reservation after registration has already taken place, please do so as soon as possible per email to the Hort Leadership Team at hort-office@lis.school.
- **When:** The last date for cancelling your Holiday Hort placement is **Monday, 4 December 2017**. Cancellations after this date will not be reimbursed due to costs incurred that we cannot recover.

Thank you in advance for your support. Should you have any questions, please feel free to contact your Hort Leader or Assistant Hort Leader directly.

Kind regards,

Sarah Brannon
Primary Principal

Kjersti Nichols
Hort Leader



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REGISTRATION FORM

I am registering my child:

Name of child:

Class:

Week 1 (Monday, 18 December – Thursday, 21 December)

ACTIVITY FEE PAYMENT OPTIONS

Please tick the appropriate payment option below:

- I pay school fees by direct debit. Please deduct the total amount from the usual account.
- I do not pay school fees by direct debit. My authorisation for Holiday Hort direct debit is below.
- I am a single parent

ACTIVITY SUGGESTIONS

Should you or your child have any special interests or ideas for our Holiday Hort Program, please write them down here. Thank you.

ADDITIONAL INFORMATION NEEDED

In case of a swimming excursion: My child can swim My child cannot swim

Please indicate any special dietary requirements or allergies

Date

Parents' Signature *(needed for paper copy only, not when e-mailed)*



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SEPA-Lastschriftverfahren / SEPA Direct Debit

Name und Anschrift des Zahlungspflichtigen / Name and address of Debtor

Name / name:

Straße / street:

Postleitzahl und Ort / postal code and city

Bankverbindung des Zahlungspflichtigen / Debitor bank account information

Name des Kreditinstituts (Bank name):

IBAN (International Bank Account Number):

BIC (Bank Identifier Code):

Hiermit ermächtigen wir/ich widerruflich

Herewith I/we give permission to:

**Leipzig International School e.V.
Könneritzstraße 47
04229 Leipzig
Creditor Identifier: DE95ZZZ00000222523**

die zu entrichtenden Zahlungen bei Fälligkeit zu Lasten des oben genannten Kontos durch Lastschrift einzuziehen. Wenn mein/unser Konto die erforderliche Deckung nicht aufweist, besteht seitens des kontoführenden Kreditinstituts keine Verpflichtung zur Einlösung. Eventuell entstehende Gebühren bei Nichteinlösung der Lastschrift hat der Zahlungspflichtige zu tragen.

to debit payments from the above mentioned account according to their due date. Should there not be sufficient funds on my account to cover the applicable payment, there is no obligation on the part of my/our Bank to process the direct debit request. Fees resulting from unprocessed direct debits are carried by me.

Ort / Datum
City / Date

Unterschrift
Signature