

Garderie because the company which runs the Garderie, RUF, uses a point-system to establish the priority order of the applications. Otherwise, please observe the time limits!

Unfortunately, the places at the Garderie are usually allocated relatively early, often before a decision regarding the admission of Cat. III children is taken. If you are affected by that, there is the risk you will not get a place at the Garderie.

Please note that having a place at the Garderie of the Kindergarten is not a guarantee of a place at the Garderie of the School.

Extra Curricular Activities (NSA)

The Parents' Association organizes a series of courses/activities that take place at the end of the school day. Most take place on school grounds, but some take place outside (e.g. tennis, swimming). You can find more information on the website of the association, under the tab NebenSchulAktivitäten (<http://www.esm.org/3.html>).

The program for the courses/activities is published in May/June and the registration period runs for 2 to 3 weeks in June. Registration is carried out online, using a dedicated, secure website. If you would like to register your child for an activity, you will need to join the Parents' Association; you will then receive a username and password for accessing the online registration tool.

CALENDAR / APPOINTMENTS

JANUARY - FEBRUARY	INFORMATION EVENING
FEBRUARY - MARCH	ENROLMENT FOR CAT. I OR II
APRIL - MAY	ENROLMENT FOR CAT. III
END OF MAY	REGISTRATION TO TRANSPORT
MAY - JUNE	PUBLICATION AND REGISTRATION FOR NSA
MAY - JUNE	REPLY FROM SCHOOL ABOUT ENROLMENT
JUNE	SECOND INFORMATION EVENING
SEPTEMBER - JUNE	SCHOLAR YEAR

INFORMATION & CONTACT

Contact details for the Parents' Association are on the website under the tab **Verein** → Büro (<http://www.ev-esm.org/15.html>).

You can also contact the representative(s) of your language section (<http://www.ev-esm.org/13.html>).

The contact details of the representatives at the Board of the Association can be found on the Parents' Association's website under the tab **Verein** → Vorstand (<http://www.ev-esm.org/13.html>) and of those in the Educational council under the tab **Verein** → Erziehungsrat (<http://www.ev-esm.org/14.html>).

Internet

Parent's Association (PA)	http://www.ev-esm.org
Office	http://www.ev-esm.org/15.html
Canteen	http://www.ev-esm.org/5.html
Educational council	http://www.ev-esm.org/14.html
Garderie / After-school care	http://www.ev-esm.org/6.html
Extra Curr. Activities / NSA	http://www.ev-esm.org/3.html
Transportation	http://www.ev-esm.org/4.html
Board	http://www.ev-esm.org/13.html

Canteen „Il Cielo“ http://www.ilcielo.de/frischkoch_esm.html

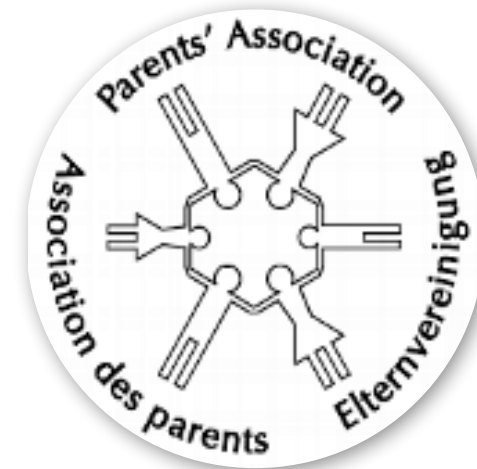
European School Munich <http://esmunich.de/home.html>

Telephone numbers

Parents' Association's office	089 2399 5935
	089 2399 5945
	089 2399 6531

Office hours: Monday to Friday from 9:00 to 12:00

A BRIEF GUIDE TO STARTING SCHOOL AT THE ESM



THIS DOCUMENT AIMS TO GIVE YOU AN OVERVIEW OF THE ENROLMENT PROCEDURE AT THE EUROPEAN SCHOOL, MUNICH (ESM), THE STEPS YOU NEED TO TAKE TO PREPARE YOUR CHILD FOR THE START OF SCHOOL AND AN OVERVIEW OF THE SERVICES OFFERED BY THE PARENTS' ASSOCIATION (PA).



ENROLMENT AT THE SCHOOL

Category I, II or III?

According to the statutes of the European schools, potential pupils belong to one of three categories. Different categories are subject to different admission criteria. If you don't know which category your child belongs to, take a look at the following ESM website (<http://esmunich.de/home/unsere-schule/eltern/aufnahmekriterien.html>).

If your child is Category I or II...

then your child is guaranteed a place at the European school (??). Enrolment will normally take place in February/March. The enrolment form can be found on the ESM website or obtained in paper form from the school's secretariat.

If your child is Category III...

your child is not guaranteed a place at the school. In order to request admission of your child to the school, you must apply for a place using the application form on the school's website (or in paper form from the school's secretariat) taking care to observe the time limit (the exact date of which can be found on the school website; it is usually at the end of April, beginning of May). Following the selection procedure you will be informed whether or not your application has been successful. Please note that you may not receive this information until June so it would be wise to have an alternative solution in place.

If your child is already attending the ESM Kindergarten...

you will receive a simplified application form on which you may select Language 1 (L1), Language 2 (L2) and Religion/Ethics. Please note that children will only be allowed to change L1 between the Kindergarten and primary school under exceptional circumstances.

Cancelling the registration of your child at another school(s)

If you are registered with the German authorities (i.e. „angemeldet“), you may receive a letter in January informing you which local state school your child should

attend and indicating a date on which you are expected to enrol your child at that school.

If, by that date, you already know that your child will be attending the ESM, it is recommended that you inform the local school in question to this effect. The ESM secretariat will provide confirmation per fax directly to the school on request. (You are not obliged to do this, but depending on how seriously your municipality takes the "Schulpflicht", it may happen that you receive enquiring phone calls or even that the police show up looking for the child...) do we need that bit?

Further information

In January/February an information evening usually takes place for prospective pupils and parents. It is open to anyone interested in the European School system or the ESM in particular. The role and activities of the Parents' Association is also presented. The date and time of this introductory meeting are announced on the school's website.

Depending on the section and teacher, a second information evening may also take place in June, before the end of the school year. If your child has been offered a place at the school, you will receive an invitation automatically. At this meeting, you will have the opportunity to meet your child's future teacher. You will be given a list of school equipment which you are expected to provide your child with on the first day of school.

In June you will receive a letter from the school detailing the timetable for the first week of the coming school year. This letter is also published on the school's website. In June the school will also publish on its website the calendar for the coming school year as well as the book lists for each section and class. The book lists list the textbooks that you are expected to order for your child prior to starting school in September. A number of textbooks are provided by the ESM (e.g. Intermath for Mathematics), but many of the other necessary books must be ordered by the parents. Some language sections organize grouped orders of books in the last weeks/months of the school year. Please contact the representative of your language section to find out whether your section offers this service (contact details below).

SERVICES OFFERED

Canteen

If you would like your child to receive school dinners from the school canteen, you must register him/her with the private company providing the catering, Il Cielo. Registration can be carried out on Il Cielo's website (http://www.ilcielo.de/frischkoch_esm.html). Information can also be found on the website of the Parents' Association, under the tab Kantine (<http://www.ev-esm.org/5.html>). Children attending the Kindergarten and eating at il Cielo do not need to re-register; their registration is automatically extended when the child goes to the primary school.

Transport

For transport to and from the ESM, the following options are available:

- School bus to and from near home or from the EPO to the ESM
- Shuttle bus from the school to the EPO (afternoons only)
- free MVV/MVG ticket which your child can use to take public transport to and from school. Please note that the ticket is subject to a yearly fee if you live outside of Munich. More information can be found on the website of the Parents' Association under the tab Transport (<http://www.ev-esm.org/4.html>).

If you would like to make use of any of these possibilities you should register your child for these services before the end of May.

Garderie - After-School Care

You can register your child for after-school care on the "short days", i.e. Monday, Wednesday and Friday. At present there are three possibilities: Garderie, Die Pauker and The Academy. More information can be found on the website of the Parents' Association under the tab Garderie (<http://www.ev-esm.org/6.html>).

Please note that the number of available places is usually less than the number of applications received so it is advisable to register your child as soon as possible for this service. It is particularly advisable to register early for a place in the